Work From Home Planner

A printable weekly planner built for remote work, made to keep deep work, admin, and life from bleeding into each other.

Weekly overview

	Top 3 priorities	Deep work block	Admin / calls	Notes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Daily shutdown checklist

- Inbox at zero (or triaged, not just ignored)
- Tomorrow's top 3 priorities written down tonight, not decided in the morning
- One thing that actually moved a real goal forward, named specifically
- A clear stop time — close the laptop, not just minimize it

Boundary scripts you can reuse

For family or housemates during work hours:

"I'm working until [time]. If it's not an emergency, can it wait until then?"

For a client messaging outside agreed hours:

"Got it, I'll pick this up when I'm back online at [time] — flagging now so it's not lost."

Energy audit (fill in weekly)

Time of day I focus best: _____ Task I keep avoiding: _____

What drained me most this week: _____ What I'll change next week: _____