

## Free Weekly Rhythm Planner

### How to Use This Planner

- At the start of each week, choose when you'll do Deep Work sessions (60–90 minutes) and Micro Sessions (10–20 minutes).
- Fill in the “Time” column with your preferred blocks—early mornings, lunch breaks, or evenings.
- Each day, simply check off or jot brief notes on what you accomplished in each slot.
- Use Buffer Zones for catch-up, planning, or unstructured thinking to keep your rhythm flexible.

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### Weekly Planner Template

Slot Type	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Deep Work Slot 1								
Deep Work Slot 2								
Micro Session 1								
Micro Session 2								
Micro Session 3								

Slot Type	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Buffer Zone 1								
Buffer Zone 2								

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### Tips for Staying on Track

- Review your planner each evening to adjust for the next day’s surprises.
- Treat Deep Work and Micro Sessions as appointments—protect them by setting phone reminders or “Do Not Disturb.”
- If you miss a slot, don’t stress. Move it to a Buffer Zone or swap with another day.
- Celebrate every session completed. Small wins build momentum.

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### Next Steps

- Print or save this template where you’ll see it daily.
- Experiment with different time slots to discover your peak creative hours.
- Pair this planner with weekly reflection questions: What flowed? What drained energy?
- Share your experiences in our Louisville Christian Writers group or another writing community to help others learn fresh writing scheduling strategies and to keep yourself inspired.