Worked example - a sample week. Write in your own dates and plans.

# Weekly calendar

Week commencing: Monday 16 November

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
| **Date** | 16 Nov | 17 Nov | 18 Nov | 19 Nov | 20 Nov | 21 Nov | 22 Nov |
| **Morning** | Team meeting 9:30 | Dentist 11:15 | Work from home | Gym 7:30 | Report due | Football 10:00 | Long walk |
| **Afternoon** | Pay council tax | Client call 2:00 | Food shop online | Book MOT | Take bins out | Grandma's lunch | Meal prep |
| **Evening** | Swimming 6:30 | Cook chilli | Bin day | Book club 7:00 | Takeaway night | Film night | Plan the week |

**Notes**
Library books due back Saturday. Remember PE kits Tuesday and Thursday.

**Worked example - a sample week. Write in your own dates and plans.**

## How to use this template

This calendar has no printed dates, so it never goes out of date. Print as many copies as you need and write the dates in by hand.

1. **Write the dates in the top row.** Start from the Monday of the week you are planning.
2. **Add fixed commitments first.** Work, appointments, school and clubs go in before anything flexible.
3. **Fill in the gaps.** Use morning, afternoon and evening rows to spread out tasks.
4. **Use the notes box.** Jot reminders that do not belong to a single day.