

Weekly Planning System

Plan priorities, deadlines, and execution blocks clearly.

Week Of:

Weekly Priorities (Max 5)

Priority	Deadline	Status

Execution Blocks by Day

Day	Main Focus Block	Secondary Tasks
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

Deadlines This Week

Task	Due Date	Owner (if delegated)

Weekly Review

What got done:

What slipped:

Adjustment for next week:
