



LEADERSHIP RHYTHM PLANNER FOR MANAGERS

A weekly habit beats an annual goal

A five-day rhythm that keeps strategic work on your calendar, with a fillable weekly planner, a time audit, and a Friday reflection you can repeat every week.

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HOW TO USE THIS PDF

Type straight into the boxes on screen and save your copy, or print it and write by hand. Rating scales add up on their own in most PDF readers, including Adobe Acrobat and Chrome. Every heading above is a link.



START HERE

Why a rhythm beats a resolution

Annual goals fade by March. A small, repeated weekly habit keeps strategic leadership from depending on motivation.

Each day gets one leadership focus, not a full day of it. Fifteen to thirty minutes on purpose is enough. Over a month, those small blocks add up to the coaching, alignment and prevention work that usually gets squeezed out by whatever is loudest.

The week at a glance

Day	Focus	Planning prompt	Builds these pillars	A 15-minute move
Monday	Priorities	Top outcomes, trade-offs and ownership	Delegate decision rights; Influence and align	Name the three outcomes that matter this week and who owns each one.
Tuesday	Coaching	Development conversations and feedback	Coach, don't cover; Enable performance	Hold one development conversation. Ask two questions before you give a view.
Wednesday	Stakeholders	Alignment, influence and cross-team connections	Influence and align	Reach out to one peer or stakeholder whose work touches your priorities.
Thursday	Systems	Patterns, process improvement and prevention	Build systems and anticipate; Workforce and succession	Pick one recurring problem. Note its trigger and what would stop it coming back.
Friday	Reflection	Evidence, learning and next-week adjustments	Protect strategic time	Spend ten minutes on the reflection page. Choose one adjustment for next week.

MAKE IT FIT YOUR WEEK

If your team meets on Mondays, move Priorities to Sunday evening or Monday before the meeting. The order matters less than doing all five, every week.



PLAN THE WEEK

My weekly planner

Fill this in on Monday morning. Write one concrete move for each day, then tick it off as you go. Save a copy each week to see your pattern over time.

Week of

My protected strategic block (day and time)

Day	Prompt	My move this week	Done
Monday PRIORITIES	Top outcomes, trade-offs and ownership		☐
Tuesday COACHING	Development conversations and feedback		☐
Wednesday STAKEHOLDERS	Alignment, influence and cross-team connections		☐
Thursday SYSTEMS	Patterns, process improvement and prevention		☐
Friday REFLECTION	Evidence, learning and next-week adjustments		☐

The one outcome that would make this a good week



FIND THE TIME

Strategic time audit

You cannot protect strategic time until you find it. Open last week's calendar and sort what you see into four boxes.

Remove

Meetings or reports that no longer earn their time.

Delegate

Work someone on your team could own, and grow from.

Shorten

Recurring meetings that could be half as long, or an update instead.

Protect

The blocks you will defend for thinking, coaching and planning.

Meetings or work to remove**Work to delegate, and to whom****Meetings to shorten****Strategic blocks to add****Calendar check**

- ☐ At least one 60-minute block this week has no meetings in it.
- ☐ I can name the owner of every recurring task on my plate.
- ☐ My calendar this week reflects the top three priorities, not just requests.
- ☐ I have time booked for one development conversation.

Hours I reclaimed this week



CLOSE THE WEEK

Friday reflection

Ten minutes, every Friday. For each pillar, note one thing you did well and one thing you avoided. Leave rows blank where there was no real chance to practice.

Pillar	What I did well	What I avoided	Next practice
Delegate decision rights			
Coach, don't cover			
Workforce and succession			
Build systems			
Influence and align			
Enable performance			
Protect strategic time			
One commitment for next week			



ZOOM OUT

Monthly and quarterly check-ins

The weekly rhythm keeps you moving. These two longer check-ins make sure you are moving in the right direction.

Monthly: your team's capability

- ☐ Review each person's workload: who is stretched, who has room?
- ☐ Note one skill each person is building, and the evidence of progress.
- ☐ Check for single points of failure: work only one person can do.
- ☐ Confirm one development opportunity for next month.

Strengths and gaps I see on the team

Next action and owner

Quarterly: direction and priorities

- ☐ Do our top priorities still match what the business needs?
- ☐ What should we stop, start or continue next quarter?
- ☐ Which pillar did I grow most? Which needs attention next?
- ☐ Have I protected strategic time most weeks? If not, what got in the way?

Priorities for next quarter

My leadership focus for next quarter



NEXT STEPS

Keep going

Pick the next step that fits where you are.

Go deeper on your own: the Manager Workbook

The weekly rhythm, all seven pillars, a 90-day capability plan and scripts for the hard conversations.

Build the habit with support: 1:1 coaching

Accountability and a thinking partner while you make the shift from tactical to strategic.

[Ask about the workbook](#)[Book a conversation](#)

More free guides for managers

- [The 7 pillars of strategic leadership: field guide and diagnostic](#)
- [Words to use: delegation and coaching scripts](#)

Follow [@nextlvluptalent](#) on Instagram for more tools you can put to work this week. Questions? info@nextleveluptalent.com