The weekly planning pack

A week with room to finish

Set three outcomes for the week. Protect two focused work blocks, leave a buffer for changes and decide what can wait.

The intended result

01
Choose ten photographs for the guide

02
Write three useful field notes

03
Review the exported version

Sunday 18 / 10 / 2026	**Choose the photographs** Room for a change
Monday 19 / 10 / 2026	**Write the field notes** Room for a change
Tuesday 20 / 10 / 2026	**Arrange the pages** Room for a change
Wednesday 21 / 10 / 2026	**Review the language** Room for a change
Thursday 22 / 10 / 2026	**Inspect the export** Room for a change

Use these pages as a starting point. The material is original and illustrative, with room to write a plan of your own.

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A brief someone else can use

Name the audience, purpose and deliverable. Record the one decision still open and the person who can resolve it.

Audience	Creators preparing a small release
Purpose	Help the reader plan a clear visual journey
Deliverable	A short guide of photographs and practical notes
Due	22 / 10 / 2026
Open decision	Choose the cover photograph before review
Owner	Noura

The next action and its owner

The weekly planning pack

Review the result against the purpose

Compare the result with the brief. Keep one successful choice, identify one change and give the next action an owner.

- ◯ Does the cover explain what the guide includes?
- ◯ Does the image order serve the story?
- ◯ Is the exported version readable and openable?

One choice to keep

One change before handover

The next action and its owner