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

Weekly planner

Week starting: Monday 16 November 2026

Monday

9:00 Team meeting

Pay council tax

6:30 Swimming lesson (Ava)

Tuesday

Dentist 11:15

Batch-cook chilli for the week

Wednesday

Work from home

Bin day - recycling out tonight

Thursday

Book MOT for the car

7:00 Book club at Sam's

Friday

Finish quarterly report

Takeaway night

Saturday

Football 10:00

Grandma's birthday lunch 1pm

Sunday

Food shop online

Plan next week

Notes

Ava needs PE kit Tues and Thurs

Return library books by 21/11

To do this week

- [x] Renew home insurance
- [x] Order school photo
- [ ] Call the plumber about the tap
- [x] Buy birthday card for Grandma
- [ ] Sort out the loft boxes
- [ ] Book half-term childcare