

The weekly plan.

Claim the hours for the one thing that matters **before** anyone else claims them. Then stop: leave roughly 40 percent of the grid empty on purpose. The white space is not a failure to plan, it is where the week you actually get will happen.

 **Dashed:** a block you put there  **Solid:** an event others can see  The batch of small things


Week of _____

Day
Week
Month

	MON	TUE	WED	THU	FRI
08:00					
09:00					
10:00					
11:00					
12:00					
LUNCH					
14:00					
15:00					
16:00					
17:00					

THIS WEEK'S ONE THING

NOT HAPPENING THIS WEEK