



*Creating Blueprints for Purposeful & Productive Lives*

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## Weekly Schedule Template ©

To support you in being more intentional about how you spend your time, it may be helpful to create a master template like the one on the next page, which designates specific days of the week and times of the day or evening for specific types of activities.

As you create your own template, keep in mind that **not all hours of the day are created equal**. When are you at your best for thinking creatively? Schedule your "high brain activities" for that time. When are you at your best for doing "low brain activities" that you can do while in "auto pilot" mode? Are you a morning person or a night owl?

Most business owners, executives, and professionals spend their time in four ways:

- **Free Time** – time to rest, relax, and rejuvenate (**Pink**)
- **Creative Time** – time to generate new ideas (**Blue**)
- **Delivery/Focus Time** – time to deliver the product/service that is core to your work (**Green**). Read article about what the **Pareto Time** represents at <http://www.orgcoach.net/newsletter/july2005.html>
- **Support Time** – time to handle the "behind the scenes" or administrative functions necessary to support you in getting the results you desire. (**Yellow**)

These four areas of time are very connected, so what you do with one dimension of time affects the others. Have you ever noticed how taking *Free Time* to rest and rejuvenate enables you to come back to your work with a fresh perspective...one that enables you to be much more creative? *Creative Time* enables you to work ON your business. It's tough to have an objective vantage point when you're "in the trenches" all the time. Taking a step back to see the "big picture" is essential if you want to generate fresh ideas and find new solutions to challenges.

*Delivery or Focus Time* enables you to work IN your business. You may already spend much of your time here. The key is to remember that it doesn't matter how much *Delivery Time* you spend if what you're delivering isn't what matters most to you or your company...and if what you deliver and how you deliver it is not valued by the recipient of your products or services. Direction and priorities are generally determined during *Free Time* and *Creative Time*.

Part of your success requires spending some *Support Time* tending to details – responding to email and phone calls, reading, writing, reviewing, evaluating, filing, etc. Of course, some of this can be delegated to others. If you ignore the details that support your core deliverable, it will affect your ability to be productive or deliver the best quality product or service. In addition, you will not feel like you can take *Free Time* if the unhandled details are constantly nagging at you.

Without *Free Time*, stress and overload set in. Then it's difficult to be in a frame of mind to take *Creative Time*. This pushes you to work harder IN your business (*Delivery Time*), which results in taking a *reactive* rather than a *proactive* approach to managing challenges. This rarely results in the best quality results, and often adds to burnout. Shade in your own schedule according to how you choose to designate your use of time. (To change, highlight the area you want to change in this Word document, then go to Format, Borders & Shading, Shading.) You can also write in recurring appointments or commitments that don't tend to change from week to week.

## Schedule for the week of \_\_\_\_\_

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM	Exercise	Exercise	Exercise	Exercise	Exercise		
6:30	↓	↓	↓	↓	↓		
7:00	Shower	Shower	Shower	Shower	Shower		
7:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00	Pareto Time		Pareto Time	Pareto Time			
8:30	↓		↓	↓			
9:00	↓		↓	↓			
9:30							
10:00	Email	Email	Email	Email	Email		
10:30	↓	↓	↓	↓	↓		
11:00							
11:30							
<b>Noon</b>	Lunch	Lunch		Lunch	Pareto Time		
12:30 PM					↓		
1:00			Lunch		Lunch/Planning		
1:30					↓		
2:00		Pareto Time		Pareto Time	Filing		
2:30		↓		↓	Data entry		
3:00		↓		↓	Email cleanup		
3:30					↓		
4:00	Email	Email	Email	Email	Email		
4:30	↓	↓	↓	↓	↓		
5:00							
5:30							
6:00	Football	Family dinner		Family dinner			
7:00	↓	Boy Scouts	Family dinner	Choir Practice	Family dinner		
8:00	↓	↓		↓	Family night		
9:00	↓				↓		
10:00			Go to bed		↓		Go to bed
11:00	Go to bed	Go to bed		Go to bed	Go to bed	Go to bed	