

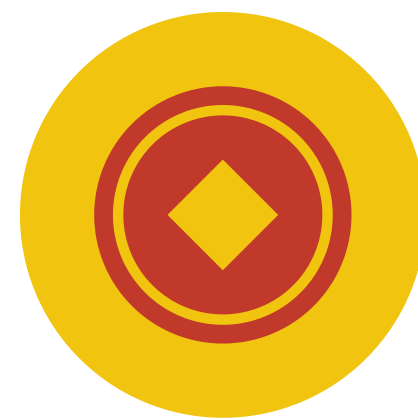


**PRODUCTIVITY
ESSENTIALS**

2026

PLANNING YOUR WEEK AHEAD

**A Simple Worksheet for Mapping
Your Priorities, Commitments, and
Focus**



**Bonus
worksheet
Included**

Planning Your Week Ahead

A Simple Worksheet for Mapping Your Priorities, Commitments, and Focus

About This Worksheet

This worksheet helps you move from a vague sense of "I have a lot on this week" to a clear, written plan for what you intend to do and when. By the end, you will have identified what carried over from last week, named this week's real priorities, mapped commitments to specific days, and set a focus that guides your decisions when things get noisy.

Complete the exercises honestly and in your own words. There are no right answers. The value is in naming things clearly so you can act on them deliberately rather than react to whatever shows up first.

Look Back Before You Look Forward

Before you plan the week ahead, take a few minutes to review the one behind you. What carried over, what got dropped, and what is worth repeating?

Quick review: Fill in the table below with what stands out from last week.

List items in each column from last week

Carried Over	Got Dropped	Worth Repeating

Look at what you wrote. A pattern often shows up in what repeatedly gets dropped or carried forward.

Pattern: What did you notice when you reviewed last week?

Name This Week's Priorities

Priorities are the three to five things that, if nothing else got done, would still make this a successful week. Name them before the week's noise does it for you.

Priorities: List your top priorities for this week and why each one matters.

List 3 to 5 priorities for this week

Priority	Why It Matters

Not everything on your plate is a priority. Some items are obligations, some are maintenance, and some are genuinely urgent but not important to you.

The one thing: If you could only finish one priority this week, which would it be?

Map Commitments to Days

A plan that lives in your head is not a plan. Put your fixed commitments and priority work onto specific days so you can see where the week is already full and where it has room.

Weekly map: For each day, list fixed commitments (meetings, appointments) and the priority work you intend to do.

Fill in each day of the week

Day	Fixed Commitments	Priority Work

Scan the table. Days that look overloaded will not magically open up. Days that look empty may already have invisible commitments you forgot to write down.

Adjustment: Which day needs to be rebalanced, and what will you move?

Set Your Focus and Guardrails

A weekly focus is one sentence that captures what this week is really about. Guardrails are the small number of things you will say no to so the focus has room to happen.

Weekly focus: Complete this sentence. This week is really about:

Guardrails protect your focus. They are the specific things you will decline, delay, or hand off this week.

Guardrails: Check the guardrails you will hold this week.

- I will not take on new non-urgent commitments
- I will decline meetings that do not have a clear purpose
- I will protect at least one block of uninterrupted work per day
- I will not check email or messages before my first priority of the day
- I will say no to one specific thing I would normally agree to

The one no: Name one specific thing you will say no to this week.

DONE

You're Done, What Comes Next

You have reviewed the past week, named your priorities, mapped commitments to days, and set a focus with guardrails. Your answers are yours to keep and revisit. Come back to this worksheet at the end of the week to see how your plan held up against reality.

- I have completed all four exercises honestly
- I have named my top priorities for this week
- I have mapped commitments to specific days
- I know my weekly focus and the one thing I will say no to

Next Step

Put this worksheet somewhere you will see it. Review it briefly each morning to re-anchor to your priorities before the day's demands take over.

Planning Your Week Ahead

A simple weekly worksheet



Welcome to your weekly planning worksheet! This resource is designed to help you proactively organize your week, ensuring you stay focused on what truly matters. By taking a few minutes to plan, you can increase your productivity and reduce stress.

Let's dive in!

Priorities

What are the *top 3-5* things you absolutely need to accomplish this week? These should align with your long-term goals. Write them down below:

Commitments & Appointments

List all scheduled meetings, appointments, and commitments (work, personal, family, etc.). Include the day, time, and location.

- **Monday:**
- **Tuesday:**
- **Wednesday:**
- **Thursday:**
- **Friday:**
- **Saturday:**
- **Sunday:**

Focus & Action Steps

For each priority identified above, break it down into smaller, manageable action steps. Assign specific days to work on these steps.

Priority 1:

- Action Step 1: (Day)
- Action Step 2: (Day)

- Action Step 3: (Day)

Priority 2:

- Action Step 1: (Day)
- Action Step 2: (Day)
- Action Step 3: (Day)

Priority 3:

- Action Step 1: (Day)
- Action Step 2: (Day)
- Action Step 3: (Day)

Priority 4:

- Action Step 1: (Day)
- Action Step 2: (Day)
- Action Step 3: (Day)

Priority 5:

- Action Step 1: (Day)
- Action Step 2: (Day)
- Action Step 3: (Day)

Notes & Ideas

Use this space for any additional notes, ideas, or reminders related to your week. This could include tasks that don't fit neatly into your priorities, potential challenges, or inspirational thoughts.

Next Steps

1. **Review:** Take a moment to review your completed worksheet.
2. **Adjust:** Don't be afraid to adjust your plan as the week progresses. Flexibility is key.
3. **Execute:** Focus on completing your action steps each day.
4. **Reflect:** At the end of the week, reflect on what worked well and what you can improve for the following week. Happy planning!