
THE INTENTIONAL WEEK / SAMPLE LESSON

Make room before making a plan.

A useful week starts with the time you actually have.

01 Map your fixed commitments.

Write down work, study, care, appointments and other commitments. Include travel and breaks. The remaining space is your starting point, not a target to fill completely.

02 Choose one meaningful outcome.

Ask what would make this week feel useful. Describe what finished looks like. Instead of 'work on my portfolio', try 'choose three projects and draft the first project summary'.

03 Place the smallest useful next action.

Choose a realistic time for the first step. Leave room for interruptions. If the step does not fit, make it smaller or deliberately move it to another week.

04 Review, then adjust.

Notice what moved, what interrupted you and what needs to change. Use the information to make next week's plan more realistic. An unfinished plan is information, not a verdict.

A SMALL, WORKABLE EXAMPLE

Outcome: Draft the first portfolio summary.

First step: Collect five notes on one project.

When: Tuesday after lunch, in an available 30-minute block.

If plans change: Keep the five notes and reschedule the draft.

THE INTENTIONAL WEEK / YOUR PLANNING WORKSHEET

A week with room for what matters.

Type into the fields and save a copy, or print and write by hand.

Week beginning

1. What is already committed?

Include work, care, appointments, travel and breaks.

2. One meaningful outcome

What would finished look like this week?

3. The smallest useful next action

When will it fit?

Choose an available time, leaving room for interruptions.

If the week changes, the smaller version is...

4. Review: what moved, what got in the way, what will I adjust?