

A little plan. A better week.



Choose one priority. Make space for the rest.

START HERE

Week of

My main priority

Make room for

Leave for later

MAIN PLAN

TIME / REMINDER

01 **Monday**

02 **Tuesday**

03 **Wednesday**

04 **Thursday**

05 **Friday**

Saturday

Sunday

FREE WEEKLY SAMPLE / YOUR BLANK WEEK

Save a copy, type in the white fields, save and reopen to check. Or print landscape using Fit to page.

Personal and own-business use. No resale or redistribution. The full pack adds Focus, Habits, Review and an Excel workbook.

A little plan. A better week.



Choose one priority. Make space for the rest.

START HERE

Week of

28 September

My main priority

Finish my portfolio
and send it to one client.

Make room for

A walk at lunchtime.

Leave for later

Redesigning my logo

MAIN PLAN

TIME / REMINDER

01 **Monday**

Choose three projects
for the portfolio.

09:00 - 10:00

02 **Tuesday**

Write the project summaries.

After lunch

03 **Wednesday**

Add images and check links.

10:00 - 11:00

04 **Thursday**

Ask a friend to review it.

Send by 15:00

05 **Friday**

Make final edits and send.

Morning focus

Saturday

Coffee, a walk and no project work.

Sunday

Plan next week in ten minutes.