

AI POWERED CEO WORKSHOP

The CEO *Weekly Planner*

A simple one-page system to plan your week like a CEO. Set your focus, protect your time, and work on your business, not just in it.

Celeste Angelic London

AI Powered CEO · The Gen X Sister Who Figured It Out

FREE FOR PAID MEMBERS

Plan like a CEO.

Most of us spend all week in our business and never on it. This planner flips that. One page, ten minutes, and you walk into your week clear instead of scrambling.

Print a fresh copy each week, or fill it in on your screen. Pair it with the Claude prompt at the back to plan in minutes.

How to use this planner

1. Sunday or Monday, sit down for 10 quiet minutes.
2. Pick your ONE big focus, then your top 3 priorities.
3. Split your tasks: CEO work (growth) and daily work (running things).
4. Block one key task per day so nothing slips.
5. End the week by noting your wins and what to carry forward.

Pro tip: Do your CEO tasks first, before the daily busywork eats your time. That's the whole secret.

My Week as CEO

Week of

MY ONE BIG FOCUS THIS WEEK

CEO Tasks

Work *ON* the business. Growth, offers, marketing.









Daily Tasks

Work *IN* the business. Admin, clients, inbox.









MON

.....

TUE

.....

WED

.....

THU

.....

FRI

.....

SAT

.....

SUN

.....

Content & Marketing

.....

.....

Money This Week

.....

.....

Me & Family Time

.....

.....

Wins This Week

.....

.....

Carry Into Next Week

.....

.....

Let Claude plan it with you

Short on time? Brain-dump your week to Claude and let it sort your plan.

Paste this into Claude:

"Help me plan my week like a CEO. Here's everything on my plate: [brain-dump it all].

My one big focus is [focus]. I have about [hours] to work this week, around [family commitments].

Please give me: my top 3 priorities, which tasks are CEO work versus daily work, and one key task to do each day. Keep it realistic and protect time for my family. Short and clear, please."

Then: copy Claude's plan straight onto your printed planner, and you're set for the week.

Ten minutes. Whole week sorted.

This is how you stop reacting and start leading. Plan on Sunday, protect your focus, and watch how much calmer your week feels.

Print a new one every week. Small habit, big difference.

You're the CEO now. Run it like one.

Celeste

CELESTE ANGELIC LONDON · AI POWERED CEO