AI for Weekly Planning

Ask AI to organise a small set of real tasks around your available time. Keep ownership of priorities and decisions.

Put it into practice

1. List your goal, tasks, available hours, and deadlines without sharing customer private data.

2. Ask for a realistic schedule with dependencies and one clear next action for each task.

3. Check the estimated time and revise the plan after actual work.

Starter example

Prompt: Help plan this week. Goal: [GOAL]. Tasks: [TASKS]. Available time: [HOURS]. Deadlines: [DATES]. Suggest a schedule with time estimates and dependencies. If the work exceeds capacity, identify what to defer. Do not invent completed work or bookings.

Your next action

Weekly goal / available hours / top three actions / review date

Allow room for customer work, travel, and unexpected tasks. AI estimates are assumptions, not commitments or proof that a deadline is achievable.

Continue with the practical decision guide and worksheet on the next pages.

Plan around real capacity and dependencies

Work through the decision

List work already committed, available hours, deadlines, and unfinished tasks before asking for a schedule. Protect time-sensitive customer work first. Include travel, administration, and a buffer so the plan does not treat every hour as uninterrupted productive time.

Ask AI to identify dependencies and the first physical action for each task. Buying supplies may depend on selecting a service scope; sending a quote may depend on receiving details. A schedule that ignores dependencies can look productive while leaving the main work blocked.

A situation to learn from

Example: you have six hours for launch work and tasks estimated at nine hours. Ask for a plan that fits six, identifying what to defer. Do not ask the tool to compress everything without evidence. Choose the priorities yourself and keep any customer commitment visible.

How to respond

Review estimates after doing the work. If a task took twice as long, update future plans. Treat generated dates as suggestions until checked against your calendar. Avoid putting customer identities, access details, or private appointment information into the prompt.

Weekly planning worksheet

Use this page with your own service and circumstances. Record assumptions separately from confirmed facts, and update the plan using actual work.

Goal / committed work / available hours / buffer

Task / dependency / first action / realistic estimate

Must do / can defer / decision needed

Actual hours / blocker / carry-forward action

Review before taking the next step

Prompt: Fit [tasks] into [hours] after [commitments]. Show dependencies and estimates. If capacity is insufficient, identify what to defer. Do not invent completed work or customer bookings.

- [ ] Committed work and deadlines checked.
- [ ] Travel and admin time included.
- [ ] Over-capacity tasks deferred explicitly.
- [ ] Plan reviewed using actual results.

Ready for the connected business system?

Explore the $49 systems for launch guidance, tools, and working templates.

Explore Readyvora Business Systems