The Sunday Planning Reset

Every Sunday, plan the week before it starts. Name what a win looks like, budget your time, and build your calendar in order so the most important things land first.

Week of: _____ Word for the week: _____

1. Weekly header

Mission focus (one sentence), then your top 3 outcomes: what makes this week a win?

2. Time budget

Work hours available, deep work hours, sleep target, breaks, a 24-hour rest window.

3. Weekly scoreboard

Targets for your key activities, prospecting, client touchpoints, and family commitments.

4. Rocks, pebbles and sand

Rocks: must do. Pebbles: should do. Sand: only if time allows. What gets set aside this week?

5. Calendar build order

Check each off as you place it on your calendar.

☐ Fixed commitments ☐ Big rocks (mornings when you can) ☐ Prospecting blocks ☐ Key activity blocks

☐ Buffers and transitions ☐ Pebbles (admin, email windows) ☐ Errands ☐ White space

Want help building your week? Book a free 15-minute clarity call.