

Create a Sustainable Weekly Schedule



Instructions: Identify your main priorities
Brainstorm everything else you have to do in a week
Estimate a time spent on each task
Categorise your tasks (if you haven't already)
Determine the if they are urgent, important, both or none
Plot them into an ideal week template, scheduling in the following order:

- 1st: Main Priorities (Important)
- 2nd: Urgent and Important
- 3rd: Urgent, not important
- 4th: Not urgent, not important

What happens if there's not enough time?

This is when you need to start to make some choices!

1. Delete any unimportant, un-urgent tasks (yep!)
2. Brainstorm solutions to systemise or streamline any regular tasks
3. Delegate (Use this bird's eye view exercise to find some options)
4. Review time spent - can some items be done in less time, with better focus, or less distractions?

Priority **Social Media** Time

Product Dev

Home

Priority **Marketing** Time

List Building

Family

Priority **Admin/Ops** Time

Other/ Appts

Me

Monday

6.00
6.30
7.00
7.30
8.00
8.30
9.00
9.30
10.00
10.30
11.00
11.30
12.00
12.30
1.00
1.30
2.00
2.30
3.00
3.30
4.00
4.30
5.00
5.30
6.00
6.30
7.00
7.30
8.00
8.30
9.00
9.30
10.00

Tuesday

Wednesday

Thursday

Friday