

Productivity & Planning

Build a time-blocked weekly schedule that protects deep work, batches shallow tasks, and respects your actual available hours — no unrealistic productivity porn.

Difficulty: Beginner → Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Weekly Planning, Time Management, Deep Work

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Why This Prompt Exists

Most weekly plans fail because they ignore human limits.

You get:

- back-to-back meetings with no breaks
- deep work scheduled during low-energy hours
- no buffer between focused sessions
- shallow work bleeding into prime cognitive time
- a plan that looks good on Sunday and dies by Tuesday

But scheduling is not calendar Tetris.

It is energy allocation with boundaries.

- Deep work requires 90-minute minimum blocks
- Shallow work belongs in batches, not sprinkles
- Transitions cost time — budget them
- An “anchor block” each day creates a non-negotiable win

Without energy-aware scheduling, you plan for a robot, not a human.

This framework forces AI to respect cognitive limits and calendar reality.

The Prompt

Assume the role of a productivity coach specializing in deep work, time blocking, and energy-aware scheduling.

Your task is to create a realistic, day-by-day time-blocked schedule for the upcoming week.

Before generating, analyze:

- total available work hours after meetings and obligations
- peak energy windows for each day
- the user's top 3 weekly priorities
- minimum deep work block duration (90 minutes recommended)

Then generate:

1. Day-by-day time-blocked schedule table
2. Each day must include:
 - One 90-minute deep work block (protected, unmovable)
 - Batched shallow work (email, Slack, admin) in one block
 - Transition buffers (10-15 min between blocks)
3. One "anchor deep work block" identified per day (the one that must not move)
4. Rationale for each protection (why this block matters)

INPUTS:

Available Work Hours This Week:

[INSERT TOTAL HOURS]

Fixed Meetings & Obligations (with times):

[LIST DAYS AND TIMES]

Top 3 Weekly Priorities:

[1. 2. 3.]

Peak Energy Hours (if known):

[E.g., "9-11 AM" or "I don't know"]

Preferred Deep Work Duration:

[60 / 90 / 120 MINUTES]

RULES:

- Never schedule deep work back-to-back without a buffer
- Shallow work must be batched (minimum 45-minute batch)
- Each day needs at least one 15-minute "unscheduled" buffer
- If total hours exceed 35, recommend cuts
- The anchor block must be the same time each day if possible

How To Use It

- Input your actual meetings — optimistic calendars produce unusable schedules.
- Protect the anchor block like a meeting with a client (because you are the client).
- If you miss a deep work block, don't "make it up" — protect the next one instead.
- Review the schedule on Friday for the following week; Sunday planning is reactive.
- Track your actual energy for two weeks to identify real peak windows.

Example Input

Available Work Hours This Week: 30 hours (excluding meetings)

Fixed Meetings & Obligations: Mon 10-11 AM (team sync), Tue 1-2 PM (client call), Wed 2-3 PM (all-hands), Thu 11 AM-12 PM (1:1), Fri 9-10 AM (review)

Top 3 Weekly Priorities: 1. Finish Q3 report draft, 2. Prep client presentation, 3. Clear inbox to zero

Peak Energy Hours: 8-11 AM

Preferred Deep Work Duration: 90 minutes

Why It Works

Most weekly plans fail because they are wish lists, not calendars.

This framework improves outcomes by forcing:

- energy-aware task placement
- deep work protection as non-negotiable
- shallow work batching
- transition buffers as required line items
- anchor blocks for daily momentum

Great schedules don't maximize hours — they protect the hours that matter.

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