



Choose what matters, write in what is fixed, plan each day with room to spare, and look back kindly at the end.

01 What matters this week

Pick up to three. Three is a lot. One or two is fine. For each, write why it matters to you, so it does not turn into a chore.

The thing

Why it matters to
me

Done looks like

02 What is already fixed

Work, school runs, appointments, calls, anything with a set time. Writing them first shows you the space that is left, not the space you wish you had.

What	Day	Time	Getting there or getting ready Travel, prep

03 Rest and energy

Plan the rest as you would plan a meeting. If you only fit it in when everything else is done, it tends not to happen.

Tick what you want to protect this week:

- ☐ At least one evening with nothing planned.
- ☐ A regular time to wind down and go to bed.
- ☐ Time outside, or a walk, on some days.
- ☐ Time with someone I like being around.
- ☐ One slow stretch with no tasks at all.

How much energy do I expect to have this week?

1 2 3 4 5 6 7 8 9 10

Very little

Plenty

When in the week do I usually feel best, and when do I flag?

04 Monday to Friday

One main thing per day, and a 'when and where' for it: 'After lunch, at my desk, I will draft the email.' A small win can be tiny. Leave a day blank if it is already full.

Day	Main thing	When and where	Fixed times	Small win
Mon to Fri				

05 Saturday and Sunday

Weekends often hold the chores, the people and the rest all at once. Choose what you want from them, not just what has piled up.

Day	Main thing	When and where	Fixed times	Small win
Sat, Sun				

06 My buffer

Plans usually take longer than we expect. A buffer is time you leave empty on purpose, so one late task does not knock the whole week over.

Buffer slot

Day and time

What it could catch

If the week goes sideways, the one thing I will still do is:

07 End-of-week look back

Do this at the end of the week, with curiosity and not judgement. You are learning how your weeks really run.

What got done, and what am I glad about?

What moved, and why? (too big, wrong time, not mine, something came up)

Carry to next week?

Keep, shrink or drop

Next week I will give myself more time for:

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When you're done, a moment to reflect

- Which task took longer than you thought, and by roughly how much?
- Did your priorities feel like yours, or like someone else's list?
- Where did rest actually happen, and where did it get squeezed out?
- What was your best day this week, and what made it work?
- What is one thing you will plan differently next week?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life. Fill it in online and it saves as you go: selfgrowth.org/worksheets/weekly-planner-printable



If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.