Plan a week you can work with

A standalone planning aid for solopreneurs. Use it to order important work, reserve realistic focus time and review what happened. Adapt or skip any prompt. This is a worksheet, not a course or a promise of results.

Before you begin

Check your fixed commitments and the time you can actually use. Write the week start and any capacity notes below.

Week begins	Fixed commitments or capacity notes

1. Put the important work in order

List up to three outcomes in order. For each, record one next action that would move it forward and a day to try it. If more than three tasks compete, choose what matters most now and move the rest to a later list.

Rank	Outcome for this week	Next visible action	Day
1			
2			
3			

Later, not this week

Capture tasks you are deliberately leaving out so they do not crowd this plan.

Task or reminder

2. Reserve focused time

Use a row for each day you plan to work. Match a focus block to one priority, note when you will begin or what will prompt you to start, and name the first step. Leave space for breaks, admin and changes. If the week is full, move a block or choose a smaller first step.

Day	Focused work	When or start trigger	First small step
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

3. Review and reset

At the end of the week, compare the plan with what actually happened. Use the notes to learn about your workload and choices; this is a review, not a score.

Review prompt	Notes
What moved forward, and what helped?	
What stayed unfinished, and what affected it?	
What will you keep, change or carry into next week?	