



## Weekly planning template

### Leadership Dimensions

### Evaluating information

A weekly planning template enables you to **look at the time available to you** and plan how you will **use it effectively**.

### When to use this tool

**Before your week starts**, as you look forward to the tasks you are planning to undertake.

### What to do - plan your week effectively

1. **List your tasks for the next week** - don't worry about day order because you can sort the table later.
  - List **regular weekly tasks** and any tasks **deferred** from the previous week.
  - List tasks that **need to be done now** and **planning tasks that need to be undertaken** based on your **Urgent/important planner** analysis.
2. **Assign days to tasks**.
  - **Use a numbering code for day names**, 1-Mon, 2-Tues, 3-Wed, 4-Thurs, 5-Fri, so that you can **sort the matrix later in weekday order**.
  - Assign the commencement day to tasks that span days.
3. **Add task details** - Priority, Task owner and Time required.
4. **Sort the table** on Column 1 in ascending order so you have a task list in weekday order.<sup>1</sup>

#### Tips

- Make sure that the tasks you schedule are aligned with your personal or team goals.
- Track task progress each day and be alert for activities that are becoming distractions.
- After completing your plan, review it carefully. Is it realistic? Have you taken on too much? Are you planning to handle too many actions at the one time?
- Don't measure the 'success' of your weekly plan by how busy you will be. 'Busyness' can be a trap.<sup>2</sup>
- And remember, in addition to the time you allocate **each day** to specific tasks, **set time aside for contingencies and time out**.

<sup>1</sup> The column header of Column 1 is actually 0-Day (the "0-" is invisible) so there is no need to split the table to do the table sort.

<sup>2</sup> "The trap of busyness causes us to move with such mindless speed that we're like the proverbial chicken running around with his head cut off. We plunge into our emails and meetings with a manic energy that forbids reflection, deeply honest conversations, and breaks from the routine." *The Busyness Trap*, Thomas J. DeLong, HBR Blog Network, May 26, 2011

Name of team/individual

Week commencing

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<b>0 Day</b> 1-Mon, 2-Tues, etc	<b>Major Task</b> List recurring, deferred and priority tasks. Be sure to assess priority of urgent tasks in your urgent / importance planner	<b>Priority</b> Urgent? Important?	<b>Task owner</b> You, team or individual?	<b>Time</b> required (Estimate)	<b>Status</b> In progress Finished