DAILY SCHEDULE & WEEKLY PLAN

GOOGLE SHEETS TEMPLATE | INSTANT DOWNLOAD

WEEKLY PLANNER

WEEK START : Sun, Jan 28, 2024

CALENDAR START : Sunday

JANUARY

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

WEEKLY HABITS

	S	M	T	W	T	F	S
30 minutes workout	☑	☑	☑	☐	☐	☐	☐
Read for 20 minutes	☑	☐	☑	☑	☐	☐	☐
Drink 8 glasses of water	☑	☑	☑	☐	☐	☐	☐
10 minutes of meditation	☑	☑	☑	☑	☐	☐	☐
Balanced meals	☐	☑	☑	☑	☐	☐	☐
10 minutes of reflection	☐	☑	☑	☑	☐	☐	☐
Aim for 7-8 hours of sleep	☑	☑	☐	☑	☐	☐	☐
15 minutes of daily learning	☑	☑	☑	☑	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

46.4%

WEEKLY TO DO LIST

1	Complete work assignments	☑
2	Check and respond to emails	☑
3	Plan meals for the week	☑
4	Attend a fitness session	☑
5	Review personal and professional goals	☐
6	Progress on a long-term project	☑
7	Connect with a friend or family	☐
8	Read personal development book	☑
9	Organize a living space area	☐
10	Explore a new skill or hobby	☑
11		☐
12		☐
13		☐

Sunday
28 January 2024

PRIORITIES
1. Work on top project ☑
2. Plan upcoming week ☑
3. Schedule relaxation time ☑
4. ☐
5. ☐

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SCHEDULE
- 6:00
- 6:30
- 7:00
- 7:30
- 8:00
- 8:30 Breakfast and relax
- 9:00
- 9:30
- 10:00 Work on top project
- 10:30
- 11:00
- 11:30
- 12:00 Plan upcoming week
- 12:30
- 13:00
- 13:30
- 14:00 Personal tasks or hobbies
- 14:30
- 15:00
- 15:30
- 16:00 Exercise or outdoor activity
- 16:30
- 17:00
- 17:30
- 18:00 Review and adjust the rest of the week
- 18:30
- 19:00
- 19:30
- 20:00

Monday
29 January 2024

PRIORITIES
1. Complete work tasks ☑
2. Team meeting and emails ☑
3. 30-min of personal development ☑
4. ☐
5. ☐

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SCHEDULE
- 6:00
- 6:30
- 7:00
- 7:30
- 8:00
- 8:30 Work tasks
- 9:00
- 9:30
- 10:00 Team meeting and emails
- 10:30
- 11:00
- 11:30 Project work
- 12:00
- 12:30
- 13:00 Personal development
- 13:30
- 14:00
- 14:30
- 15:00 Collaborative work or meetings
- 15:30
- 16:00
- 16:30 Review and plan for the next day
- 17:00
- 17:30
- 18:00 Exercise or outdoor activity
- 18:30
- 19:00
- 19:30
- 20:00

Tuesday
30 January 2024

PRIORITIES
1. Complete Project Tasks ☑
2. Team Collaboration Meeting ☑
3. Focused Coding Session ☑
4. Draft Project Timeline ☑
5. Coordinate Deliverables ☐

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SCHEDULE
- 6:00
- 6:30
- 7:00
- 7:30
- 8:00
- 8:30
- 9:00 Complete Project Tasks
- 9:30
- 10:00 Break and Email Check
- 10:30
- 11:00
- 11:30 Team Meeting and Collaboration
- 12:00
- 12:30
- 13:00
- 13:30
- 14:00 Deep Work: Coding Focus
- 14:30
- 15:00
- 15:30 Short Break and Review
- 16:00 Draft Project Timeline
- 16:30
- 17:00
- 17:30 Review and Adjust Business Developments
- 18:00
- 18:30
- 19:00 Exercise or Outdoor Activity
- 19:30
- 20:00

Wednesday
31 January 2024

PRIORITIES
1. Project Presentation Preparation ☑
2. Client Meeting ☑
3. Task Delegation ☑
4. Skill Development ☑
5. ☐

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SCHEDULE
- 6:00
- 6:30
- 7:00
- 7:30
- 8:00
- 8:30
- 9:00 Project Presentation Preparation
- 9:30
- 10:00 Short Break and Review
- 10:30
- 11:00
- 11:30 Client Meeting
- 12:00
- 12:30
- 13:00 Task Delegation
- 13:30
- 14:00 Skill Development
- 14:30
- 15:00
- 15:30
- 16:00 Work on Assigned Tasks
- 16:30
- 17:00
- 17:30 Review and Plan for Thursday
- 18:00
- 18:30
- 19:00 Exercise or Outdoor Activity
- 19:30
- 20:00