

Pam's Sample Focus/Friendly Worksheet

WEEKLY PLANNER FOR THE WEEK OF ___ / ___ / ___

	Monday	Tuesday	Wednesday
6:00 AM	BUFFER	BUFFER	BUFFER
6:30 AM	Personal activities like:		
7:00 AM	getting ready, eat, quiet time, walk, exercise		
7:30 AM	↓	↓	↓
8:00 AM			
8:30 AM	↓	↓	↓
9:00 AM			
9:30 AM	FOCUS	FOCUS	FRIENDLY
10:00 AM			
10:30 AM	BUFFER	BUFFER	BUFFER
11:00 AM			
11:30 AM	FOCUS	FOCUS	FRIENDLY
12:00 PM			
12:30 PM			
1:00 PM	Eat	→	
1:30 PM	Exercise	→	
2:00 PM	BUFFER	→	
2:30 PM			
3:00 PM			
3:30 PM	FOCUS	FOCUS	FRIENDLY
4:00 PM			
4:30 PM			
5:00 PM	BUFFER	→	
5:30 PM	Meal Prep and Eat	→	
6:00 PM			
6:30 PM			
7:00 PM	FOCUS	FOCUS	FRIENDLY
7:30 PM			
8:00 PM			
8:30 PM	BUFFER	BUFFER	BUFFER
9:00 PM	Personal	→	
9:30 PM	↓	↓	↓
10:00 PM			
10:30 PM	↓	↓	↓
11:00 PM			
NOTES	FOCUS	FOCUS	FRIENDLY

BUFFER
personal,
prep,
eating,
devotional,
exercise,
prayer
and
ADMIN
transition
times.

FOCUS
task-
oriented
activities

FRIENDLY
people
oriented

	Thursday	Friday	Saturday	Sunday
	BUFFER	BUFFER	BUFFER	BUFFER
	Personal activities like:			↓
	getting ready, eat, quiet time, walk, exercise			
	↓	↓	↓	↓
				Church
				↓
	FOCUS	FOCUS	FOCUS	
	BUFFER	BUFFER	BUFFER	PRIMARILY
	FOCUS	FRIENDLY	FOCUS	Personal
				Mostly
				Refresh
				Sabbath
	Eat	→		
	Exercise	→		
	BUFFER	→		
				Rest
				"Day Off"
				Focus is
	FOCUS	FRIENDLY	FRIENDLY	Choice,
				Home,
				Travel,
				Relationships
	BUFFER	→		
	Meal Prep and Eat	→		
				Date
				Recreation
				Hobby
	FOCUS	FRIENDLY	FRIENDLY	
				I Decide
				↓
	BUFFER	BUFFER	BUFFER	
	Personal (Date Night)	→		
	↓	↓	↓	↓
	FOCUS	FRIENDLY	FRIENDLY	SABBATH