# Horizontal Week

A simple place for appointments and short daily notes.

Week of _____ Focus _____

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

# Vertical Week

One column per day, with a shared space for notes.

Week of _____ Focus _____

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|
| | | | | | | |

**Notes for the week**

# Rolling Task List

Write each task once. Dot = planned. X = complete. > = move.

Week of _____ Focus _____

| TASK | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
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**Carry forward**

# Time Block Week

Choose your own times for each block. Leave room for breaks.

Week of _____ Focus _____

| TIME | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
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**Flexible tasks**

# Work and Personal

Keep work commitments and personal plans in separate columns.

Week of _____ Focus _____

| | WORK | PERSONAL |
|---|---|---|
| Mon | | |
| Tue | | |
| Wed | | |
| Thu | | |
| Fri | | |
| Sat | | |
| Sun | | |

**One boundary to keep this week**

# Study Week

Plan assignments, study sessions, and a realistic next step.

Week of _____ Focus _____

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Due this week**

**Study targets**

**Questions to ask**

# Meals and Plans

Give each day a plan and one main meal to prepare.

Week of _____ Focus _____

| | PLANS | MAIN MEAL |
|---|---|---|
| Mon | | |
| Tue | | |
| Wed | | |
| Thu | | |
| Fri | | |
| Sat | | |
| Sun | | |

**Use first**

**Prep ahead**

# Weekend Focus

Brief weekday reminders and larger spaces for Saturday and Sunday.

Week of _____ Focus _____

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Ready for next week**