

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

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?

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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.