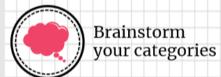
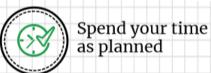
MY IDFAL WEFK









	MON	TUE	WED	THU	FRI	SAT	SUN
5 am							
6 am							
7 am							
8 am							
9am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8+ pm							

MY IDEAL WEEK





Make a list of ways you spend your time.

Create categories - for example work, personal, kids, home

These categories will become your time blocks.

Work - seeing clients (green)
Work - enabling work (purple)
Personal - my time (pink)
Kids - activities (blue)



Choose the times for each block. Remember, this is a high level plan for every week, not just this week.





Use your ideal week template to plan your weekly calendar.

This will help you be focused and present - and help you see where you need to adjust your schedule.