

M A V E R I C K A I

CHATGPT WEEKLY PLANNER

AUTO-SCHEDULE YOUR ENTIRE WEEK IN 5 MINUTES

Let ChatGPT interview you about your week, build an hour-by-hour schedule, and push it straight to Google Calendar. No manual entry.

The full prompt chain from start to finish
How to connect ChatGPT to Google Calendar
Deep work protection and task batching built in
Bonus prompts for recurring weeks and energy levels
Common mistakes that break the workflow
Advanced prompts for teams and custom calendars

2026 Edition

Why This Works

5 min

Setup time

10+

Hours saved per week

Auto

Calendar sync

Most people plan their week one of two ways. Either they don't plan at all and just react to whatever shows up, or they spend 30 minutes on Sunday night building a schedule they abandon by Tuesday. Both approaches fail for the same reason: you're doing all the thinking yourself.

ChatGPT changes this. Instead of staring at a blank calendar trying to figure out what goes where, you answer a few questions about your week and let the AI build the schedule for you. It protects your deep work blocks, groups small tasks together so you're not context-switching every 20 minutes, and makes sure nothing important gets forgotten.

Then it pushes the entire thing into Google Calendar automatically. You don't type a single event. You don't set a single reminder. The whole process takes about five minutes, and your week is locked in.

HOW IT ACTUALLY WORKS

ChatGPT asks you structured questions about your week. It uses your answers to build an hour-by-hour schedule with deep work blocks, batched tasks, and buffer time. Then it connects to Google Calendar through the Apps integration and creates every event for you, including reminders.

The Setup

This is the full prompt chain. Each step builds on the last one, so run them in order inside the same conversation.

STEP 1: Get ChatGPT to Understand Your Week

Open ChatGPT and paste this prompt. It tells ChatGPT to interview you before making any assumptions about your schedule.

THE INTERVIEW PROMPT

```
Ask me seven questions about everything  
I have going on this week so you can  
understand my work, my week, my goals,  
and what's actually stressing me out.
```

ChatGPT will come back with seven specific questions. They usually cover things like your biggest priorities, recurring meetings, deadlines, personal commitments, and what you've been putting off. Answer all of them honestly. The more detail you give, the better your schedule will be.

TIP

Don't just list tasks. Tell ChatGPT what's stressing you out, what keeps getting pushed to next week, and which tasks actually need deep focus. This context is what makes the schedule smart instead of just a list of time slots.

STEP 2: Build the Schedule

After you've answered all seven questions, paste this prompt at the bottom of your answers. This tells ChatGPT exactly how to structure your week.

THE SCHEDULE PROMPT

```
Now based off these answers, build me  
a full hour by hour schedule that  
protects my deep work, batches my small  
tasks together, and makes sure nothing  
important slips.
```

ChatGPT will generate a complete schedule for every day of your week. You'll see deep work blocks in the morning (when most people do their best thinking), batched admin tasks, meeting clusters, and buffer zones between major tasks.

Connect Google Calendar

STEP 3: Link Your Calendar

This is where it gets good. Instead of manually typing every event into your calendar, you're going to let ChatGPT do it.

In the top left corner of your ChatGPT window, click on **Apps**. Search for **Google Calendar** in the list and click **Connect**. Follow the Google sign-in flow to give ChatGPT access to your calendar.

QUICK ACCESS

```
Top left corner > Apps > Search  
'Google Calendar' > Connect  
  
Sign in with Google > Allow access
```

HEADS UP

You need a ChatGPT Plus, Team, or Enterprise account to use the Apps feature. It's not available on the free plan. If you don't see the Apps button, check that you're on a paid plan.

STEP 4: Push the Schedule to Your Calendar

Once Google Calendar is connected, go back to your chat and paste this prompt. ChatGPT will create every single event automatically.

THE CALENDAR SYNC PROMPT

```
Now go put this entire schedule into  
my calendar for me with reminders for  
each block.
```

ChatGPT will work through each day, creating events with titles, time slots, and reminders. You'll see it processing each one in real time. When it's done, open Google Calendar and your entire week will be filled in.

TIP

If you want reminders at specific times (like 10 minutes before instead of the default), add that to the prompt. Say something like 'Set a 10-minute reminder before each block and a 30-minute reminder before anything marked high priority.'

What a Good Schedule Looks Like

Here's what ChatGPT typically builds and why each element matters. Your schedule won't look exactly like this, because it's built from your actual answers. But these are the patterns it uses.

Time Block	What It Does	Why It Matters
Deep work (2-3 hrs)	Uninterrupted focus on your biggest task	Your best thinking happens before lunch
Task batch (45 min)	Groups emails, messages, small admin	One context switch instead of twenty
Buffer zone (15 min)	Breathing room between blocks	Prevents the domino effect when things run late
Meeting cluster	Groups calls back to back	Keeps meetings from fragmenting your entire day
Shutdown routine (15 min)	End-of-day review and next-day prep	You stop working with a clear head

DEEP WORK PROTECTION

ChatGPT doesn't just list your tasks in order. It actively protects your focus time by putting deep work blocks first, clustering meetings together, and adding buffer zones so a late call doesn't wreck your entire afternoon.

The key insight is that ChatGPT treats your schedule like a system, not just a to-do list with times attached. It knows that putting your hardest work first thing in the morning produces better results than scattering it throughout the day. It knows that batching admin tasks into one block eliminates the constant switching that kills productivity.

Bonus Prompts

Once your basic schedule is set, use these prompts to make it even better. Each one builds on the schedule you already have.

Make It a Recurring Template

RECURRING WEEK TEMPLATE

Weekly template

Take the schedule you just built and turn it into a reusable weekly template. Keep the deep work blocks and batch structure, but replace specific tasks with category labels like [Client Work], [Admin Batch], [Creative Block]. I'll fill in the actual tasks each Sunday.

Put this template into my calendar as a recurring weekly schedule.

Factor In Energy Levels

ENERGY-BASED SCHEDULING

Energy optimization

Reorganize my schedule based on energy levels. I'm sharpest from [your peak hours, e.g., 8am to 11am], I get a dip around [e.g., 2pm to 3pm], and I get a second wind around [e.g., 4pm to 6pm].

Move my hardest cognitive work to peak hours. Put routine tasks in the dip. Put creative or strategic work in the second wind. Update my calendar.

Add Personal Time

WORK-LIFE BALANCE

Full-life scheduling

Now add my personal commitments to the

calendar too. I want to include:

- Gym at [time]
- Meals (don't skip lunch)
- [any recurring personal commitment]
- 30 minutes of reading before bed
- Weekend plans: [your plans]

Make sure work doesn't bleed into
personal time. Hard stop at [time].

Advanced Prompts

Team Scheduling

TEAM SYNC

Team coordination

I manage a team of [number] people.

Here are their standing meetings and the times they're typically available:

[list team availability]

Build my schedule so that my 1:1s are clustered on [day], team standups happen at [time] daily, and I still have at least 2 hours of uninterrupted deep work every morning.

Deadline Sprint Mode

DEADLINE MODE

Crunch week

I have a major deadline on [date] for [project]. Rebuild my schedule for this week with these rules:

- 4 hours of deep work daily on this project (morning, no exceptions)
- Cancel or reschedule anything that isn't urgent
- Keep one 30-min block for urgent fires
- No meetings after 2pm

Update my calendar with this sprint schedule. Add a countdown reminder.

Weekly Review

SUNDAY REVIEW

End-of-week review

Look at my calendar for this past week.

Tell me:

1. What did I actually complete vs what I planned?
2. Which blocks did I skip or move?
3. Where did I lose time?
4. What patterns do you see?

Then build next week's schedule based on what actually worked, not what I wished worked.

Common Mistakes

This workflow is simple, but there are a few things that trip people up. Here's what to watch for.

Mistake	What Goes Wrong	The Fix
Vague answers	ChatGPT builds a generic schedule that doesn't fit your actual week	Be specific. Say 'Q3 report due Thursday' not 'some work stuff'
Skipping the interview	Going straight to 'make me a schedule' without context	Always start with the 7-question prompt. Context is everything
Overpacking the schedule	Every minute is filled, no room for surprises	Tell ChatGPT to leave 20% buffer time between blocks
Ignoring energy levels	Deep work scheduled at 3pm when you can barely think	Add your peak hours to the prompt so ChatGPT can optimize
Not connecting the calendar	You have a great schedule in chat but never actually use it	Connect Google Calendar and push it. That's the whole point
One and done	Planning once and never adjusting	Run the Sunday Review prompt weekly to improve over time

HEADS UP

The biggest mistake is answering the seven questions too quickly. If you give one-word answers, ChatGPT has nothing to work with and you'll get a cookie-cutter schedule. Spend two minutes giving real, detailed answers. It's the difference between a schedule that works and one that gets ignored.

Customization Options

The basic workflow gives you a solid weekly schedule. But you can push it further with these add-on prompts.

Color-Coded Calendar

COLOR CODING

When you add events to my calendar,
use these colors:

- Deep work: Blue
- Meetings: Red
- Admin/batch tasks: Yellow
- Personal: Green
- Breaks/buffer: Gray

Priority Flags

PRIORITY SYSTEM

Add priority labels to each calendar
event:

- [HIGH] for deadline-driven tasks
- [MED] for important but flexible
- [LOW] for nice-to-do items

If I need to cut something from the
day, I'll drop [LOW] items first.

Multiple Calendars

CALENDAR SEPARATION

I have separate Google Calendars for
work and personal. Put all work events
on my 'Work' calendar and personal
events on my 'Personal' calendar.
Keep the same time blocks but route
them to the right calendar.

TIP

You can combine all of these options into a single prompt. Just add them all to your schedule-building prompt and ChatGPT will handle the color coding, priority labels, and calendar routing all at once.

Quick Reference

The Full Prompt Chain

Step	What to Do	Prompt Summary
1	Interview	Ask me 7 questions about my week
2	Answer	Give detailed answers to all 7 questions
3	Build schedule	Build me an hour-by-hour schedule with deep work and batching
4	Connect calendar	Apps > Google Calendar > Connect
5	Push to calendar	Put this schedule into my calendar with reminders
6	Review (optional)	Look at last week and build a better next week

Best Practices

Do This	Not This
Answer all 7 questions with real detail	Give one-word answers or skip questions
Tell ChatGPT your energy peaks and dips	Assume it knows when you focus best
Leave 20% buffer in your schedule	Pack every single minute with tasks
Run the Sunday Review prompt weekly	Set it and forget it forever
Connect Google Calendar and push events	Screenshot the schedule and type it in manually
Include personal time and hard stops	Let work fill every available hour

START NOW

Open ChatGPT right now and paste the interview prompt. Answer the seven questions. Build the schedule. Connect your calendar. The whole thing takes five minutes, and your week just planned itself.

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Stop planning your week manually. Let the AI do it.