

**DAY 5**  
**CHAPTER 6**  
**TIME MANAGEMENT**

**PLANNING DAY WORKSHEET #1**

**What is the one thing you wish you could do every day in your ideal life and workday?**

**Do you include that one thing in your daily schedule?**

**Should it be a priority?**

**How often should you schedule your re-evaluation?**

- **Weekly** (new business, no business plan, establishing habits)
- **Monthly** (established business with a plan, establishing new habits)
- **Quarterly** (established business with a plan and depending on goals having been met)
- **Bi-annually** (meeting most goals and depending on industry needs)
- **Annually** (Keeping your successful business on track. YOU'RE THERE!)

**1) *SCHEDULE AND BLOCK TIME FOR PLANNING DAY EACH WEEK:***

- ***DAY OF THE WEEK:*** \_\_\_\_\_
- ***TIME OF DAY:*** \_\_\_\_\_  
***AM PM***
- ***LENGTH OF TIME:*** \_\_\_\_\_

(At first, give yourself extra time, and as you develop a system that works for you, this time will reduce; establishing more clarity and more productive habits will also expedite this process)

- 2) **REVIEW** your one page Success Plan
  - a) Establish your Focused Mindset
- 3) **FILL IN** all non-negotiables on daily schedule sheets for each day
  - a) Scheduled appointments
  - b) Self-care habits
- 4) **ADD** in your prioritized tasks with no more than 3 a day
- 5) **COMPARE** the previous week's schedule vs actual to identify obstacles and roadblocks.