The

Sunday Ledger

An undated weekly planning ritual.

Twenty minutes on Sunday. Any week you choose.

20 PAGES · UNDATED · LETTER & A4 · PRINT FOREVER

EDITION 01

PERSONAL USE

What's inside

Undated on purpose. A missed Monday is a blank page, not a ruined book.

The Sunday ritual 03
A year, lightly 04
Month map 05
The weekly ledger 06
The week, in a column 07
Workday 08
A day, in three parts 09
Friday close 10
Habit garden 11
Money margin 12
Open loops 13
People 14
Quarterly reset 15
Reading and ideas 16
Notes, ruled 17
Notes, dotted 18
Printing and the license 19
Colophon 20

If you print one page this Sunday, print 06. The weekly ledger. The rest can wait.

The Sunday ritual

About twenty minutes. A pen. Then you stop.

01 **Clear a surface · 2 min**

Put the phone in another room. You need the weekly ledger, a pen, and the open-loops page if your head is loud.

02 **Empty the loops · 5 min**

On page 13, write every open loop. Work, home, people, someday. Do not organize them. The point is to stop rehearsing the list.

03 **Name the week · 4 min**

On page 06, finish the sentence “This week is for.” One focus. If you have two, you have none. Then three things that count, each on a single line.

04 **Place the days · 7 min**

Give each day one job, not a schedule. Leave at least one day nearly blank. That blank is how the week flexes when life happens.

05 **Close the book · 2 min**

Write how you want Friday to feel, in ordinary words. Then stop. Planning past this point is usually procrastination.

A year, lightly

One line a month is enough. A trip, a deadline, a season you don't want to sleep through.

YEAR _____

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

MONTH OF

YEAR

THIS MONTH, IN ONE SENTENCE

WEEK OF FOCUS

M T W T F S S

WEEK OF FOCUS

M T W T F S S

WEEK OF FOCUS

M T W T F S S

WEEK OF FOCUS

M T W T F S S

WEEK OF FOCUS

M T W T F S S

MORE OF

LESS OF

DATES THAT MATTER

WEEK OF

NO.

THIS WEEK IS FOR

NOT THIS WEEK

ENERGY TO SPEND

thin steady full

THREE THINGS THAT COUNT

01

02

03

MON	TUE	WED	THU	FRI	SAT	SUN
ONE JOB	ONE JOB	ONE JOB	ONE JOB	ONE JOB	ONE JOB	ONE JOB

PARKED FOR LATER

BY FRIDAY I WANT TO FEEL

Use this on weeks that are a list. Skip page 06 if you use this one. Either page should stand alone.

THIS WEEK IS FOR

MON

TUE

WED

THU

FRI

SAT

SUN

TO COOK

TO REPLY

PROTECT THIS TIME

DATE DAY THE ONE JOB

7 am
8 am
9 am
10 am
11 am
12 pm
1 pm
2 pm
3 pm
4 pm
5 pm
6 pm
7 pm

LIKELY INTERRUPTIONS

IF THE DAY FALLS APART, THE MINIMUM IS

DATE

DAY

TODAY MATTERS BECAUSE

1

2

3

MORNING

AFTERNOON

EVENING

FINISHED

CAN WAIT

ONE GOOD THING

Friday close

Ten minutes. Close the week before you open the next one.

01 WHAT ACTUALLY MOVED

02 WHAT STALLED, AND THE REAL REASON

03 A WIN I AM WILLING TO COUNT

04 I WILL DO THIS DIFFERENTLY

05 CARRY INTO NEXT WEEK

Habit garden

MONTH OF

Six is the maximum. Empty rows are allowed. Missed days stay empty.

NAME

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

NAME

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

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NAME

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17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

THE ONE THAT MATTERED

Money margin

A weekly snapshot. A margin, not a verdict. Write the numbers, then stop.

WEEK OF

CAME IN

PAY
OTHER
OTHER

STILL AVAILABLE
LEFT FOR THE REST OF THE WEEK

ONE THING TO DO DIFFERENTLY

WENT OUT

HOME
FOOD
GETTING AROUND
EVERYTHING ELSE

BILLS WAITING

DUE
DUE
DUE
DUE

ANYTHING THE NUMBERS ARE NOT SAYING

Open loops

Write it down so you can stop holding it. Do not sort while you write. Sorting is a different five minutes.

WORK

HOME

PEOPLE

SOMEDAY

People

Names, not a system. The humans you mean to remember this month.

TO THANK

TO REPLY TO

COMING UP

THE CONVERSATION I KEEP POSTPONING

Quarterly reset

Once every ninety days. Longer than a Sunday, shorter than a retreat.

01 *What worked that I should keep?*

02 *What do I want less of?*

03 *What needs a smaller version?*

04 *What are the next ninety days for?*

Reading and ideas

A list is enough. You do not need a second app for this.

TO READ OR WATCH

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

IDEAS TO KEEP

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

ONE IDEA TO TRY THIS MONTH

Notes

Print another when this one fills up.

DATE

Notes

Dotted, for sketches, lists, and the things that are not sentences yet.

DATE

Printing and the license

The file is the product. Print it whenever you need a fresh week.

HOW TO PRINT

1. Use the Letter file in the US, and the A4 file everywhere else. Pick the file that matches the paper in the tray.
2. In the print dialog, set scale to 100% or Actual size. Turn off Fit to page and shrink-to-fit.
3. Print single sided. The back of a form is worth more blank.
4. Color is optional. The pages stay clear in black and white.
5. Any paper works. 24 lb text feels better than copy paper and is not required.
6. On a tablet, write in the PDF with any annotation app. Same pages, no printer.

PERSONAL USE LICENSE

One purchase covers one person and the household they live in. Print as many copies as that use needs. Annotate the file on your own devices.

Don't share the file, post it, resell it, or give it away as a bonus. One purchase is one household.

Questions go to the address on your receipt.

WHICH PAGE, WHEN

WHEN	PAGE
Every Sunday	06
A list-shaped week	07
A day of meetings	08
An ordinary day	09
Friday	10
The first of the month	05
Habits, once a month	11
A loud head	13
Money, any Sunday	12
The end of a quarter	15
Whenever	17

Printed by you, whenever you need it.

Lark & Ledger makes paper tools for people who think better with a pen. The Sunday Ledger is a weekly ritual: one focus, three things that count, and a place to put the rest down.

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No account. No streak. No refill.