

# MY IDEAL WEEK



Brainstorm  
your categories



Highlight your  
time blocks



Spend your time  
as planned

MON

TUE

WED

THU

FRI

SAT

SUN

5 am

6 am

7 am

8 am

9 am

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm

7 pm

8+ pm

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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.