YSAMPHY

7-Day Time Blocking Reset Kit

A practical 7-day system to build a weekly schedule that survives real life.

Inside: daily and weekly planning worksheets, a weekly review system, rescue-day worksheet, and AI prompts for planning your week.

Use this kit with the 7-day email sequence from ysamphy.com. Print it, fill it digitally, or copy the prompts into your AI assistant.

How to Use This Kit

Do not try to design a perfect calendar. Build a simple system you can return to when life gets messy.

- Start with the 7-day plan. Each day focuses on one small decision.
- Use the worksheets only as much as needed. Simple beats beautiful.
- Keep one rule: every block must have a realistic next action.
- Leave buffer time. A calendar without buffers is usually a fantasy.
- At the end of the week, review what actually happened and adjust.

Day	Focus	Output
1	Audit your current week	A clear picture of where your time goes
2	Build your weekly frame	Fixed commitments + default work blocks
3	Protect deep work	2-5 focused blocks for important work
4	Use time boxing	Limits for messy, open-ended tasks
5	Plan with AI	A draft weekly schedule you can edit
6	Rescue a broken day	A recovery plan when the schedule collapses
7	Review and reset	A repeatable weekly review ritual

Day 1 Worksheet: Audit Your Current Week

Before you design a better week, look at the week you already have.

What usually breaks in my week?

Where do I lose the most time or energy?

What commitments are fixed and cannot move?

What kind of work needs my best energy?

Quick audit:

Area	What happens now?	What needs to change?
Morning		
Afternoon		
Evening		
Weekend		

Day 2 Worksheet: Build Your Weekly Frame

Time blocking works better when your week has a default shape.

Theme of the week	Top outcome #1	Top outcome #2
Top outcome #3	Main constraint	Buffer rule

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Use broad blocks first: deep work, admin, meetings, family, errands, rest. Add details later.

Day 3 Worksheet: Protect Deep Work

Deep work needs a clear target, a protected block, and a shutdown condition.

Choose 2-5 deep work blocks for the week. Keep them realistic.

Block	Day/time	Outcome	Start trigger	Stop rule
1				
2				
3				
4				
5				

Distraction list: things I will not do during deep work

Environment rule: what I will set up before starting

Day 4 Worksheet: Use Time Boxing for Messy Tasks

Some tasks expand because they have no limit. Time boxing gives them a container.

Use this for email, research, content edits, admin, errands, or tasks where “done” is vague.

Task	Why it matters	Time limit	Good enough means...

Admin block list: low-energy tasks to batch together

Day 5 Worksheet: Plan Your Week With AI

Let AI produce a first draft. You remain the decision-maker.

Copy this prompt into ChatGPT, Claude, Gemini, or your preferred assistant. Then edit the output to match reality.

Weekly Planning Prompt
I want you to help me design a realistic time-blocked week. Ask me no more than 5 clarifying questions only if necessary. Use my fixed commitments, energy levels, and priorities to create a weekly structure with deep work, admin blocks, buffer time, family/personal time, and a weekly review. Do not overpack the schedule. Here is my situation: [paste commitments, deadlines, energy patterns, and priorities].

My fixed commitments this week

My top 3 outcomes this week

My energy pattern: when I do my best work / worst work

What I need AI to help me decide

Day 6 Worksheet: Rescue a Broken Day

A broken schedule is not a failed system. It is a signal to simplify.

When the day collapses, do not rebuild the whole calendar. Choose the next useful block.

What changed?	What still matters?	What can wait?

Next 3 hours	Minimum useful outcome	First action
Block 1		
Block 2		
Block 3		

Rescue prompt

My plan broke today because [reason]. Help me choose the next 3 useful blocks only. Keep the plan realistic, protect the most important outcome, and tell me what to postpone without guilt.

Day 7 Worksheet: Weekly Review and Reset

The review is where the system improves.

What worked this week?

What repeatedly broke?

What did I overestimate or underestimate?

What one rule will I adjust next week?

Keep	Change	Stop

Reusable Daily Planning Worksheet

Use this page whenever you need a simple daily reset.

Date	Energy today	Main focus

Today's top 3 outcomes

Time	Block / task	Notes
6:00		
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		

Daily Shutdown Worksheet

End the day cleanly so tomorrow does not start with mental clutter.

What did I finish?

What is still open?

What is tomorrow's first useful block?

What can I stop thinking about tonight?

Shutdown sentence: I did enough for today. Tomorrow starts with:

_____

AI Prompt Pack: Plan Your Week Faster

Use these prompts as decision support, not as orders. Edit every output against real life.

1. Weekly Time Blocking Prompt

Help me design a realistic time-blocked week. My fixed commitments are: [paste]. My top 3 outcomes are: [paste]. My energy pattern is: [paste]. Create a schedule with deep work, admin, buffers, personal/family time, and a weekly review. Do not overpack it. Give me a simple table and a short explanation of trade-offs.

2. Overloaded Week Prompt

My week is overloaded. Here are all the things I think I need to do: [paste]. Help me separate must-do, should-do, can-wait, and delete/delegate. Then build a realistic time-blocked plan with buffers.

3. Deep Work Protection Prompt

I need to protect deep work for [project]. My available windows are [paste]. Suggest 3 realistic deep work blocks, what to do before each block, and what counts as a successful outcome.

4. Time Boxing Prompt

I keep spending too long on [task]. Help me time box it. Suggest a time limit, a definition of good enough, a checklist for the block, and a stop rule.

5. Rescue My Day Prompt

My schedule broke today because [reason]. I have [amount of time] left and these priorities: [paste]. Help me choose the next 3 useful blocks only. Include what to postpone.

6. Weekly Review Prompt

Review my week with me. Here is what I planned: [paste]. Here is what actually happened: [paste]. Help me identify what worked, what broke, what to adjust, and one rule for next week.

7. Content Creator Planning Prompt

I create content around [topics]. Help me time block one week for research, writing, editing, publishing, repurposing, and admin. Keep the schedule realistic around my fixed commitments: [paste].

8. Parent / Family Schedule Prompt

Help me build a weekly schedule that respects work priorities and family responsibilities. Fixed commitments: [paste]. Family needs: [paste]. Personal energy pattern: [paste]. Create a humane plan with buffers.

Google Calendar Setup Checklist

Turn the worksheet into a working calendar only after your weekly frame is realistic.

- Create recurring blocks for fixed commitments first.
- Add deep work blocks in your best energy windows.
- Batch admin/email into 1-2 blocks instead of scattering them everywhere.
- Use a different calendar or color for personal/family commitments.
- Add at least one buffer block per day.
- Create a Friday or Sunday weekly review block.
- Name blocks by outcome, not vague activity. Example: “Draft article intro” instead of “Writing.”
- When a day breaks, move blocks instead of deleting the whole system.

My default calendar colors / labels

My weekly review time