

WEEKLY PRODUCTIVITY PLANNER

Plan smart. Stay focused. Get things done.

FOCUS

Small steps every day lead to big results.

WEEK OF: ____/____/____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6AM – 8AM							
8AM – 10AM							
10AM – 12PM							
12PM – 2PM							
2PM – 4PM							
4PM – 6PM							
6PM – 8PM							
8PM – 10PM							
10PM+							

TOP PRIORITIES THIS WEEK ★

1. _____
2. _____
3. _____
4. _____
5. _____

GOALS THIS WEEK 🚩

- _____
- _____
- _____
- _____
- _____

HABIT TRACKER ✓

	M	T	W	T	F	S	S
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○

TO-DO LIST 📋

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TIME BLOCK / FOCUS PLAN 🕒

Morning Focus: _____

Afternoon Focus: _____

Evening Focus: _____

THIS WEEK I WILL... ❤️

- ✓ Stay focused
- ✓ Manage my time well
- ✓ Take breaks & recharge
- ✓ Learn something new
- ✓ Be consistent

progress, not perfection ❤️

WEEKLY REVIEW 💡

What went well this week?

What can I improve?

What will I do differently next week?

RATE YOUR WEEK

☆☆☆☆☆

🌿 'The secret of getting ahead is getting started.' ❤️ 🌿