

## FREE TOOLS & TIPS

# Weekly Time & Priority Planner

A practical system for protecting important work while staying responsive to customers, crews, and daily operations.

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Week of: \_\_\_\_\_

Primary business or project: \_\_\_\_\_

## Define a successful week

If only one meaningful result is completed, it should be: \_\_\_\_\_

## Three priority outcomes

| Priority outcome | Owner | Due |
|------------------|-------|-----|
|                  |       |     |
|                  |       |     |
|                  |       |     |

## Capacity check

| Available work hours | Fixed commitments | Travel / field time | Unplanned-work buffer | Focus capacity remaining |
|----------------------|-------------------|---------------------|-----------------------|--------------------------|
|                      |                   |                     |                       |                          |

Focus capacity = Available hours - Fixed commitments - Travel or field time - Buffer

- Put customer and safety commitments on the calendar first.
- Reserve focused blocks for work that moves a priority forward.
- Leave space for interruptions and recovery.
- Delegate work that does not require you.

# Weekly time-block plan

Schedule outcomes, not just activity.

| Time block        | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|--------|---------|-----------|----------|--------|
| Early             |        |         |           |          |        |
| Morning focus     |        |         |           |          |        |
| Midday            |        |         |           |          |        |
| Afternoon focus   |        |         |           |          |        |
| Customer / field  |        |         |           |          |        |
| Admin / follow-up |        |         |           |          |        |
| End-of-day reset  |        |         |           |          |        |

Deep work: \_\_\_\_\_

Customer follow-up: \_\_\_\_\_

Planning and review: \_\_\_\_\_

Personal or recovery time: \_\_\_\_\_

**Buffer rule: Keep at least \_\_\_\_\_ minutes or \_\_\_\_\_ percent of the week unscheduled for delays, urgent requests, and necessary follow-up.**

# Daily execution page

Date: \_\_\_\_\_

Today's most important result: \_\_\_\_\_

## Top three actions

| Action | Estimated time |
|--------|----------------|
|        |                |
|        |                |
|        |                |

## Focus blocks

| Block | Start | Finish | Intended result | Completed |
|-------|-------|--------|-----------------|-----------|
| 1     |       |        |                 |           |
| 2     |       |        |                 |           |
| 3     |       |        |                 |           |
| 4     |       |        |                 |           |

## Capture incoming work without abandoning the current task

Request or issue:

Owner or next action:

Due or review date:

## End-of-day reset

Completed: \_\_\_\_\_

Waiting on: \_\_\_\_\_

Carry forward intentionally: \_\_\_\_\_

First action tomorrow: \_\_\_\_\_

# Weekly review

Measure progress, then improve the system.

Priority outcomes completed (of 3): \_\_\_\_\_

Important work that moved forward: \_\_\_\_\_

Customer or team commitment needing follow-up: \_\_\_\_\_

Largest interruption or delay: \_\_\_\_\_

Time spent that did not create enough value: \_\_\_\_\_

## Decide what changes next week

Continue: \_\_\_\_\_

Start: \_\_\_\_\_

Stop: \_\_\_\_\_

Delegate: \_\_\_\_\_

Automate or standardize: \_\_\_\_\_

**Next week's first protected priority:** \_\_\_\_\_

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