My ideal week

The week you'd run if nobody else touched your calendar. Pencil first. Write a code in each hour, or shade whole blocks.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Theme							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

F Focus work or study
H Home, errands, getting ready
P People: meetings, class, calls
R Rest and fun on purpose
A Admin and messages
B Buffer (leave it blank)

Build it in this order

The order matters. The things you'd squeeze in last are the ones that disappear, so they go on the grid first.

1	**Fixed things**	Work or class hours, commute, school run, anything that happens every week no matter what.	☐
2	**Sleep and meals**	A bedtime and a wake time, then lunch and dinner. Draw them before any work goes in.	☐
3	**Focus blocks**	Two to five blocks of 60 to 120 minutes in your best hours. These are the first thing you protect.	☐
4	**People time**	Meetings, calls and class, batched onto as few days or half days as your job allows.	☐
5	**Admin**	One or two fixed slots a day for email, messages, forms and bills.	☐
6	**Rest and fun**	Exercise, friends, one evening with nothing planned. If it matters, give it a block.	☐
7	**Buffer**	Leave about 30% of your working hours blank. Things run long, and this is where they land.	☐

My guardrails

Two or three rules that protect the grid. Example: no meetings before 10am.

_____

_____

_____

Hours per week

Block type	Planned	Real
F Focus work or study		
P People		
A Admin and messages		
H Home		
R Rest and fun on purpose		
B Buffer (leave it blank)		

Two-week check

Which block held most days? _____

Which block broke, and what broke it? _____

One change to the grid _____

It won't match.
Most real weeks break part of the grid. Use it to decide what to say yes to, and to rebuild a week that fell apart.

Pencil first.
Live with a draft for two weeks before you copy it into your calendar as repeating events.

Check it each season.
A new job, term or baby means a new grid. Redraw it when the fixed things change.