Week plan template

2025WX plan

Theme: X, because Y.

Project(s) & key results:
[X days] <u>Project 1</u>
- ☐

[X days] <u>Project 2</u>
- ☐

[X days] <u>Ongoing responsibilities; smalls</u>
- ☐

Reflection:
<u>How well does this plan reflect my priorities for the month, the quarter, and the year?</u>
- Month:
- Quarter:
- Year:

<u>What is the single most important thing to do, and do well?</u>
- ●

<u>What will be the main challenges of this week? If this doesn't go well—why?</u>
- ●

Meta-commitments:
(gym, writing hours, etc)
- ☐

Day-by-day:

<u>Monday</u>
- Morning:
- Afternoon:

<u>Tuesday</u>
- Morning:
- Afternoon:

<u>Wednesday</u>
- Morning:

- Afternoon:

Thursday
- Morning:
- Afternoon:

Friday
- Morning:
- Afternoon:

Week review template

2025WX review

What's the story of the week?
1-3 sentences.

Progress on week goals:

Project 1

-

Project 2

-

Ongoing responsibilities; small

-

Unexpected: any unexpected wins, losses, or notable developments?

Commitments (meta): Did you meet your commitments?

Social plans: Did you meet or exceed? How did it go?

One thing to celebrate; three things to be grateful for:
- Celebrate:
- Grateful:

Ratings:
- Productivity: /10
- Energy: /10
- Mood: /10

Reflection
What's on my mind?

-

When did I feel most and least energised this week? What is gaining or losing momentum?

-

Main issues, challenges, headwinds

-

If I could redo this week, what ONE thing would I change?

-

What did I learn?

-

Todos for next week:

Appendix 1. Toggl time breakdown

Month plan template

[MONTH NAME] [YYYY] Plan

Theme: X, because Y.

Project(s) & key results:
[X days] Project 1
☐

[X days] Project 2
☐

[X days] Ongoing responsibilities & smalls
☐

[X hours] Small tasks & admin
☐

Commitments (meta):

e.g. 3x gym; 30 Toggl hours / week.
☐

Social plans:
☐ Facetime:
☐ Calls (1+):
☐ Group activity:

Reflection:
Is this plan overcommitted? Could it be more focussed? What am I saying NO to this month?

How well does this plan reflect my priorities for the quarter, and the year?
- Quarter: X, because Y.
- Year: X, because Y.

What is the single most important thing to do, and do well?

- X, because Y.

What will be the main challenges of this month? If this doesn't go well—why?

-

Week-by-week:

WX

-

WX
-

WX
-

WX
-

WX
-

Month review template

[MONTH NAME] [YYYY] Review

Month at a glance

What's the story of the month?
Compressed version (3-5 sentences).

- Key progress:
- Most valuable thing I did this month:
- Unexpected developments:
- Major takeaways:

Progress on quarterly goals

[X days] <u>Project 1</u>

☐

[X days] <u>Project 2</u>

☐

[X days] <u>Ongoing responsibilities; smalls</u>

☐

Story of the month

…

Pattern recognition

- What patterns emerged across the weeks?
- What gained momentum? What lost steam?
- Any recurring obstacles or energy drains?

Surprises & pivots

- What plans were abandoned and why?
- What emerged that wasn't planned?
- Best unplanned moment:

By the numbers

- …

Monthly income

Update 📗 2025: Revenue & income

Energy & wellbeing

- Productivity rating: /10
- Energy rating: /10
- Mood rating: /10
- Notable periods feeling energised:
- Notable periods feeling tired, drained or demotivated:

Memorable moments & gratitude

- Key wins:
- Happy times:
- Grateful for:

Notable insights

[Capture moments of clarity from conversations, reading, or reflection]

Themed reflection

Did I grow the following:

- **Financial Wealth (Money)** – The most obvious form of wealth, involving income, assets, and financial security. It provides freedom but isn't the only measure of a rich life.
- **Social Wealth (Status & Network)** – Your relationships, reputation, and the strength of your personal and professional network. Who you know and how they perceive you can open doors and opportunities.
- **Time Wealth (Freedom & Flexibility)** – The ability to control your own time and do what you want, when you want. Many people chase financial wealth only to lack time wealth.
- **Physical Wealth (Health & Well-being)** – A healthy body and mind, which allow you to enjoy other forms of wealth. Without good health, financial and social wealth lose much of their value.
- **Spiritual Wealth (Purpose & Fulfillment)** – A sense of meaning, purpose, and inner peace. This can come from personal growth, faith, or making a positive impact on others.

Trajectory check

- If this month's patterns continue, where will I be in 3 months?
- What needs course correction?
- What deserves doubling down?

Next month's focus

- One thing to amplify:
- One thing to fix:
- One experiment to try:

Action items captured during review

☐

Appendix 1. Toggl time breakdown

Quarterly plan template

For a more intense quarterly review and planning process, see [Peter Wildeford's process](#).

Background: vision for the end of 2025

1. A
2. B
3. C

Vision for 2025QX

1. A
2. B
3. C

Projects for 2025QX

1. Project 1 [X weeks]

Link: Project Sheet

Objectives (what I'm aiming for)
1.

Key results (how I know I'm making progress)
1.

Input goals
●

2. Project 2 [X weeks]

...

2. Project 3 [X weeks]

...

Ongoing responsibilities:
●

Month-by-month

January

February

March

LLM project instructions

Week review assistant

Trigger: "Let's do a week review for week [n]".

1. **Gather context**
   • Week [n] plan, monthly/quarterly plans, last week's review, "About me" doc, review template.
2. **Guide reflection**
   • Ask probing questions for each template section; aim for depth and clarity.
3. **Offer insights**
   • After my answers, share observations and give 5 tailored bonus prompts (patterns, values, energy, growth, new perspectives).
4. **Compile review**
   • When asked, assemble responses into the template, preserving my voice.
5. **Capture next-week actions**
   • List every task raised under **Next-week action items**.

Week planning assistant

Trigger: "Let's plan week [n]".

1. **Gather context**
   • Last week's review, relevant plans, capture lists, calendar, "About me" doc, week-plan template.
2. **Clarify focus**
   • Ask deep questions to fill the template.
3. **React with insights**
   • Share reflections and 5 extra prompts.
4. **Map goals to actions**
   • Create and fill table:

Project	Objectives and key results	Comments

   • Break key results into tasks, add time estimates, use markdown bullets.
5. **Write up plan**
   • When asked, compile the plan into the template, keeping my voice.

Spellings

Always write **TYPE III AUDIO** in uppercase.