

GradientPeak Coaching: Weekly training planner

Start with the annual planner row for this week. Copy its week number, phase and purpose; then identify one realistic outcome and the development focus for swim, bike, run/walk and strength. Put fixed commitments and location-dependent sessions on the calendar before optional work. Place recovery around the sessions that need freshness. Plan only what you can revise; a missed session is information, not debt.

1. Connect this week to the season

Annual handoff

Annual week / dates: _____

Phase: _____

Goal or milestone: _____

This week's purpose: _____

Review checkpoint: _____

Reality check

One realistic priority: _____

Fixed commitments: _____

Travel / access constraints: _____

Recovery protected on: _____

Simpler alternative: _____

2. Choose development focus

For each sport, note the purpose of the week, one skill or limiter to develop, and the role of strength work. A limiter can be technique, confidence, durability, logistics or pacing, not just a performance number. Keep the focus appropriate to your experience and current recovery.

Activity	Focus or limiter	Purpose this week
Swim		
Bike		
Run / walk		
Strength / mobility		

Plan a useful week, not a debt-repayment week. The annual plan is revised by feedback from real life.

Place the sessions

Write anchors first: sessions tied to a time, place or group. Then add only the key sessions that support this week's purpose, with recovery or easier alternatives around them. Each day has room for several sessions. Record sport, purpose, planned duration and intended effort in your own words; leave a blank row for intentional rest.

Anchors first

Time, place, group or appointment; intended purpose; expected stress.

Key sessions and recovery

Which sessions need freshness? Where is rest or an easier day protected?

Monday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Tuesday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Wednesday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Thursday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Friday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Saturday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Sunday

Sport / session	Purpose	Duration	Effort
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Actual notes / change: _____

Record, compare, review

After the week, record what happened, compare planned and actual time by activity, and note readiness, fatigue, enjoyment and any symptoms. Carry one decision back to the annual row: keep the phase, reduce or rearrange a demand, change a focus, or seek suitable professional advice. Do not use the sheet to override medical advice or train through concerning symptoms.

Planned versus actual time

Activity	Planned	Actual	What changed / why?
Swim			
Bike			
Run / walk			
Strength / mobility			
Other			
Total			

Readiness and recovery

Sleep / energy pattern: _____

Fatigue or soreness: _____

Enjoyment / confidence: _____

Symptoms or concerns: _____

Feedback to annual planner

Keep / reduce / rearrange: _____

Next week's focus: _____

Annual row to update: _____

Support or advice needed: _____

Weekly reflection

What helped? What was not feasible? What is the smallest useful change for the next week?

Conceptual reading: Joe Friel, "The Triathlete's Training Bible", 5th edition, Chapter 7, "Planning a Season," and Chapter 8, "Planning a Week." This independent worksheet is original and does not reproduce the book's layouts, tables, volume distributions or workouts. It is not endorsed by the author or publisher, individualized exercise or medical advice, or a guarantee of event readiness. Swim only in an appropriately safe setting; stop for concerning symptoms and seek appropriate care.

Illustrative filled example

Fictional week 14: Foundation phase; purpose: practice a repeatable routine while preparing for a busy weekend. Swim focus: relaxed breathing; bike focus: steady handling; run/walk focus: comfortable form; strength role: light movement quality. Fixed pool lane time goes in first. One short skills session and one longer easy outing are planned only if sleep and work travel allow. The example names purposes, not distances, intensity targets or a weekly load to copy.

Annual handoff

Week: 14 **Phase:** Foundation

Purpose: Repeatable routine before a busy weekend.

Review: Is the plan still feasible with travel?

Focus

Swim: relaxed breathing · Bike: steady handling · Run/walk: comfortable form · Strength: light movement quality.

One way the week might be arranged

When	Planned session / purpose	Alternative or recovery note
Tue (pool anchor)	Swim skills; relaxed breathing	Easy mobility if pool access changes
Thu	Short bike handling practice	Stop early if travel disrupts sleep
Sat	Easy longer outing; practice routine	Move or shorten; no catch-up
Other days	Rest, easy movement, or nothing planned	Keep room around the busy weekend

This fictional example demonstrates decisions and wording only. It does not prescribe a weekly training load, intensity target, test or workout progression. Fill the blank pages from your own annual row, current capacity and circumstances.

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