

# Weekly Planner Template: Time-Block + Priorities

Plan one workweek with priorities, appointments, and follow-up.

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## Weekly priorities

Top priority	Why it matters	Done?
		[ ]
		[ ]
		[ ]
		[ ]
		[ ]

## Time-block schedule

Time	Mon	Tue	Wed	Thu	Fri
8 AM					
10 AM					
12 PM					
2 PM					
4 PM					

## Friday review

Completed	Carry forward	Delegate