

# ONE RESULT THIS WEEK PLANNER

## Use this when...

- Your week feels busy but you're not sure what you actually *won*.
- You keep starting many things but finishing very few.
- You want to be seen as someone who **delivers outcomes**, not just does tasks.
- You feel like Arvin—reliable, but restless—and you want proof you moved something that matters.

## Quick Steps

**1. Pick one real result.**

Ask: *"If by Friday I succeed, what will be true?"* Write that as a clear sentence.

**2. Define what 'done' looks like.**

List what needs to be sent, approved, or delivered so there's no "akala ko tapos na".

**3. List your 3 key moves.**

Write the 3 most important actions that will drive that result. Put a day/time beside each.

**4. Spot the likely obstacle.**

Ask: *"What will probably get in the way?"* Decide now what you'll do when it shows up.

**5. Check in on Friday.**

Mark: Done / Partly / Not yet. Note what worked, what didn't, and one tweak for next week.

That's it. One result. Three key moves. One honest Friday check-in.

# ONE RESULT THIS WEEK – TEMPLATE

(Use or print on the next page.)

Week of: \_\_\_\_\_

## 1. My one result this week

If by Friday I succeed, this will be true:

## 2. What “done” looks like

- Main output is:
- It has been sent/approved/received by:
- I’ll know it’s *really* finished because:

## 3. My 3 key moves

### 1. Move #1:

Day/Time: \_\_\_\_\_

### 2. Move #2:

Day/Time: \_\_\_\_\_

**3. Move #3:**

**Day/Time:** \_\_\_\_\_

**4. Likely obstacle & backup plan**

**What will probably get in the way?**

**What I'll do if that happens:**

**5. Friday check-in**

**Did I achieve the result?**

- ☐ Yes, fully
- ☐ Partly
- ☐ Not yet

**What actually happened?**

**What worked that I want to repeat?**

**What I'll change next week:**

**One sentence to close the week:**

"This week, I learned that \_\_\_\_\_."