

# Weekly Planner Worksheet with ChatGPT

Plan a week you can actually manage. Write your fixed commitments first, then use ChatGPT to sort and shape the rest. Keep the final decisions yours.

## This week's priorities

1.
2.
3.

## Time blocks

Add a focus and a realistic time window for each day. Include breaks and travel where needed.

|           |                             |                            |          |                             |                            |
|-----------|-----------------------------|----------------------------|----------|-----------------------------|----------------------------|
| MONDAY    | Focus: <input type="text"/> | Time: <input type="text"/> | FRIDAY   | Focus: <input type="text"/> | Time: <input type="text"/> |
| TUESDAY   | Focus: <input type="text"/> | Time: <input type="text"/> | SATURDAY | Focus: <input type="text"/> | Time: <input type="text"/> |
| WEDNESDAY | Focus: <input type="text"/> | Time: <input type="text"/> | SUNDAY   | Focus: <input type="text"/> | Time: <input type="text"/> |
| THURSDAY  | Focus: <input type="text"/> | Time: <input type="text"/> |          |                             |                            |

## To-do list

| Next                    | Later                   | Waiting                 |
|-------------------------|-------------------------|-------------------------|
| 1. <input type="text"/> | 1. <input type="text"/> | 1. <input type="text"/> |
| 2. <input type="text"/> | 2. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 3. <input type="text"/> | 3. <input type="text"/> |

## Habits to track

Write a habit, then tick each day you do it.    M   T   W   T   F   S   S

|                      |                          |                          |                          |                          |                          |                          |                          |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## End-of-week review

What went well?

What needs carrying forward?

One adjustment for next week:

### Free from whatischatgpt.co.uk

What Is ChatGPT, whatischatgpt.co.uk. A free, independent plain-English guide to ChatGPT, not affiliated with OpenAI.

### P R O M P T   P A C K        0 1 - 0 5

# Turn a messy list into a plan

Copy one prompt at a time and replace the bracketed placeholders. Share only information you are comfortable entering into ChatGPT.

### 01 Sort the list

I have [available hours] for this week and these fixed commitments: [commitments]. Sort my to-do list into must do, should do and could do. Keep every task I gave you, flag anything that will not fit, and ask me about missing deadlines instead of guessing. My list: [paste non-sensitive tasks].

### 02 Estimate the effort

For each task in this list, estimate a realistic time range and note what could make it take longer. Do not present estimates as facts. Mark uncertain estimates and ask me which ones to check. List: [non-sensitive tasks].

### 03 Build a time-blocked week

Make a draft plan for [days]. My available work times are [availability], my fixed commitments are [commitments], and my priorities are [priorities]. Place tasks into realistic time blocks, include breaks and travel time where relevant, and leave open space for delays. Do not schedule outside my availability.

### 04 Break down a big task

Break [large task] into small next actions I can complete in [time available] blocks. Show the first action, a sensible order, and any dependency I should check. Ask a question if the goal or deadline is unclear.

### 05 Find the overload

Review this draft plan against [available hours] and [fixed commitments]. Identify clashes, unrealistic blocks and tasks without enough time. Suggest what to move, reduce or defer, and explain the trade-offs without removing anything silently. Plan: [paste draft].

### Free from whatischatgpt.co.uk

What Is ChatGPT, whatischatgpt.co.uk. A free, independent plain-English guide to ChatGPT, not affiliated with OpenAI.

### P R O M P T   P A C K        0 6 - 1 0

# Adjust, repeat and review

Use these prompts to adapt the plan when your week changes, then review what to carry forward.

### 06 Replan with less time

I now have [remaining time] instead of [original time]. Here is what is done and what remains: [task status]. Rebuild the plan around [most important outcome] and [fixed commitments]. Show what to defer, and do not claim every task will fit.

### 07 Protect focus time

Help me find [number] focus blocks of [duration] in this week. My fixed commitments are [commitments], and I prefer [time of day]. Keep the plan within [working days and hours], add breaks, and list any conflict for me to resolve.

### 08 Match tasks to energy

My higher-focus times are usually [times], and lower-energy times are [times]. Arrange these tasks to make sensible use of that pattern, while keeping deadlines and fixed appointments visible: [tasks and deadlines]. Treat my energy notes as preferences, not guarantees.

### 09 Add a simple habit

Help me fit [habit] into [days or routine]. Suggest a small cue, a realistic time, and a simple way to mark completion in my planner. Offer two options and keep them flexible. Do not assume I can do it every day.

### 10 Close the week clearly

Help me review this week. Completed: [items]. Unfinished: [items and reasons, if known]. What changed: [notes]. Summarise what to carry forward, what to drop only if I approve, and one practical adjustment for next week. Do not judge or assume why a task was missed.

### Check before you use it

Never enter personal or confidential data into ChatGPT, including client, patient, staff or customer data. Use non-sensitive task descriptions instead.  
Verify facts, figures and citations before relying on them. For current feature details, check OpenAI Help at [help.openai.com](https://help.openai.com).

### Free from whatischatgpt.co.uk

What Is ChatGPT, whatischatgpt.co.uk. A free, independent plain-English guide to ChatGPT, not affiliated with OpenAI.