



PROMPT WO-083

Create a Weekly Schedule

Purpose

Use this prompt to create a balanced weekly schedule that organises work, personal commitments, priorities, learning, and important goals. It helps people take control of their week by planning intentionally instead of reacting to tasks as they appear.

DIFFICULTY
 **Beginner**

TIME SAVED
 **30–60 min/week**

BEST FOR
Weekly Planning

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Productivity Coach and Weekly Planning Specialist.

Create a personalised weekly schedule using the information below.

Current Week:
[Insert dates]

Main Goals:
[List your most important goals]

Work Commitments:
[Insert working hours and fixed commitments]

Personal Commitments:
[Family, appointments, exercise, hobbies]

Important Tasks:



[List tasks to complete]

Projects:

[List ongoing projects]

Learning Goals:

[Skills or subjects you want to develop]

Available Free Time:

[Morning, evenings, weekends]

Energy Patterns:

[When are you most productive?]

Challenges:

[Distractions, lack of time, competing priorities]

Please:

- Create a realistic weekly schedule.
- Allocate time for important priorities.
- Balance work, personal life, and growth activities.
- Include focused work blocks.
- Add time for breaks and recovery.
- Identify priorities for each day.
- Suggest ways to protect important time.
- Include a weekly review session.
- Make the schedule sustainable.

Return only the completed weekly schedule.



Example

INPUT

Goals:

- Build online business.
- Exercise regularly.
- Learn new skills.
- Spend quality time with family.

Work: Monday–Friday, 9–5.

Available Time: Evenings and weekends.



MONDAY — PLAN & PREPARE

Evening

19:30–20:00 Weekly priorities review.

20:00–21:00 Complete one important business task.

Focus: Website, planning, systems.

TUESDAY — CREATE

Evening

19:30–21:00 Content creation session.

Focus: Write posts, create resources, schedule content.

WEDNESDAY — LEARN

Evening

19:30–20:30 Skill development.

Focus: Training, research, learning new tools.

THURSDAY — BUILD

Evening

19:30–21:00 Growth activity.

Focus: Improving systems, building products, reviewing progress.

FRIDAY — REVIEW & RESET

Evening

Relax and review:

- What went well?
- What needs improving?
- What is next week's priority?

WEEKEND — DEEP PROGRESS

Saturday

Longer focused session: complete bigger projects, create future assets.

Sunday

Recovery and preparation: plan the week ahead, organise priorities, protect downtime.



WEEKLY PRIORITY SYSTEM

Must Do — Tasks directly linked to goals.

Should Do — Helpful improvements.

Could Do — Optional tasks if time allows.

 **Builder's Tip:** *A schedule should support your life, not control it. The aim is not to fill every minute. The aim is to protect time for the things that matter most. A simple question: "If this week went really well, what would I have made progress on?"*

Related Prompts

- WO-081 – Create a Daily Productivity Plan
- WO-082 – Prioritise Tasks Using the Eisenhower Matrix
- WO-084 – Improve Workflows
- WO-090 – Review and Improve Productivity

Tags

WEEKLY
PLANNING

PRODUCTIVITY

TIME
MANAGEMENT

SCHEDULING

ORGANISATION