Weekly Team Planner

Give the week a little structure. Bring priorities, owners, and next steps together in one shared plan.

Week of October 26, 2026 | Example team: Northstar Studio

Outcome / task	Owner	Day	Priority	Status	Next step
Publish customer guide	Alex	Monday	High	Done	Share with support
Review launch feedback	Jamie	Tuesday	High	In progress	Group recurring themes
Refresh team dashboard	Sam	Wednesday	Medium	To do	Confirm this week's figures
Test new onboarding	Robin	Thursday	Medium	To do	Invite two teammates
Plan next week's focus	Alex	Friday	Low	To do	Collect team suggestions

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Team / project: _____ Period / date: _____

Outcome / task	Owner	Day	Priority	Status	Next step

Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.

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