This week's plan

Fill it in once a week, in pencil, in about 15 minutes. Fixed stuff first, then one deep-work task per workday, then stop. When a day blows up, move the task to another day and write it in. No crossing out.

Week of _____ If only one thing happens this week, it's _____ Multiplier: ×

DAY	FIXED (time + what)	DEEP WORK (one task)	Admin, errands, moved in	ENERGY 1 to 3
Mon Lightest day				am ☐ mid ☐ pm ☐
Tue				am ☐ mid ☐ pm ☐
Wed				am ☐ mid ☐ pm ☐
Thu				am ☐ mid ☐ pm ☐
Fri				am ☐ mid ☐ pm ☐
Sat	One anchor + time	Rough slots: morning / afternoon / evening		am ☐ mid ☐ pm ☐
Sun	One anchor + time	Rough slots: morning / afternoon / evening		am ☐ mid ☐ pm ☐

Weekly plan

15 minutes, in this order

- ☐ Copy over last week's moved tasks and anything from your list with a date.
- ☐ Fixed stuff first: appointments, deadlines, pickups, with times.
- ☐ One deep-work task per workday. One.
- ☐ Monday gets the fewest blocks.
- ☐ Each day off gets one anchor. The rest stays rough.

Deadlines

Due this week

1 _____

2 _____

3 _____

Low battery

For the slump

Easy tasks for any low-energy day.

_____

_____

_____

_____

_____

_____

Friday check

Deep work done

____ of ____ days

Moved, not done, still counts as info.

Weekly reset: look back, then plan next week

Do this the night before the new week starts, before you fill in page 1. Five minutes looking back, five clearing the decks, five looking ahead. It's data, not a report card.

Look back

How the week actually went

✓ yes · ½ some · → moved

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Deep work happened							
Buffer got used							
Best energy: am, mid, pm							

After a few weeks, the energy row shows when your high window really is. Put deep work there.

Moved 3 times or more	Times	First step, 25 minutes or less

Clear the decks

Five minutes

- [ ] Brain dump everything still in your head onto your list.
- [ ] Check the calendar two weeks out, not one.
- [ ] Every dated thing gets a reminder for when you need to start.
- [ ] Waiting on someone? Chase it or drop it.
- [ ] Toss or file the paper pile from this week.
- [ ] Write next week's one thing at the top of page 1.

Look ahead

Fixed stuff next week

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Wknd _____

Monday bump

Starting something new?

Start it Monday. Among 11,912 students at a university gym, the chance of a visit was 33.4% higher at the start of a week (Dai, Milkman & Riis, 2014). Use the bump to start one thing, not to cram the day.

The one thing I'll start Monday:

_____

_____

Tonight

Monday's first move

A physical action under 10 minutes, set up before bed.

First move:

Multiplier from the daily planner's log: × _____

No log yet? Use 1.5.

Plan Monday like Friday.

Monday-you is optimistic. Fewest blocks, so the week opens with a win.

One deep task a day.

Three "one things" is a to-do list. Pick one per workday and protect it.

Weekends stay rough.

One anchor with a time. Fun goes in "afternoon," not "2:00 to 3:30."