

WEEKLY TEMPLATE

Weekly Focus Planner Template



Plan your weekly deep work blocks, track distractions, and review your energy patterns at the end of the week.

WHAT THIS TEMPLATE HELPS YOU DO

- Choose 3 weekly outcomes instead of chasing endless tasks.
- Block your strongest energy hours for deep work.
- Capture distractions without letting them break the session.
- Review what actually worked and adjust next week.

Best use

Fill it every Sunday evening or Monday morning before opening your usual to-do list.

Tiny rule

A planned focus block is a promise to protect attention, not a prison for your calendar.

Print tip: Use pages 2-5 every week. Keep old copies to spot your patterns.

Weekly Focus Overview

Start with outcomes, then place focus blocks around your real energy and commitments.

Week of _____ **Main theme** _____

Example: Build, write, study, launch, recover, organize, improve.

TOP 3 WEEKLY OUTCOMES

1 Outcome: _____
Done means: _____

2 Outcome: _____
Done means: _____

3 Outcome: _____
Done means: _____

BEST ENERGY WINDOWS

Mark the time blocks when your brain is usually strongest.

Morning _____

Late morning _____

Afternoon _____

Evening _____

NON-NEGOTIABLES

Sleep, workouts, meetings, family, commute, appointments.

THIS WEEK I WILL PROTECT MY FOCUS BY...

Removing: _____

Preparing: _____

Saying no to: _____

Weekly Deep Work Block Grid

Plan only the blocks that matter. Leave space for real life, but protect the sessions you choose.

Day	Time	Focus target	Prep needed	Done?
Monday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected
Tuesday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected
Wednesday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected
Thursday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected
Friday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected
Saturday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected
Sunday Energy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____	_____ _____	_____ _____	<input type="checkbox"/> protected

Planning rule: Do not fill every space. Choose fewer blocks and make them real.

Energy circles: low / medium / high. Use them later to find your best rhythm.

Distraction + Energy Tracker

Use this page during the week. You are not judging yourself - you are collecting data about attention.

DISTRACTION LOG

When focus breaks, write the trigger quickly and return to the block.

Time	Trigger	What I did	Prevention idea

DAILY ENERGY SCORE

Rate 1-5. Add one short note about why.

Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOCUS PATTERN NOTES

Best block this week: _____

Hardest focus moment: _____

Common distraction: _____

Best environment: _____

Best time of day: _____

One thing to change: _____

Reminder: The point is not to become a machine. The point is to understand your attention.

End-of-Week Focus Review

Review gently. Keep what worked, remove what repeatedly failed, and plan one better experiment for next week.

WHAT WORKED WELL?

WHAT DRAINED MY FOCUS?

WHAT CREATED MOMENTUM?

WHAT SHOULD I STOP DOING?

SCORE THE WEEK

Protected planned blocks	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<hr/>
Finished meaningful outcomes	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<hr/>
Managed distractions	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<hr/>
Energy matched schedule	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<hr/>

ONE EXPERIMENT FOR NEXT WEEK

Do not redesign your whole life. Choose one small change and test it for seven days.

Next week I will:

Because:
