DADOS

Conquer the Week

The free kit for working parents who want to crush the workday and show up for their family.

- 15-Minute Friday Weekly Review
- 5-Minute Sunday Look-Ahead
- 5-Minute Morning Startup
- Meeting Prep + Deep-Work Block
- End-of-Workday Shutdown
- Mental Load Brain Dump
- 24 Date-Night Ideas
- Weekend Ideas by Age

Print it. Fill it in. Use it every week.

What's inside

Work and home, one system. Each tool stands on its own: no app needed. Print the whole kit once, then reprint the worksheets every week.

15-Minute Friday Weekly Review 3
Close the week: wins, misses, open loops, carry-forward.

5-Minute Sunday Look-Ahead 4
Your family week plan, built on Friday's review.

5-Minute Morning Startup 5
Start the day from a plan, not from your inbox.

Meeting Prep Template 6
Walk in with an outcome. Walk out with owners.

Deep-Work Block Template 7
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Close the laptop and actually come home.

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Get every open loop out of your head.

24 Date-Night Ideas 10
At home and out. Cheap and splurge.

Weekend Ideas by Age 11
0-2, 3-5, 6-9, 10-13 and 14+.

Your weekly rhythm

- Friday: 15-minute Weekly Review, work and home.
- Sunday: 5-minute Look-Ahead (with your partner if you have one).
- Every workday: 5-minute startup in, shutdown out.
- Whenever your head is full: brain dump, then sort it.

The Friday Weekly Review

15 min

Close the week before the weekend starts. Work and home, side by side. Grab your calendar and your partner if you have one. Set a 15-minute timer.

1. What went well (work + home)

3 min

2. What didn't

2 min

3. What's still open

3 min

4. Wins to celebrate with the family

2 min

5. What to hand off or drop

2 min

6. Carry forward to next week

3 min

The 5-Minute Sunday Look-Ahead

5 min

Your family week plan. Start from Friday's review (page 3): the carry-forward list is your starting point. Set a 5-minute timer.

1. Start from Friday

1 min

- [ ] Read your carry-forward list. Pick the top 3 at work and top 1-2 at home.

2. Walk the family calendar

2 min

- [ ] Day by day with your partner: school, sports, appointments, late meetings.
- [ ] Who drops off, who picks up? Spot collisions and decide the backup now.

3. Lock the plan

2 min

- [ ] Book focus blocks, a date-night slot and one-on-one time with each kid.
- [ ] Share the plan with your partner. Pick Monday's first move.

Your family week on one card

Top 3 at work

1. _____
2. _____
3. _____

Top 1-2 at home

1. _____
2. _____

Collisions + backup plan

_____

Date night + kid time

_____

Monday's first move

_____

5-Minute Morning Startup

5 min

Before email, before Slack, before the kitchen rush. Five minutes that decide the day.

Look at today

1 min

Calendar, work and home. Where are the hard edges (pickup, a hard stop)?

Pick the one thing

1 min

If only one thing gets done at work today, it's this.

Two more, max

1 min

Two smaller must-dos. Everything else is a bonus.

One home moment

1 min

A text to your partner, bedtime, a call to a parent. Pick it now.

First move

1 min

Write the first physical action. Then start it before opening email.

Today

Hard edges: _____

The one thing: _____

Must-do 2: _____

Must-do 3: _____

Home moment: _____

First move: _____

Meeting Prep Template

5 min

Five minutes before any meeting that matters. If you can't fill in the outcome, ask whether you need the meeting.

Meeting:

Why it matters (the outcome I want):

The decision we need to make:

What I need from others:

What others need from me:

My 3 points, in order:

Questions I'll ask:

Hard stop / what I'll cut if we run long:

After: actions + owners + dates

Who / what / by when:

Who / what / by when:

Who / what / by when:

Deep-Work Block Template

60–90 min

Protect 60–90 minutes for the work that actually moves things. Book it like a meeting with your most important client.

Before: set it up

2 min

- [ ] Phone in another room or face down on Do Not Disturb.
- [ ] Email and chat closed. Status set to busy.
- [ ] Water, notes and everything you need within reach.
- [ ] Tell your partner or team when you're back.

During: one target

Block: Day / start / end:

The single outcome I'll finish:

First step (small enough to start now):

Distraction parking lot (write it, don't do it):

After: close the loop

2 min

Done? Yes / Partly / No. Next step: _____

Next deep-work block booked for: _____

End-of-Workday Shutdown

10 min

Ten minutes that let you leave work at work, so you walk in the door present, not still on the call.

1. Capture

3 min

- [ ] Every open loop from today goes on paper or in your task list. Nothing stays in your head.
- [ ] Reply to or flag anything that can't wait until tomorrow.

2. Plan tomorrow

3 min

- [ ] Look at tomorrow's calendar. Write tomorrow's one thing.
- [ ] Confirm the hard edges: pickup, practice, dinner time.

3. Close

2 min

- [ ] Close every tab and app. Laptop shut, notifications off.
- [ ] Say it out loud: "Shutdown complete."

4. Transition home

2 min

- [ ] In the car or on the walk: one thing you'll ask your partner, one thing for each kid.
- [ ] Phone in a drawer for the first 30 minutes home.

Still open (parked for tomorrow): _____

_____

Tomorrow's one thing: _____

Tonight at home, I'll: _____

Mental Load Brain Dump

5 min

Write everything you're holding, big or tiny. Then mark each one: D = do it, H = hand off, S = schedule, X = drop.

Work

Projects

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Follow-ups owed

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Ideas / worries

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Home

House + errands

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Kids + school

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Partner + family

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

The one thing that's weighing on me most:

24 Date-Night Ideas

Pick one on Sunday and put it on the calendar. $ = cheap, $$ = moderate, $$$ = splurge.

At home

- [ ] Takeout + a movie you both pick, phones in another room ($)
- [ ] Cook a new recipe together ($)
- [ ] Board game or card night with a snack board ($)
- [ ] Backyard or balcony "restaurant": candles, playlist ($)
- [ ] Watch the sunrise or sunset with coffee ($)
- [ ] Plan a dream trip together, even if it's years away ($)
- [ ] Old photos + "remember when" night ($)
- [ ] Fancy dessert at home, dressed up ($$)
- [ ] Paint, puzzle or build something side by side ($)
- [ ] Book a sitter, then stay in with the house to yourselves ($$)
- [ ] Take a cooking class online together ($$)
- [ ] Have a full brunch delivered on a weekend morning ($$)

Out

- [ ] Lunch date on a workday ($$)
- [ ] Long walk or easy hike, then coffee ($)
- [ ] Live music at a small local venue ($$)
- [ ] Trivia night at a local spot ($)
- [ ] Try a cuisine neither of you has had ($$)
- [ ] Comedy show ($$)
- [ ] Farmers market + picnic ($)
- [ ] Mini golf, bowling or an arcade ($)
- [ ] Museum or gallery evening ($$)
- [ ] Pottery or dance class ($$)
- [ ] Chef's tasting menu ($$$)
- [ ] Night away at a hotel nearby ($$$)

Our next date night (when / what): _____

Weekend Ideas by Age

Pick one per kid on Sunday. Tick it when done. Most cost little or nothing.

Ages 0-2

- [ ] Stroller walk + feed the ducks
- [ ] Library baby story time
- [ ] Sensory bin: rice, cups, spoons
- [ ] Splash time in the tub or a park pad
- [ ] Visit a farm or petting zoo
- [ ] Blanket fort + board books
- [ ] Music + dance party in the kitchen

Ages 3-5

- [ ] Nature scavenger hunt
- [ ] Pancake breakfast they help make
- [ ] Playground tour: 3 parks, 1 morning
- [ ] Build a cardboard-box car or rocket
- [ ] Children's museum or aquarium
- [ ] Backyard or living-room campout
- [ ] Bake and deliver cookies to a neighbor

Ages 6-9

- [ ] Bike ride to a new spot
- [ ] Make a stop-motion movie on a phone
- [ ] Fishing or a creek walk
- [ ] Science-kit afternoon (volcano, slime)
- [ ] Pick-your-own farm in season
- [ ] Family game tournament with a trophy
- [ ] Plan and cook dinner together
- [ ] Volunteer together for an hour

Weekend Ideas by Age, continued

Older kids: let them choose more often. One-on-one time beats a big outing.

Ages 10-13

- [ ] Teach them a real skill: a tool, a tire, a recipe
- [ ] Hike with a summit goal
- [ ] Escape room
- [ ] Let them plan the whole day, with a budget
- [ ] Climbing gym or trampoline park
- [ ] Build a model, robot or LEGO set together
- [ ] Go to a local game or sports event
- [ ] Thrift-store challenge

Ages 14+

- [ ] Breakfast out, just the two of you
- [ ] Driving practice in an empty lot
- [ ] Concert, show or game they choose
- [ ] Cook a dish from a place they want to visit
- [ ] Day trip to a nearby city
- [ ] Work out a side-hustle idea together
- [ ] Volunteer or a service project
- [ ] Movie marathon: they pick the series

Want this run for you every week?

DadOS is your personal chief of staff for work and home. getdados.co