Growth Performance

INDIVIDUAL PLANNING TOOL

Weekly Priority Planner

A priority-first weekly planner. Define what matters before the week begins. Plan each day around your top work, not around what arrives. Protect focused time. End the week with a clear reflection on what moved.

How to use this planner: Complete Section 1 before Monday begins, ideally on Friday afternoon or Sunday evening. Then fill in each day's plan at the start of that day or the evening before. The Must Do is your one non-negotiable. Should Do items are important but can flex. The Focus Block is protected deep work time: no meetings, no messages. Complete Section 3 on Friday afternoon.

SECTION 1: WEEK SETUP (COMPLETE BEFORE MONDAY)

WEEK OF

ONE WORD THAT DESCRIBES WHAT THIS WEEK NEEDS TO BE

TOP PRIORITY 1, THE SINGLE MOST IMPORTANT THING THIS WEEK MUST DELIVER

TOP PRIORITY 2

TOP PRIORITY 3

WHAT AM I PROTECTING TIME FOR? (DEEP WORK / STRATEGIC THINKING / PERSONAL)

WHAT AM I NOT DOING THIS WEEK? (ACTIVE CHOICE TO DEFER OR DROP)

SECTION 2: DAILY PLAN

DAY	MUST DO (1 ITEM, HIGHEST PRIORITY)	SHOULD DO (2-3 ITEMS)	FOCUS BLOCK (TIME PROTECTED)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

SECTION 3: END OF WEEK REFLECTION (COMPLETE FRIDAY)

DID I DELIVER MY THREE TOP PRIORITIES? (YES / PARTIALLY / NO, AND WHY)

WHAT GOT IN THE WAY OR PULLED MY ATTENTION AWAY FROM WHAT MATTERED?

WHAT ROLLS INTO NEXT WEEK? (TASKS THAT NEED CARRYING FORWARD)

ONE THING I WILL DO DIFFERENTLY NEXT WEEK

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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