

Slow Productivity Weekly Planner

Week of: _____

Quality over grind. Clarity over chaos.

TOP 3 PRIORITIES THIS WEEK

If everything is a priority, nothing is. Write these before opening email.

1. _____

2. _____

3. _____

5R DAILY CHECK

End of each day: 2 minutes

M T W T F S S

Reprioritise

Did I protect what matters today?

Reset Expectations

Did I clarify before problems occurred?

Recognise

Did I acknowledge someone's contribution?

Resource

Did I remove a blocker for my team?

Role Model

Did I demonstrate the standard I expect?

AI TOOL CHECKLIST

AI handles volume. You handle value.

<input type="checkbox"/> SaneBox	Email triage
<input type="checkbox"/> Otter.ai	Meeting summaries
<input type="checkbox"/> Claude	Writing drafts
<input type="checkbox"/> Reclaim.ai	Calendar defense
<input type="checkbox"/> Perplexity	Research
<input type="checkbox"/> Motion	Task scheduling

DEEP WORK BLOCKS

90 min. No Slack. No calls. Protect it.

Monday

Tuesday

Wednesday

Thursday

Friday

WEEKLY REFLECTION

Sunday evening: 5 minutes

1. What's one thing I stopped doing that made space for better work?
2. Where did I get pulled into reactive mode? How can I prevent it?
3. What will I protect next week?

This planner is for personal development purposes only. Results depend on individual application. The 5R Leadership Framework is proprietary to Best of Motivation.