



AGENCY OPERATIONS

Agency weekly planner

A weekly planning sheet for balancing client commitments, internal work, capacity, and protected focus time.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

The week is filling up before the team has chosen its priorities.

WORK THROUGH THE CHECKLIST

- ☐ 01 **List non-negotiable client work**

- ☐ 02 **Choose top internal priorities**

- ☐ 03 **Check capacity**

- ☐ 04 **Block focus time**

- ☐ 05 **Identify risks**

- ☐ 06 **Set Friday review prompts**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.