Weekly Planner

How to print and use

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1. What you are printing

This file holds undated weekly-page templates. Print as many weeks as you need. Each week is two pages, printed on both sides of one sheet.

- The left page is Monday through Thursday. It has four day rows.
- The right page is Friday through Sunday. It has three day rows, a little taller.

Each day row has a small box with the day’s letters and a wider box beside it to write the date or a heading. The rest of the row is a dot grid for that day.

2. What and how many to print

Here are the three pieces, their page range, and how many of each to print.

piece	*pages*	*print this many*
Leading sheet	7–8	1
Weekly sheet	9–10	one per week, minus one
Trailing sheet	11–12	1

Example. Ten weeks:

- Leading sheet: 1
- Weekly sheets: 9
- Trailing sheet: 1

3. Set up your printer

Open the print window and set these:

1. **Paper size:** A5. If your printer has no A5 preset, set a custom size of 148 × 210 mm (5.83 × 8.27 in).
2. **Scale:** 100% (“actual size”). Do not use “fit to page” — it shrinks the pages and throws off the punch holes.
3. **Pages and copies:** type the page numbers in the pages box, and the copy count in the copies box.
4. **Two-sided printing:** three ways to print both sides:
   - Automatic duplex: choose “flip on the long edge.”
   - Even/odd runs: print the odd (front) pages, put the whole stack back in the tray, then print the even (back) pages.
   - By hand: print the front pages, then feed each sheet back through one at a time to print its back.

If you’re not sure about a setting, print one sheet — both sides — and check it before printing the rest.

4. Put the sheets together

Sort the printed sheets into one stack:

1. Leading sheet on top.
2. Weekly sheets next, in order.
3. Trailing sheet at the bottom.

Then snap each sheet onto the discs: day labels upright, punched edge toward the center. Flip through when done — each week shows Monday–Thursday on the left and Friday–Sunday on the right.

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