Weekly planning: build a workable plan, not a longer list

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Illustrative example

Week-year, week number and date range
2027-W02 / 11-17 January 2027

Fixed commitments
Team meeting Tuesday 09:00; collection Thursday 16:00

Main outcomes and completion criteria
Draft A approved; invoice B checked

Next action and time block for each outcome
Tuesday 10:00: outline; Wednesday 09:00: verify figures

Allowance for unplanned work
Wednesday 14:00-15:00; Friday 11:00-12:00

What can move if extra work arrives
Move internal filing, not the confirmed collection

Review: what will change next week?
Checking took longer: allow 30 extra minutes next time

Weekly planning: build a workable plan, not a longer list

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Week-year, week number and date range

Fixed commitments

Main outcomes and completion criteria

Next action and time block for each outcome

Allowance for unplanned work

What can move if extra work arrives

Review: what will change next week?

Project planning by week: use a rolling horizon

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Illustrative example

Deliverable and acceptance criterion

Review report v1 with five checked items

Planned ISO week and specific date

2027-W02 / target: 15 January 2027

Owner / reviewer / decision-maker

A prepares; B reviews; C decides

Required inputs and promised arrival

Three input values from B by 12 January 2027

Date status: commitment, target or assumption

Target date, not yet a firm commitment

Change: cause, impact and decision

Missing value: mark the affected section; C decides on partial acceptance

Project planning by week: use a rolling horizon

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Deliverable and acceptance criterion

Planned ISO week and specific date

Owner / reviewer / decision-maker

Required inputs and promised arrival

Date status: commitment, target or assumption

Change: cause, impact and decision

Write a weekly status report people can act on

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Illustrative example

Reporting period / ISO week / data cutoff

2027-W02 / data cutoff: 15 January 2027, 12:00 UTC

Summary: most important change

An input is missing; acceptance is at risk

Outcomes: complete, accepted or still outstanding

3 of 5 sections accepted under the same acceptance rule

Variances and consequences

Target 4 of 5, actual 3 of 5: one result behind plan

Risks / issues / next action

Missing input: A follows up by 18 January 2027

Decision required from ... by ...

B prioritises open sections by 15 January 2027, 16:00 UTC

Next week: outcome and owner

2027-W03: A reviews the two open sections

Write a weekly status report people can act on

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Reporting period / ISO week / data cutoff

Summary: most important change

Outcomes: complete, accepted or still outstanding

Variances and consequences

Risks / issues / next action

Decision required from ... by ...

Next week: outcome and owner

Organise a family calendar with clear responsibilities

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Illustrative example

Are the date, start, end and any necessary time zone clear?

15 January 2027, 15:00-15:30, Europe/Berlin

Have location, journeys and preparation been included?

Meet at school; allow 20 minutes for the journey

Are transport and collection responsibilities confirmed?

A takes; B collects; both have confirmed

Are the recurrence, end date and exceptions correct?

One-off event, no recurrence exception

Has everyone affected received the latest change?

A and B confirmed the latest change

Are access and visible personal details appropriately limited?

Only A and B can see names and location

Organise a family calendar with clear responsibilities

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

- [ ] Are the date, start, end and any necessary time zone clear?
- [ ] Have location, journeys and preparation been included?
- [ ] Are transport and collection responsibilities confirmed?
- [ ] Are the recurrence, end date and exceptions correct?
- [ ] Has everyone affected received the latest change?
- [ ] Are access and visible personal details appropriately limited?

Schedule across time zones without guessing local times

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Illustrative example

Appointment and purpose

Project acceptance meeting

Date and start-end time

2027-01-15 / 14:00-14:30 UTC

Authoritative time zone or UTC rule

One-off appointment anchored to UTC

Confirmed local date and time at each location

Berlin 15:00; London 14:00; New York 09:00, for 30 minutes

Recurrence rule and checked exceptions

No recurrence; check repeats separately

Who updates the invitation and communicates changes?

A updates; B and C confirm their local time

Schedule across time zones without guessing local times

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Appointment and purpose

Date and start-end time

Authoritative time zone or UTC rule

Confirmed local date and time at each location

Recurrence rule and checked exceptions

Who updates the invitation and communicates changes?

Switch calendars without losing track of events

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

Illustrative example

Are sources, ownership and sharing documented?

Own test calendar; shared third-party events not copied

Is a backup available and access appropriately restricted?

Backup stored with restricted access and opened for a trial

Have the trial, recurrence and time zones been checked?

One-off and recurring events compared before and after import

Has repeated import and possible duplication been tested?

Second import into an empty test calendar; no duplicate source

Have changes since the export been reconciled?

Changes since export reconciled in the old calendar

Are the authoritative calendar, cutover and recovery path agreed?

Cutover Friday 17:00; continue with the backed-up old calendar if checks fail

Switch calendars without losing track of events

Add your own reporting period. Examples and checklists do not replace checks in your calendar application.

- [ ] Are sources, ownership and sharing documented?
- [ ] Is a backup available and access appropriately restricted?
- [ ] Have the trial, recurrence and time zones been checked?
- [ ] Has repeated import and possible duplication been tested?
- [ ] Have changes since the export been reconciled?
- [ ] Are the authoritative calendar, cutover and recovery path agreed?