Planted for Purpose

GROWING TOGETHER IN FAITH AND PURPOSE.

Faith at Work

Your Weekly Work Planner

Plan your week with purpose. Anchor it in Scripture.
Work heartily, serve well, and finish the week in peace.

A FREE RESOURCE FROM PLANTED FOR PURPOSE

Includes a verse bank, ready-to-use faith statements, a sample week, and printable weekly pages you can reuse all year.

FILLABLE EDITION: open in the free Adobe Acrobat Reader app to type into this planner

How to Use This Planner

Simple, repeatable, and built around your relationship with God

Work takes up a huge part of our lives, and God cares about all of it. This planner helps you shape your work week around what matters most: **who you serve, how you work, and who you trust**. You do not need to be perfect or have a perfect schedule. You only need to begin each week on purpose.

1 ANCHOR

Pick one Scripture to carry through the week. Choose from the Verse Bank, or use your own. Read it each morning.

2 AIM

Choose your top 3 priorities. Ask God for wisdom about what truly matters, then write them down.

3 ACT

Follow a small daily rhythm: start with God, reset at midday, encourage one person, and close the day in thanks.

4 ACCOUNT

On Friday, look back. Celebrate wins, notice where God showed up, and carry lessons into next week.

Your 15-minute Monday start

- [ ] Read the Verse Bank and choose your anchor verse (page 4).
- [ ] Write your 3 priorities and your prayer focus on the Weekly Plan (page 7).
- [ ] Pick 1 or 2 statements from the Faith Statements page to use each day (page 5).
- [ ] Glance at the sample week (page 6) if you want an idea of how it can look.
- [ ] Pray over the week before you open your email.

FILLABLE EDITION

Every page with writing space has boxes you can type in. Open this file in the free Adobe Acrobat Reader app on your phone or computer, tap a box, type, and save. Keep a clean copy of the file and save a new copy for each week. Everything also prints well in black and white.

Start Here: Your Work Purpose

Do this page once. Return to it whenever you feel off track.

Your work is more than a paycheck. Whether you manage a team, work from home, run a business, or serve customers, you can treat your work as service to God and to people. Begin by writing a short purpose statement for your work.

EXAMPLE PURPOSE STATEMENTS. BORROW, THEN MAKE IT YOURS.

- I work to serve people well and to reflect Christ's character in my daily tasks.
- My work is a place to love my neighbor, tell the truth, and do excellent work.
- I lead with humility so that my team feels valued, heard, and encouraged.
- I provide for my family with integrity and use my gifts to bless others.
- I run my business to create value, serve customers honestly, and give generously.

My work purpose statement

The people God has placed in my work world

Coworkers, clients, customers, my team, my boss

The character I want to be known for at work

Check one or two

- ☐ Integrity
- ☐ Diligence
- ☐ Patience
- ☐ Generosity
- ☐ Humility
- ☐ Peace
- ☐ Courage
- ☐ Joy
- ☐ Kindness
- ☐ Wisdom

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men."
Colossians 3:23 (KJV)

The Verse Bank

Choose one anchor verse for your week (King James Version)

DILIGENCE & EXCELLENCE

Colossians 3:23
"And whatsoever ye do, do it heartily, as to the Lord, and not unto men;"

Proverbs 22:29
"Seest thou a man diligent in his business? he shall stand before kings;"

Ecclesiastes 9:10
"Whatsoever thy hand findeth to do, do it with thy might;"

TRY THIS: Do the next task as if God were your manager.

PLANNING & PRIORITIES

Proverbs 16:3
"Commit thy works unto the LORD, and thy thoughts shall be established."

Proverbs 16:9
"A man's heart deviseth his way: but the LORD directeth his steps."

Psalm 90:12
"So teach us to number our days, that we may apply our hearts unto wisdom."

TRY THIS: Pray over your calendar before you fill it.

PEACE UNDER PRESSURE

Isaiah 26:3
"Thou wilt keep him in perfect peace, whose mind is stayed on thee: because he trusteth in thee."

Joshua 1:9
"Be strong and of a good courage; be not afraid, neither be thou dismayed: for the LORD thy God is with thee whithersoever thou goest."

1 Thessalonians 5:16-18
"Rejoice evermore. Pray without ceasing. In every thing give thanks:"

TRY THIS: Take a 60-second pause when stress rises.

INTEGRITY & WITNESS

Proverbs 11:3
"The integrity of the upright shall guide them:"

Matthew 5:16
"Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven."

Psalm 90:17
"And let the beauty of the LORD our God be upon us: and establish thou the work of our hands upon us;"

TRY THIS: Choose the honest option, even when it is quiet.

SERVING PEOPLE

Galatians 5:13
"...but by love serve one another."

Philippians 2:3
"...in lowliness of mind let each esteem other better than themselves."

Proverbs 15:1
"A soft answer turneth away wrath: but grievous words stir up anger."

TRY THIS: Ask: who can I make better today?

WISDOM & REST

James 1:5
"If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him."

Proverbs 15:22
"Without counsel purposes are disappointed: but in the multitude of counsellors they are established."

Mark 6:31
"Come ye yourselves apart into a desert place, and rest a while:"

TRY THIS: Ask for help and protect your rest.

Tip: write your chosen verse on a sticky note and place it next to your screen.

Faith Statements for Your Work Day

Short prayers and declarations to use or rewrite in your own words

Put a check beside the statements you will use this week. Then write one of your own at the bottom of each section. Speak them aloud, pray them silently, or tape them near your workspace.

MORNING: BEFORE WORK BEGINS

- ☐ Lord, this work is Yours today. Show me what matters most.
- ☐ I will work with honesty, focus, and a good attitude.
- ☐ Today I will look for one person to encourage.
- ☐ I do not carry this day alone. God goes before me.

MY OWN:

MIDDAY RESET

- ☐ Pause. Breathe. Lord, what is the next right thing?
- ☐ I release what I cannot control and give it to God.
- ☐ Reset my attitude. Let my words be kind and gracious.
- ☐ Thank You for what has gone well so far today.

MY OWN:

WHEN IT GETS HARD

- ☐ God, give me wisdom for this decision. (James 1:5)
- ☐ A soft answer first. I will respond, not react. (Proverbs 15:1)
- ☐ I will tell the truth and do the right thing, even when it costs me.
- ☐ This pressure is not bigger than my God.

MY OWN:

END OF DAY

- ☐ I did my part. I trust God with the rest.
- ☐ Thank You for these three things from today:
- ☐ Forgive me where I fell short. Help me begin fresh tomorrow.
- ☐ I close the laptop. My worth is not my output.

MY OWN:

A Sample Week

Example for a sales manager. Your week will look different, and that is fine.

Week of *Oct 27* **Word for the week** *Faithful* **EXAMPLE**

ANCHOR: MY VERSE FOR THE WEEK

"Commit thy works unto the LORD, and thy thoughts shall be established." ***Proverbs 16:3***

Aim: my top 3 priorities

Ask God what matters most, then write it down

1. *Call my 5 warmest leads before noon each day* ☐
2. *One-on-one with each team member. Listen first.* ☐
3. *Finish the Q4 proposal draft by Wednesday* ☐

SERVE: PEOPLE TO ENCOURAGE

Mark (quota stress): send a note

Dana: thank her for the extra help

PRAY: MY PRAYER FOCUS

Wisdom for the hiring decision

Patience with the hard client

PROTECT: MY BOUNDARY THIS WEEK

No email after 6 pm

Phone away during morning prayer

REST: HOW I WILL RECHARGE

Friday dinner with family

Sabbath rest on Sunday

Focus time

My best focus hours: *8 to 11 am*

Tasks to batch: *Emails and follow-ups*

My Weekly Plan

Type in the boxes on Monday morning. Save a fresh copy each week.

Week of _____ **Word for the week** _____

ANCHOR: MY VERSE FOR THE WEEK

Aim: my top 3 priorities

Ask God what matters most, then write it down

1. _____ ☐
2. _____ ☐
3. _____ ☐

SERVE: PEOPLE TO ENCOURAGE

PRAY: MY PRAYER FOCUS

PROTECT: MY BOUNDARY THIS WEEK

REST: HOW I WILL RECHARGE

Focus time

My best focus hours: _____ Tasks to batch: _____

My Daily Rhythm

A small daily pattern: start with God, reset at midday, close in thanks

	MON	TUE	WED	THU	FRI
START WITH GOD *Verse or prayer*	☐	☐	☐	☐	☐
TOP TASK TODAY					
MIDDAY RESET *Pause and breathe*	☐	☐	☐	☐	☐
ENCOURAGE *Who? How?*					
I AM THANKFUL FOR					
CLOSED IN PRAYER *Laptop closed*	☐	☐	☐	☐	☐

Midday reset in 60 seconds: stop, take three slow breaths, pray one sentence ("Lord, what is the next right thing?"), then return to work.

Friday Review

Look back with gratitude. Look ahead with trust.

Wins to celebrate

Big or small. Give God thanks for each one.

Where I saw God at work

Answered prayers, open doors, kind surprises

What was hard, and what I learned

Be honest. Growth often starts here.

What I carry into next week

Unfinished tasks, people to follow up with, a verse to keep

How did my week feel?

Circle a number. 1 is low and 5 is strong

Faith	Focus	Peace	Relationships
1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

"And let the beauty of the LORD our God be upon us: and establish thou the work of our hands upon us; yea, the work of our hands establish thou it."

Psalm 90:17 (KJV)

Notes and Next Steps

Capture ideas, prayers, and what God is showing you

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Thank you for being part of Planted for Purpose. We are glad you are here. If this planner helped you, share it with a coworker, a friend, or a small group. More resources are on the way.