

7-DAY PLANNING TEMPLATE

THE RACE-READY WEEK

A practical weekly planning system for busy runners and triathletes who want consistency without pretending that work, travel and life do not exist.

PLAN THE SIGNAL. PROTECT RECOVERY. ADAPT WITHOUT PANIC.

How to use it

Complete the goal and availability fields first. Choose the two or three sessions that create the strongest signal for your current goal. Place those sessions where you are most likely to be rested. Add easy work only after the anchors fit. Then write a fallback version before the week starts.

The one rule

A modified week that protects the key signal and your recovery is more useful than a perfect week that exists only on paper.

Built by Vincent Meheut, an amateur runner and long-course triathlete balancing training, work and frequent travel. General education only; not individualized medical or coaching advice.

1. Define the week before filling the calendar

A training plan becomes usable only when it meets the week you actually have. Write the constraints before assigning sessions.

RACE / EVENT GOAL

EVENT DATE

AVAILABLE TRAINING HOURS

NON-NEGOTIABLE LIFE COMMITMENTS

Readiness check

Question	Green	Amber	Red
Sleep	Mostly normal	One poor night	Several poor nights
General fatigue	Normal	Noticeably elevated	Exhausted / unwell
Pain / symptoms	No concerning issue	Minor niggle; monitor	Pain changes stride or concerning symptoms
Schedule pressure	Manageable	One disrupted day	Multiple unstable days

Decision

Mostly green: follow the plan. Several amber flags: reduce optional volume or intensity. Any red flag: stop and address the problem; seek qualified medical care for concerning symptoms.

2. Choose the sessions that matter most

Priority depends on your phase and sport. Use this hierarchy to make decisions, not as a rigid universal ranking.

Priority	Session	Why it stays	How to scale it
A	Primary goal-specific session	The clearest training signal for the current phase	Shorten repetitions or duration; keep the purpose
A	Long endurance session	Durability, fueling practice and confidence	Reduce duration; keep it easy when stressed
B	Second quality / sport-specific skill	Useful when recovery and schedule support	Convert to steady or technique work
B	Easy aerobic session	Maintains frequency and low-cost volume	Shorten to 20-40 minutes
C	Optional recovery / extra volume	Adds volume only when absorbed	Drop first when the week compresses

My A sessions this week

1.	
2.	
Optional 3.	

3. Build the race-ready week

Place A sessions first, add recovery around them, then fill the rest. Write duration rather than aspirational distance when the week is uncertain.

Day	Time window	Planned session	Priority	Minutes	Fallback / notes
Monday			A / B / C		
Tuesday			A / B / C		
Wednesday			A / B / C		
Thursday			A / B / C		
Friday			A / B / C		
Saturday			A / B / C		
Sunday			A / B / C		

TOTAL PLANNED MINUTES

THE WEEK IS SUCCESSFUL IF...

4. Rules for moving or missing workouts

1	Do not repay training debt	A missed session does not need to be squeezed into the next 48 hours. Resume the structure that best protects recovery.
2	Keep hard days hard and easy days easy	When you move a quality session, move the recovery space around it too.
3	Change one stressor	Shorten duration before increasing intensity. Avoid adding distance, intensity and frequency together.
4	Illness changes the decision	Do not use a template to override symptoms. Resume gradually and follow medical guidance when needed.
5	A fallback is a real plan	A 35-minute easy run can be the correct session when travel or sleep removes the conditions for quality work.

Decision log

What changed?	What did I protect?	What did I drop or scale?	What will I learn?

5. Travel-week version

Travel adds load even when it is not shown in your training app. Start with logistics and sleep, then decide which sessions remain appropriate.

TRAVEL DAYS / FLIGHT TIMES	HOTEL / ROUTE / GYM OPTIONS
LIKELY SLEEP DISRUPTION	CLIMATE / ALTITUDE CHANGE

Travel-week priorities

Situation	Default adjustment
Long-haul arrival / poor sleep	Easy movement or rest; do not force quality work to prove discipline.
Unknown route or unsafe conditions	Use a treadmill, hotel bike or simple strength session.
Hotter / more humid destination	Reduce pace expectations; use effort and plan fluids conservatively.
Meetings compress the day	Use the short fallback; protect sleep rather than adding a late hard session.

My travel fallback

A session I can protect	20-40 minute fallback	Equipment / route needed

6. Review the week without judging it

The review is not a compliance score. It helps you discover which structures survive real life and which assumptions need to change.

Which session created the strongest useful signal?

What made the week harder than expected?

Was easy running actually easy?

Did sleep or travel change how training felt?

What should be repeated, scaled or removed next week?

Next step

Use the editable spreadsheet version for recurring weekly planning, totals and status tracking. Keep this printable copy visible when the week becomes messy.

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