



Work Week Planner

Week of: _____

TOP WEEKLY PRIORITIES

- _____
- _____
- _____

COLOR KEY / CATEGORIES

- Deep Work
- Meetings
- Admin / Email
- Breaks / Lunch

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
8:30					
9:00 AM					
9:30					
10:00 AM					
10:30					
11:00 AM					
11:30					
12:00 PM					
12:30					
1:00 PM					
1:30					
2:00 PM					
2:30					
3:00 PM					
3:30					
4:00 PM					
4:30					
5:00 PM					
5:30					