

GradientPeak Coaching annual training planner

Original educational resource • No signup or purchase required

What this pack contains

- `annual-training-planner.xlsx`: formatted workbook with Instructions, Blank year, and Example year sheets. The planned-total column automatically adds planned swim, bike, run/walk, strength, and other hours.
- `annual-training-blank.csv`: 52 full weekly rows plus an optional short final row; plain data with no formatting or formulas.
- `annual-training-example.csv`: a fictional season with a main event in week 26; phase labels and review prompts only, not prescribed hours or workouts.
- This guide: setup, goals, event register, sport-development focus, weekly handoff and review worksheets.

Open the workbook in Excel, LibreOffice Calc, Numbers, or a spreadsheet app you choose. Keep a private local copy if you do not want to upload your training information. Preserve an untouched blank copy. The CSV files are data exports only; use the workbook when you want its headings, frozen rows, widths, and planned-total formulas.

Your season brief

Season start date: _____

Season end date: _____

Goal and why it matters: _____

Current comfortable, repeatable training: _____

Recent weekly training hours (include all activities): _____

Available time after work, care, sleep and travel: _____

Skill or habit to improve: _____

How and when you will review that skill: _____

Conditions that would make you change the goal or event: _____

Review checkpoints (dates, what you will inspect, and who needs to know): _____

Per-sport development focus

Use the separate Sport focus worksheet in the workbook, or these prompts, to make the annual plan useful when you turn it into weekly sessions. Choose a small, observable focus for each activity rather than assigning a workout sequence months ahead.

- Swim: current strength or constraint: _____ development focus: _____ review cue/date: _____
- Bike: current strength or constraint: _____ development focus: _____ review cue/date: _____
- Run / walk: current strength or constraint: _____ development focus: _____ review cue/date: _____
- Strength / mobility: current strength or constraint: _____ development focus: _____ review cue/date: _____

Strength may support movement quality, resilience, confidence, or general health; its role can change with the season. A limitation can be access, confidence, skill, recovery, pain history, schedule, or another practical constraint. Do not invent a test or use a single number as permission to increase training.

Event register

For each event record: name; confirmed or provisional date; distance and terrain; priority (primary, secondary, social); travel requirements; relevant skills; recovery allowance. For a non-racing year, substitute a personal milestone. A low-priority event still creates physical stress.

Set up your dates

Choose any start date and enter it in week 1. Add seven days for each following full week. Week 52 ends on start date + 363 days. A calendar year is longer than 364 days: use the final row for the remaining one day, or two if your chosen year interval includes a leap day. For a shorter season, stop at your actual end date. Record actual event dates as well as week numbers. The workbook leaves dates for you to choose; it does not calculate them automatically.

Plan the year at a useful level of detail

1. Put immovable commitments and events on the calendar first.
2. Mark time for recovery after demanding events and reduced load beforehand, based on your experience and the event's demands. Do not copy the example's durations as a rule.
3. Use broad purposes such as settling into a routine, general conditioning, event-specific practice, freshening up, and recovery. Reserve ongoing recovery inside every phase, not just after races.
4. If the timeline cannot accommodate preparation and recovery, change the event or goal rather than compressing training. Beginners may stay with foundational skills and comfortable endurance instead of adding hard blocks.
5. Enter an available-hours ceiling, then choose a smaller or equal planned load grounded in recent training. Availability is not evidence that you can safely tolerate that amount. Leave distant weeks provisional.

Hours and totals

All activity fields use decimal HOURS: 30 minutes = 0.5; 45 minutes = 0.75; 90 minutes = 1.5. The workbook planned-total column adds swim + bike + run/walk + strength + other automatically. Count each session once: a 45-minute ride plus 15-minute run is 0.75 bike + 0.25 run, total 1.0 hour. Exclude travel and changing time from training totals but include them when budgeting availability.

For a fictional arithmetic example, 1.0 swim + 2.0 bike + 1.0 run/walk + 0.5 strength + 0 other = 4.5 hours. This is not a suggested weekly dose. Leave blank for not yet planned; enter 0 for deliberately no training. The annual total is the sum of the weekly totals, not a target you must make up later. Equal hours can represent very different effort; use the review notes to record intensity and recovery context.

Hand off to the weekly planner

The annual planner owns season dates, events, broad phases and weekly totals. The companion weekly training planner owns individual sessions, fallbacks, recovery and the detailed week review. Download it at <https://gradientpeak.com/downloads/weekly-fitness-planner.pdf> or find the planning resources at <https://gradientpeak.com/resources/>.

Copy the annual row's week number, phase, purpose and sport focus to the weekly planner. After the week, return its planned-versus-actual totals and one adjustment to the annual row. Do not maintain a second daily worksheet here. Detail the near-term week, not every workout for an entire year. Avoid stacking demanding sessions to recover missed work. Use normal conversational effort for easy activity; harder training requires appropriate experience and suitability. Swimming must be in a safe supervised setting, never alone.

Review and adapt

Review weekly and after illness, travel, events or persistent fatigue. Keep what worked, reduce what exceeded recovery, and change one demand at a time. Do not use a fixed percentage increase as a safety guarantee. Pain that changes movement, persistent fatigue or concerning symptoms warrant appropriate professional advice. Stop for chest pain, faintness or unusual severe breathlessness and seek urgent care when appropriate.

At season end record: what was enjoyable; what was repeatable; what improved; what became unrealistic; what you will change next year. Keep old versions to learn from decisions, not to judge yourself for missed hours.

Source and limits

Conceptual reading: Joe Friel, **The Triathlete's Training Bible**, 5th edition, Chapter 7, "Planning a Season," and Chapter 8, "Planning a Week." This independent GradientPeak worksheet uses general planning principles. It does not reproduce the book's Appendix A, tables, figures, training-hour distributions or workout prescriptions, and is not endorsed by its author or publisher.

This is a complete annual planning framework, not an individualized 365-day training prescription, medical advice, or a guarantee of event readiness. A full-distance triathlon or multi-day ultra needs event-specific preparation beyond a calendar. You may use and adapt these original planner files for your personal training without paying GradientPeak Coaching. No rights to the referenced book are granted.