



CREATING MY IDEAL WEEK TEMPLATE

Purpose: Block the time you want to spend each day on your priority items and discipline yourself to follow the schedule. This will help you avoid distractions and get more done in a day.

TIME	MON	TUES	WED	THURS	FRI
6:00 AM					
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					



Frequency: Quarterly or Annually

