Plan the Week Before It Plans You

A weekly preview and daily Big Three for Own Your Schedule

Your schedule will fill itself if you let it. Other people are perfectly happy to fill it for you, with their priorities, their timelines, their agendas. That's not malicious. It's just the nature of life. If you've left white space with no intentional claim on it, someone else will claim it. And every other WHETSTONE practice stays on the shelf while life happens to you instead of through you.

The key to planning isn't the tool. Sophisticated planner or napkin, the key is the time to step back from the gravel, see the week from above, and decide what it's actually for. Five minutes here saves hours of scrambling later.

Step one: The weekly preview. Sunday evening or Monday morning.

The big rocks that have to be scheduled before the gravel fills every hour

1.

2.

3.

A relationship that needs intentional time this week, and what's been sitting on the shelf too long

One thing I'm saying no to this week, so I can say yes to what matters

Step two: The Big Three, before you open email.

Write them first thing, before the inbox and before the first meeting. Then block time on your calendar to actually do them, and treat those blocks like appointments with your most important client. Because they are. If it's not blocked, it's not real.

	1	2	3
Mon			
Tue			
Wed			
Thu			
Fri			

Step three: The one-week notification experiment.

Turn off every notification except calls and texts from people you actually care about. No badges, no news alerts, no pings. One week. Then write down what you didn't miss.

Own your schedule, or your schedule will own you. Boundaries aren't selfishness. They're stewardship.