

IDEAL WEEK PLAN

You have a choice in life. You can either live on-purpose, according to a plan you've set. Or you can live by accident, reacting to the demands of others. The first approach is proactive; the second reactive. Sure, you can't plan for everything. Things happen that you can't anticipate. But it is easier to accomplish what matters most when you are proactive and begin with the end in mind. In order to accomplish this task, the action step is simple: imagine what your ideal week would like like if you had 100% control over your time.

TO-DO: CREATE YOUR IDEAL WEEK

Creating your Ideal Week is valuable because it aligns time with priorities, helps manage others' expectations, and ensures that you are on track to meet your goals—in a visual and straightforward way.

Your calendar can include:

- Personal time (workouts, morning routine, lunch, dinner, family time, church, etc.)
- Various work projects (meetings, meeting prep, etc.)
- Other professional time (email management, phone calls, flex time)
- Scheduled breaks

When you compare your current calendar to your Ideal Week, you will likely find gaps and opportunities that can boost productivity and time management. Sure, every week's events won't fit perfectly into your allotted time blocks—but if you're juggling multiple items, it certainly won't hurt to have a standard schedule to work from.

Want to incorporate fitness into your daily life? Block off an hour of workout time in the morning. Want department meetings to happen on Tuesday and Thursday afternoons? Create those time blocks. You can make it happen!

Map out your Ideal Week using the calendar on the following page. And remember - this is a work in progress! Take time each week to map out your time and priorities.



MY IDEAL WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							