

2027 PLANNER

My Deep Work Week

Fewer tabs. Clearer priorities.

DEVICE

CALENDAR

WEEK START

iPad 11-inch / Goodnotes

2027

Monday

YEAR AT A GLANCE

01 January	02 February	03 March	04 April
05 May	06 June	07 July	08 August
09 September	10 October	11 November	12 December

INCLUDED

12 months - 53 focus weeks - 10 focus tools - 12 session notes

Monday start - protected focus blocks - hyperlinked navigation

WEEK INDEX	THIS WEEK	THIS MONTH	FOCUS
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DEC 28 - JAN 3

Deep Work Week

Protect the important work, contain the shallow work, and leave a clear return point.

FOCUS OUTCOME

DONE LOOKS LIKE

MON

28

BLOCK 1

BLOCK 2

TUE

29

BLOCK 1

BLOCK 2

WED

30

BLOCK 1

BLOCK 2

THU

31

BLOCK 1

BLOCK 2

FRI

1

BLOCK 1

BLOCK 2

SAT

2

BLOCK 1

BLOCK 2

SUN

3

BLOCK 1

BLOCK 2

ATTENTION BUDGET

SHALLOW WORK WINDOW

INTERRUPTION PARKING

RECOVERY / RESET

EVIDENCE / RETURN POINT

FOCUS

Attention Budget

Count realistic windows, reserve a buffer, then allocate focus to outcomes.

AVAILABLE BLOCKS	BLOCK MINUTES	BUFFER BLOCKS	COMMIT BLOCKS

AVAILABLE FOCUS WINDOWS

WINDOW / DAY	ENERGY H/M/L	MINUTES	PROTECT FOR

ALLOCATE THE BUDGET

PRIORITY OUTCOME	BLOCKS	SCHEDULED WINDOW	DONE MEANS

SHALLOW BATCH / ADMIN CEILING	DEFER / DECLINE THIS WEEK

FOCUS

Interruption Protocol

Pre-decide what interrupts, where it goes, and how focused work restarts.

FOCUS MODE	URGENT MEANS	ESCALATION CHANNEL	MESSAGE CHECKS
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IF / THEN INTERRUPTION RULES

SIGNAL / SOURCE	DECIDE	CAPTURE IN	RESPONSE / NEXT CHECK

RESUME CHECKLIST

01 SAVE RETURN POINT	02 CAPTURE REQUEST	03 RESET CONDITIONS	04 RESTART NEXT ACTION
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BOUNDARY COMMUNICATION

PERSON / CHANNEL	BOUNDARY	URGENT ROUTE

NOTES

Deep Work Session 01

Enter with a clear outcome; leave with evidence and a return point.

DATE

START / STOP

PROJECT

OUTCOME / DONE LOOKS LIKE

WORK NOTES	DISTRACTION PARKING

EVIDENCE OF PROGRESS

RETURN POINT / NEXT PROTECTED BLOCK