



Intentional Week

Weekly Planner

168 hours. One week. Your design.

Based on the 9 Rules from
Tranquility by Tuesday
by Laura Vanderkam

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The 9 Rules

Your guide to an intentional week

1

Give yourself a bedtime

Go to sleep at about the same time every night.

2

Plan on Fridays

Think through your weeks before you're in them.

3

Move by 3pm

Do some physical activity in the first half of every day.

4

Three times a week is a habit

Things don't have to happen daily to count.

5

Create a backup slot

Build buffer time for when things go sideways.

6

One big, one little adventure

Plan something to look forward to each week.

7

Take one night for you

Carve out personal time that's just yours.

8

Batch the little things

Group small tasks instead of fragmenting your day.

9

Effortful before effortless

Do effortful fun before defaulting to screens.

Weekly Planner

Week of: _____

Friday Planning

What matters this week?

Career / Work

Relationships

Self

Daily Tracker

My 3x/week habits: 1. 2.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bedtime	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Move by 1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Habit 1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Habit 2	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Effortful f	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Adventures

Big Adventure:

Little Adventure:

Backup Slot:

Night for You:

Batch Tasks

Group these together

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Notes

Weekly Schedule

Week of: _____

Meetings, appointments & events

Sunday

Date: _____

Monday

Date: _____

Tuesday

Date: _____

Wednesday

Date: _____

Thursday

Date: _____

Friday

Date: _____

Saturday







Date: _____

Weekly Notes

Work Task Tracker

Week of: _____

Track planned vs. actual time to improve your estimates

Task	Planned	Actual	Done
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Weekly Summary

Total Planned: _____

Total Actual: _____

Tasks Completed: _____ / _____






Accuracy: _____%

Reflection: What worked? What would I change?

Relationships Task Tracker

Week of: _____

Track planned vs. actual time to improve your estimates

Task	Planned	Actual	Done
1.			
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Self Task Tracker

Week of: _____

Track planned vs. actual time to improve your estimates

Task	Planned	Actual	Done
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12.			

Weekly Summary

Total Planned: _____

Total Actual: _____

Tasks Completed: _____ / _____

Accuracy: _____%

Reflection: What worked? What would I change?

Daily Journal

Date: _____

Today's Mood

1

Rough

2

Meh

3

Okay

4

Good

5

Great

What's on your mind?

What are you grateful for?

What went well today?

What would you do differently?

Mood Calendar

Month: _____

Legend: 1=Rough 2=Meh 3=Okay 4=Good 5=Great

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Patterns & Reflections

Weekly Planner

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