



ordr.

WEEKLY PLANNER · EASY PLANNING FOR BUSY BRAINS

Week of _____

1 · WEEKLY SWEEP – 5 MINUTES

Everything circling about the week ahead – deadlines, promises, worries. One line each, no sorting.

2 · THREE ANCHORS FOR THE WEEK

If only these three happen, the week is a win. Three – not seven.

1

2

3

3 · THE WEEK – ONE ANCHOR A DAY, PLACED WHERE THE ENERGY IS

	DAY'S ANCHOR (JUST ONE)	LIGHT TASK / FALLBACK
Mon	☐	
Tue	☐	
Wed	☐	
Thu	☐	
Fri	☐	
Sat	☐	
Sun	☐	

4 · NOT THIS WEEK

Real things, deliberately parked. "Not this week" is a full decision – decided is quiet.

MID-WEEK RULE

Week already off the rails by Wednesday? Don't abandon the page – shrink it. Keep whichever anchors still fit, move the rest to next week **on purpose**, and let the daily page carry the load. A replanned week is a working week.

WEEKLY REVIEW – 15 MINUTES, END OF WEEK

☐ Looked 2 weeks ahead for ambushes ☐ Rolled unfinished forward – no guilt ☐ Released what's been rolling for weeks

One thing that broke this week & its fix: _____

Next week's anchor #1: _____