

The Weekly Rhythm Design Template

A practical starting point for designing your week intentionally

Start here

1. Protect the most important zones first: deep work, relationship investment, movement, and genuine recovery.
2. Add collaborative and administrative work around those anchors.
3. Keep some white space. A full calendar and a well-designed week are not the same thing.

Suggested weekly zones

- Deep Work - high-focus work that meaningfully moves things forward
- Collaborative Work - meetings, calls, shared work, and coordination
- Administrative Work - email, planning, logistics, and maintenance
- Relationship Investment - conversations and time that deepen connection
- Physical Movement - movement that supports energy, mood, and health
- Genuine Recovery - real rest, reflection, sleep support, and decompression

Protect first this week

What absolutely needs protected space on the calendar?

Known constraints

What fixed obligations or limits shape the week?

Leave unscheduled

Where do you want breathing room, margin, or flexibility?

Page 2 gives you a blank weekly grid to map the rhythm of the week.

Weekly Rhythm Grid

Fill in the zones that matter first, then build the rest of the week around them

Zone	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Deep Work <i>Peak-focus work</i>							
Collaborative Work <i>Meetings and shared work</i>							
Administrative Work <i>Email, planning, logistics</i>							
Relationship Investment <i>Connection and presence</i>							
Physical Movement <i>Movement and time outside</i>							
Genuine Recovery <i>Rest and recovery</i>							

A useful week has rhythm: focus, connection, maintenance, movement, and recovery.