WEEKLY PLANNER

[Your name] Focus this week: [one big goal]

Week starting (Monday): **16 Nov 2026**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Done
Date	16 Nov	17 Nov	18 Nov	19 Nov	20 Nov	21 Nov	22 Nov	
Priority 1	Finish monthly report	Client call 11:00	Gym		Send invoices	Family day		
Priority 2	Plan the week			Dentist 17:30				
Priority 3								
Schedule								
07:00								
08:00								
09:00	Team meeting							
10:00								
11:00		Client call						
12:00								
13:00								
14:00								
15:00								
16:00								
17:00				Dentist				
18:00								
19:00								
20:00								
Habits (✓)								
[Exercise 30 min]	✓	✓	✓					3/7
[Read 20 pages]								0/7
[8 glasses of water]								0/7
[No phone after 22:00]								0/7

Notes

Type the Monday date in the yellow cell and every day's date fills in. Today's column is highlighted. Pick ✓or ✗for each habit; the Done column counts them. Copy the sheet for each new week.