

CEO Weekly Planning Worksheet

Week of: _____ Prepared by: _____ Review time: _____

1. Top priorities *Three max. If it isn't worth protecting time for, it isn't a priority.*

Priority	Why it matters this week	Done looks like	Owner

2. Biggest risks *What could derail the quarter — and the early warning sign.*

Risk	Early warning signal	Mitigation / next step	Owner

3. Key decisions *Decisions only you can make. Name the date.*

Decision needed	Information still missing	Decide by

4. Metrics to review *Same numbers every week. Trend matters more than the value.*

Metric	Target	Actual	Trend	Action if off-track

5. Delegation *What comes off your plate this week.*

Task or decision to hand off	To whom	Support they need	Check-in date

6. Weekly reflection *Ten honest minutes. This is where the rhythm compounds.*

What moved the business forward?	What consumed time without creating value?
What will I stop, delegate, or simplify next week?	Where does the team need clearer direction from me?