LoftyBiz 044 · Operator Week Planner v1

Companion to LoftyBiz 044 - Plan Your Day Like an Operator: Deep Work and Time Blocks

What this planner is for

Design a week with maker time and manager time, protect deep work, and win each day with a simple scorecard. An editable Sheet with live formulas ships with this Doc. These are examples, not promises.

How to use it

1. On the Time audit sheet, log three working days in 30-minute blocks. Write what you did, not what you planned, and tag each block Maker, Manager, Meeting, Message, or Break. Hours by type are calculated for you.

2. On the Week plan sheet, block your best hours first. The Sheet starts with Monday to Thursday, 08:00-12:00, as a starting point. Add two question slots. Friday can be a manager day.

3. Every night, write tomorrow's most important task on the Week plan sheet.

4. On the Daily scorecard, log focused hours, quotes sent and follow-up calls. Day won fills in when all three meet the targets you set. Review every Friday and fix the number that is falling behind.

5. Keep the same week plan, question slots and scorecard in Systex if you use it (loftybiz.net).

Worked examples in the video

Farah, interior design studio in Tunis: 7 staff, $9,000 average project. Deep work 4 to 14 hours a week. Proposals 10 days to 3 days. Win rate 1 in 5 to 1 in 3. About +$13,500 a month. Hours 60 to 50.

Tomás, custom kitchen workshop in Montevideo: 12 staff, $3,500 average kitchen. Focused hours 6 to 15 a week. Interruptions 9 to 2. Quotes 5 to 12 a week. Kitchens 6 to 9 a month. About +$10,500 a month in sales, same team.

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Figures in this planner are rough illustrations, not targets or forecasts. Results vary. This is general business education, not financial, legal or tax advice.

A compact week template you can copy

Block	Monday to Thursday	Friday	Notes
08:00-12:00	Maker · deep work (no meetings, no calls)	Manager day	Block your best hours first
12:00-12:30	Break / lunch	Manager day	
12:30-13:00	Question slot	Manager day	Fixed time for team questions
13:00-16:30	Meetings and manager work, booked from the end of the day	Manager day	Site visits, calls, one-on-ones
16:30-17:00	Question slot	Manager day	Second fixed slot (half past four in the video)

Daily scorecard: three numbers

Focused hours · Quotes sent · Follow-up calls. If you hit all three, tick Day won. Change the labels to fit your business. The Sheet calculates week totals and days won for you.

Assignment from the video

- ☐ Track three working days in 30-minute blocks.
- ☐ Mark each task as maker or manager work.
- ☐ Block three mornings next week for deep work.
- ☐ Set two fixed times for team questions, and tell your team.
- ☐ Write tomorrow's most important task on a card tonight.
- ☐ Do one 90-minute block on a timer.
- ☐ Put the week plan, the question slots and the scorecard into Systex.

Downloads and Systex

Systex is our own product: https://loftybiz.net

A planned public URL for this planner is https://loftybiz.net/free/operator-week-planner - planned, not confirmed live. Use the PDF, Doc and Sheet that ship with the video.

Currency in the video and this planner: US dollars (USD). Tags worldwide, no country tag.