ShirleyThompson

How do you spend your week?

There are 168 hours every week. Do you know how you want to spend the next 168? Or even the next 24?

Some of us like to plan 90% of our diary; others like freedom to take the opportunities as they crop up. What sort of person are you?

Try this...how would you list your tasks/time plan for tomorrow.......will you need more or less than 8 lines?

Task	Tomorrow
Sleep	12am-7am
Personal time	7am-8am
Commute/work	8am-6pm
Gym	6pm-7pm
Time with family	7pm-9pm
Reading	9pm-10pm
Discuss holiday with partner	10pm-11pm
Personal time	11pm-12am

How many hours do you typically plan?

If you're comfortable with your time planning, that's excellent! Now think about how you spend time at work; how would you break that down into a 'typical' day?

If you're not that comfortable, recommend, as an experiment for a week or so, you spend 5 minutes each day planning tomorrow and reviewing how today went against your plan of yesterday, using the first table below.

Next, for a real challenge, try planning a week ahead. Use the second table as you would your diary. Fill it in for 'next week'. Block out 4 hours at a time or longer, if preferred, for one type of activity, if easier.Try another for the 'following' week. How do they compare? The aim is the consider the best 'template' diary for you. That is a framework of time which must be preallocated each week. It will be personal to you!

Time recording sheet:

Sun	Sun	Mon	Mon	Tues	Tues	Wed	Wed	Thurs	Thurs	Fri	Fri	Sat	Sat
(task)	(time)	(task)	(time)	(task)	(time)	(task)	(time)	(task)	(time)	(task)	(time)	(task)	(time)

Template diary: (If the times are not right, just change; create your own spreadsheet by copying this is ideal.)

Time	Monday	Tuesday	Wedne	Thursday	Friday	Saturday	Sunday
AM							
8am							
10am							
LUNCH							
PM							
2pm							
4pm							
Evening							
6pm							