You

Free printable · A4

The System Planner

Week, day, sprint, review

01 Week
02 Day
03 Sprint board
04 Design review
05 Month habits
06 Dot grid
07 Planner stickers

By Pamela King · pamkingdesigns.com · free for personal use

Week of

Top three this week

- [ ]
- [ ]
- [ ]

Ship by Friday

People to see

Monday

Tuesday

Wednesday

Thursday

Friday

Weekend

Notes and loose ends

Today

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

Top three

- [ ]
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Deep work block

Shipped today

Energy

1 2 3 4 5

Notes

Sprint

From _____ to _____

Sprint goal

Backlog	In progress	In review	Done

Review

Project _____

The problem

Who it is for

How we will know it worked

Constraints

Screen or sketch

Keep

Change

Try

Decision

Owner and date

Month

Habit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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This month I will

Wins worth remembering

Notes

Stickers

Print on A4 sticker paper

Status and tags

Ship it
In review
Blocked
Done
Focus
Meeting
Deadline
Research
Prototype
Feedback
Ideas
Out of office
Pay day
Self care
Launch day

Multiplayer cursors

You
Pam
Team
Client
You
Pam
Team
Client

Priority

P1
P2
P3
P1
P2
P3

Ticks and steps

1
2
3
4
5
6
7
8

Selection boxes (to frame what matters)

160 × 56
112 × 80
208 × 40

Sticky notes