Weekly planning worksheet

Maker Signal | Choose outcomes that fit your available time.

Week and capacity

Week of: _____

Available ___ - fixed ___ - routine ___ - buffer ___ = ___ hours for outcomes

Outcomes and next actions

1. Outcome: _____

Done means: _____ Estimate: ___ Deadline: _____

First action and work block: _____

2. Outcome (optional): _____

Done means: _____ Estimate: ___ Deadline: _____

First action and work block: _____

3. Outcome (optional): _____

Done means: _____ Estimate: ___ Deadline: _____

First action and work block: _____

Dependencies and changes

Waiting for / owner / follow-up date: _____

If _____ then I will _____

Not this week: _____

Friday review

Completed: _____

Carried over and why: _____

Review minutes: ___ One adjustment: _____