

Weekly Focus Block Planner

Protect two appointments for specific outcomes and learn from interruptions.

USE THIS WHEN

Reserve two 45- to 90-minute blocks this week. Give each block one result you can finish or clearly advance. Treat the time as an appointment and decide in advance which ordinary interruptions can wait.

THE METHOD

- 1

Choose two results
Name deliverables, not broad topics. Break large work into a piece that fits one block.
- 2

Book the time
Put the day and time on the calendar and prepare needed files or decisions.
- 3

Protect the block
Name routine interruptions you will defer and when you will be available again.
- 4

Close and recover
Record the result and next action. If disrupted, rebook the remaining work before the day ends.

WORKED EXAMPLE

Block	Tuesday, 9:00-10:00 a.m.
Outcome	Draft homepage headline and three service summaries
Prepare / defer	Service list and customer notes / routine email until 10:00
Finish	Save draft; send for review or book the edit block

WHEN THE METHOD BREAKS

If the same interruption keeps winning, record who or what interrupted, why it could not wait, and what decision, handoff, or process would prevent it next week.

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Working sheet / Fill it during the task; keep the source record alongside it.

Name / date / work period

Week of / priority

Block 1: day, time, duration

Block 1: result by the end

Block 1: prepare / interruptions to defer

Block 2: day, time, duration

Block 2: result by the end

Block 2: prepare / interruptions to defer

Result / next action or rebooked time

Block 1 result

☐ Done

☐ Partly done

☐ Rescheduled

Block 2 result

☐ Done

☐ Partly done

☐ Rescheduled

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Closeout / Check the result, name the gap, and set the next action.

What did I complete or move forward?

What interrupted a block, and why did it win?

What decision or process could prevent it next week?

Two candidate outcomes for next week

COMPLETION CHECK

☐ Friday review completed

☐ Next-week outcomes named

☐ Missed work rebooked

NEXT USE

If both blocks were missed, start next week with one 30-minute block and one specific result.