

3 Weekly Focus Rhythm & Time Alignment Plan

Create a repeatable weekly rhythm that supports sustainable productivity and clear leadership. Complete this on Day 7 of your reset.

SECTION A – WEEKLY PLANNING

PLANNING DAY & TIME

THE QUESTION I ANSWER IN PLANNING

What are the three outcomes that matter most next week?

SECTION B – DEEP WORK

My protected deep work block(s)

My two-minute focus ritual

e.g. write the one outcome, open only what you need, set a timer, begin

SECTION C – MEETINGS

ONE MEETING I WILL SHORTEN

ONE MEETING I WILL MAKE ASYNC

One new meeting standard I will hold

e.g. no decision = async, agenda required, end 5 minutes early

SECTION D – ADMIN

My admin catch-up time

SECTION E – CAPACITY

WHAT RESTORES MY CLARITY FASTEST

WHAT DRAINS MY CLARITY FASTEST

My one capacity commitment for next week

e.g. protected lunch, no meetings before 10am, earlier finish one evening