



1% BETTER, EVERY WEEK

THE KAIZEN MINI-PLANNER

A free weekly system for people who abandon planners.
Undated · Printable · Works with paper or digital

KAIZEN PLANNER MASTERY

kaizenlifeos.com

START HERE

How this planner works

Kaizen means continuous improvement. You don't overhaul your system — you improve it 1% at a time.

1 • PLAN THE WEEK, LIGHTLY

Every Monday (or Sunday night), fill one Weekly Plan page. One intention, three priorities. That's it — a plan you can't fail is a plan you'll keep.

2 • RUN YOUR DAYS FROM ONE PAGE

Use the Daily page for your working days. The only non-negotiable box is "Today's ONE thing" — finish that and the day counts, whatever else happens.

3 • REVIEW FOR TEN MINUTES, WEEKLY

The Weekly Kaizen Review is the engine of the whole system. Ask one question: what made this week 1% harder than it needed to be? Then change only that. Never start over. Never redesign everything.

4 • TRACK THE STREAK OF TINY WINS

Each day you make any 1% improvement — however small — fill a circle on the 30-Day Tracker. Thirty tiny improvements compound into a system that finally fits you.

"Improve by subtraction, not overhaul."

Weekly Plan

Week of _____ (undated — reuse forever)

THIS WEEK'S INTENTION · one sentence

TOP 3 PRIORITIES · if only these get done, the week is a win

- ☐ _____
- ☐ _____
- ☐ _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY · REVIEW

PRINT ONE PER WORKING DAY

Daily Page

Date _____

TODAY'S ONE THING · finish this and today counts

NEXT 3 TASKS

NOT TODAY · parked on purpose

☐

☐

☐

TIME BLOCKS · rough, not rigid

MORNING

MIDDAY

AFTERNOON

EVENING

TODAY'S 1% IMPROVEMENT · one tiny thing that made the system smoother

10 MINUTES, ONCE A WEEK

Weekly Kaizen Review

The engine of the system. Sunday evening or Monday morning — never skip two in a row.

3 WINS THIS WEEK · any size counts

- _____
- _____
- _____

THE ONE QUESTION

What made this week 1% harder than it needed to be?

THE ONE TWEAK · change only this next week — nothing else

CARRY FORWARD · what moves to next week's Top 3

LET GO · what you're deliberately dropping (kaizen is subtraction too)

Rule: never redesign the whole system. One tweak per week. Fifty-two tweaks a year is a revolution.

TINY WINS, COMPOUNDING

30-Day 1% Tracker

Fill a circle each day you make ANY improvement, however small. Note it in a word or two.

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

ONCE A MONTH, ZOOM OUT

Monthly Reflection

Month of _____

WHAT COMPOUNDED?

Which small tweaks from your weekly reviews actually stuck? What feels easier than it did a month ago?

WHAT KEPT RESURFACING?

Any friction that survived multiple weekly tweaks? It may need a bigger (but still single) change.

WHAT DID YOU STOP DOING?

Celebrate the subtractions — dropped tasks, deleted layouts, abandoned obligations.

NEXT MONTH'S FOCUS

One theme, not a list. Everything in your weekly Top 3 should serve it.

SCORE THE MONTH · 1–10, gut feel: _____ **Last month:** _____

Aim for +1, not for 10. That's the whole philosophy.



Liked the system?

This mini-planner is the free core of a much bigger toolkit.

The Kaizen Planner Mastery community — weekly review check-in threads and 30-day challenge cohorts, free to join

A 12-module video course on the full Kaizen planning method

The Kaizen Life OS digital planner with built-in AI coaching that spots your friction patterns for you

JOIN FREE · skool.com/kaizen-planner-mastery-2135

kaizenlifeos.com

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