



The Weekly CEO Hour Planner

Block the time. Triage the list. Delegate the rest.

HOW TO USE THIS PLANNER

Set aside one hour each week - Monday morning works well. Complete each section in order. The goal is to finish knowing exactly what you're doing this week, what can wait, and what doesn't need to be done by you at all.

WEEK OF: _____

■ THIS WEEK'S SINGLE FOCUS

The one thing that would make this week a success...

◆ TOP 3 PRIORITIES THIS WEEK

1. _____

2. _____

3. _____



Task Triage - This Week's Full List

List everything. Assign every task to an owner.

TASK	OWNER	BY WHEN
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Owner key: ME = you | VA = virtual assistant | OBM = ops manager | OUT = outsource



■ DELEGATE THIS WEEK

What am I handing over this week, and to whom?

■ WHAT'S DRAINING YOUR ENERGY?

Tasks or situations pulling focus away from growth work:

■ PARKING LOT — GOOD IDEAS FOR LATER

Good ideas and tasks that don't belong this week:
