

Planning Your Week Like a Pro

Allow 90 minutes for this valuable exercise.



Consider all the tasks/duties you juggle (every last twirling plate you hold up in the air) and complete the Mind Dump. Then categorize. Place on your graph (crayons/colored pencil/colored text boxes) to see the visual for an entire week. What have you left out? Now, populate on your electronic calendar or in your scheduler for the upcoming 4 months. YES, all 4 months!! No whining!

1. Mind Dump

- There is no structure, no rules, no limits to what gets to be DUMPED out of your mind and placed on paper. Anything you can possibly think of. A complete state of flow. Don't worry about where it goes, what category, etc. Don't even look at section 2 yet. Spend about 15 minutes here - be intentional with your thoughts. GO!

2. Personal & Professional

- **Personal:**
 - A. Health
 - Exercise
 - Diet
 - B. Mind and Emotions
 - Curiosity-Learning
 - Self-Awareness (Emotional Intelligence)
 - C. Relationships
 - Yourself
 - Significant other
 - Family & Friends
 - D. Social/Fun
 - E. Household tasks
 - F. Spirituality
 - Church
 - Meditation
- **Professional:**
 - F. Business/Career
 - G. Delivering Services/Client Time/Generating Income
 - H. Marketing/Growth
 - L. Team Management/Training
 - J. Professional Development
 - K. Finances Stewardship
 - L. Strategic Planning

4. Transfer to Weekly Schedule Chart/Graph

Using crayons, markers, colored pencils or even text boxes, fill in the entire day and week.

Create tasks for each category that you will do to improve in that area this week.

5. Transfer to electronic calendar or paper scheduler

Download your duties and tasks onto your scheduling app. Populate your high priority Personal and Professional time (created earlier and categorized). Populate for 4 months.

YOU GOT THIS! We are here for you! We believe in YOU!

Daily Time Management Worksheet
Allow for healthy eating, exercising, relationships, spiritual time and work.
Objectively, identify the time you spend working, errands, meetings, traveling, eating, and other daily duties.

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
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6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							

Daily Time Management Worksheet
Allow for healthy eating, exercising, relationships, spiritual awareness, and work.
Objectively, identify the time you spend working, engaging in meetings, traveling, eating, and other daily duties.

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30 AM	Work out		Work out				Case mtg
9:00 AM		Appls		Appls	Surgery	Appls	
9:30 AM			Groceries				Church
10:00 AM	Chiro		Errands				
10:30 AM			Auto wash				
11:00 AM							
11:30 AM							
12:00 PM	Rotary						
12:30 PM							
1:00 PM		Records		Records			
1:30 PM		Lunch		Lunch			
2:00 PM							
2:30 PM							
3:00 PM							

Accountability Buddy Questions to Create Supportive Atmosphere

- Support in overcoming Sabotaging Habits, limiting beliefs that stop you from reaching your highest potential.
 - Expert Mind – Seek Curiosity. Beginner’s Mind. Ask questions
 - Comparison – There is nobody as AWESOME as YOU! You are BADASS! Allow your true colors to #JustSHINE!
 - Fear of What Other People Think – It’s perfectly OK to be weird and colorful and geeky and creative and brilliant and..... (you fill in the blank)
 - Harsh Inner Critique – Positive self-talk. Inspirational opportunities. Catch yourself doing things RIGHT and CELEBRATE your Successes. **Winning Weds!**
- Questions to ask each other and support each other with creating more belief (besides planning the week)
 - Scale of 1-10, how confident are you that you’ll hit your vision/goal(s) by 4 months?
 - If less than 10, what is the biggest limiting belief you have that is getting in your way? Possibly related to a Sabotaging Habit?
 - Is that story serving you?
 - What is it costing you?
 - What is a story that you could create that is more empowering? A story to serve you and others.
 - What 1 activity will you focus on this week to help turn your vision into reality?