



WEEKLY PLANNER

PLAN FOR THE WEEK AHEAD
USING THIS SIMPLE DAILY
PLANNER. AUDIT WHERE
YOU'RE SPENDING YOUR TIME.

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A note from your coach...

Plan for the week ahead using this simple daily planner. Plan in what you intend to do for each hour of each day. Follow the plan over the course of the week, ticking when you have successfully spent the hour doing the planned activity, or crossing where you haven't completed that activity at that specific time. Where you haven't completed the planned activity, document your reason why, including what you did instead.

This is a great way to plan for the week ahead, hold yourself accountable and gain valuable insight into where else your time might be spent.

Remember to add the date and circle the day of the week.

DATE:

MON / TUES / WEDS / THURS / FRI / SAT / SUN

Time	Activity	Completed?	If not completed, for what reason? What was done with this time?
00:00-01:00			
01:00-02:00			
02:00-03:00			
03:00-04:00			
04:00-05:00			
05:00-06:00			
06:00-07:00			
07:00-08:00			
08:00-09:00			
09:00-10:00			
10:00-11:00			
11:00-12:00			

DATE:

MON / TUES / WEDS / THURS / FRI / SAT / SUN

Time	Activity	Completed?	If not completed, for what reason? What was done with this time?
12:00-13:00			
13:00-14:00			
14:00-15:00			
15:00-16:00			
16:00-17:00			
17:00-18:00			
18:00-19:00			
19:00-20:00			
20:00-21:00			
21:00-22:00			
22:00-23:00			
23:00-00:00			



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Creating results through conversations