Build a simple weekly overview

Date: 2026-10-25

A weekly overview can be simple: day, commitment, next piece of work and an owner who has actually agreed. The example deliberately leaves much of the week unfilled. An empty cell is useful information, not a defect. First locate a clash, such as two activities needing the same person at once. Then change timing, scope or the kind of help required. “Someone will collect the materials” is not an agreement. Record a confirmed action and a backup option that the people involved understand.

Fill the blank rows with your own examples.

Day	Commitment	Additional work	Agreement
Monday	Classes / work as scheduled	Prepare materials for Wednesday	Owner confirmed
Wednesday	Agreed family meeting	Only small personal tasks	Meeting time checked
Weekend	One chosen shared activity	Unallocated personal time	Scope discussed beforehand

Sources

- Australian National University - Time management and planners