

Weekly Founder Focus Planner

Your One-Page Weekly Reset to Stay Sane and Make Progress

Use this weekly planner to stay focused, reduce overwhelm, and make progress on what matters. Review every Monday morning or Sunday night. Print it or copy it into Notion/Google Docs.

Top 3 Goals This Week

(What matters most — aligned to traction, learning, or revenue)

1. _____
2. _____
3. _____

Daily Focus

(Write one high-leverage task or goal for each day)

Day	Focus Task
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Quick Wins Tracker

(Check off small wins to stay motivated)

- Sent a sales email or proposal
- Spoke to a real customer
- Completed one deep work task

- Learned something new
- Delegated something
- Took a break without guilt
- Said “no” to something distracting
- Made progress on one major goal

Meetings & Blocked Time

(Protect your calendar by planning it intentionally)

- Meetings to attend: _____
- Time I’m blocking for deep work: _____
- Admin time / cleanup: _____

Biggest Distraction to Avoid

(Write it down so it loses power)

Weekly Reflection

(End-of-week review — Friday or weekend)

- What went well?

- What didn’t go as planned?

- What will I do differently next week?
