

## Managing Your Time with a Weekly Plan Sheet

You may want to start by reading my blog entry on Time Management vs. Self-Management.

*If you are using a computer or a smartphone, you may want to use that calendar system. I love and use Google Calendar in the Week view. I just print out the week view and color code it instead of this sheet.*

It takes good planning to achieve flexibility in your schedule and life plan.

To make this tool successful you will need to create a routine of when to fill it out each week. I have some clients who like to complete it on Friday afternoon for the next week, so they can have the weekend. I do mine on Sunday morning, so I have a fresh view of the upcoming week. Whatever day that works for you is fine it just needs to be consistent and scheduled.

You will actually be creating 2 separate plans, your current routine/week and your ideal week. This will allow you to see what you need to work towards and if you are in balance with your ideal week.

This is not just a schedule but also a plan of action. If you want to get a goal accomplished the first step is to see if you can fit your goals timeline into your weekly plan, if you can't you need to shift the deadline or shift what you are doing in the time you have available.

Write in everything that you need to do for the week. Add appointments that you have scheduled, when you are going to wake up and go to sleep. Then add things you would like to fit in like dates, errands, hobbies, exercise or homework. Make sure you have everything in your week on the sheet.

Each aspect of your life should have its own color.

Here are some examples of various aspects in a person's life:

<i>Family Time</i>	<i>Personal Time (Hobbies, Personal Appointments, etc.)</i>
<i>Self-Care</i>	<i>Household Mgmt. (Cleaning, Errands, Laundry, Cooking)</i>
<i>Business/Work</i>	<i>Relationship Time (Date time w/significant other)</i>
<i>Spiritual Time</i>	

When color coding an item, outline it with a marker or highlighter that matches the aspect.

The white or blank spots are times when you have flexibility and can fit anything else that you need into your week. I take the white areas and schedule in my tasks on my to-do list for the week.

Next create your ideal weekly plan. If everything was the way you wanted it in a perfect world, what would your week look like? Would you wake up earlier to fit in a hobby? Would you do more work during certain hours? Less time on household chores? Map out your ideal week and color code it with the same category colors from your current week.

Now that you have both plans you can see where you need to work and adjust, to have your routines fit what you want in life. Ultimately you will be working towards your ideal week becoming your normal routine.

I have attached a blank sheet and an example.

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Weekly Plan Sheet for the week of \_\_\_\_\_

My Week Includes:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5a							
5:30							
6a							
6:30							
7a							
7:30							
8a							
8:30							
9a							
9:30							
10a							
10:30							
11a							
11:30							
12n							
12:30							
1p							
1:30							
2p							
2:30							
3p							
3:30							
4p							
4:30							
5p							
5:30							
6p							
6:30							
7p							
7:30							
8p							
8:30							
9p							
9:30							
10p							
10:30							

Work/Livelihood, Spirituality/Faith, Exercise, Relationships, Creativity/Play, Learning/  
Intellectual Stimulation, Self-Care.

## Example Weekly Plan Sheet for the week of 8/23 - 10/3/2015

My Week Includes (Create your own):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5a							
5:30	Shower/Dress						
6a	Spiritual Time						
6:30							
7a	Breakfast						
7:30		Laundry	Laundry	Laundry			
8a	Weekly	Coaching		Meeting		Coaching	
8:30	Planning	Session				Session	
9a					Dentist Appt		
9:30							
10a		ICA Class	Coaching	ICA Class	Appt.		
10:30			Session				
11a							Meeting
11:30	Lunch	Lunch	Lunch	Lunch	Meeting	Lunch	Lunch
12n						Coaching	
12:30						Session	
1p		Errands	ICA Class	ICA Work		Errands	
1:30					Client Mtg		
2p							
2:30		Household				Household	
3p		Mgmt				Mgmt	Errands
3:30							
4p							
4:30							
5p		Coaching					
5:30	Date Night	Session					
6p	Dinner						
6:30				Meeting			
7p		Bus. Call				Spiritual Time	
7:30							
8p		Exercise		Exercise	Bus. Call		Exercise
8:30							
9p							
9:30							
10p							
10:30							

Spirit Time                      Family Time                      Business Time                      Class/HW Time  
 Personal Time                      Relationship Time                      Household Mgmt.                      Self-Care

# Quarterly Strategy Planner

From the Goal Blueprint: What is it you want to create in the next 90 days?

Quarter Dates:

Month 1:		Month 2:		Month 3:	
<b>1) Breakthrough Goals:</b> What are the major objectives with the potential for massive results?		<b>1) Breakthrough Goals:</b> What are the major objectives with the potential for massive results?		<b>1) Breakthrough Goals:</b> What are the major objectives with the potential for massive results?	
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
<b>2) Plan of Action:</b> What are the action steps?	Goal #	<b>2) Plan of Action:</b> What are the action steps?	Goal #	<b>2) Plan of Action:</b> What are the action steps?	Goal #
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		6.	
7.		7.		7.	
8.		8.		8.	
9.		9.		9.	
10.		10.		10.	
<b>3) Skill Mastery:</b> What skills do you want/need to focus on?		<b>3) Skill Mastery:</b> What skills do you want/need to focus on?		<b>3) Skill Mastery:</b> What skills do you want/need to focus on?	
1.		1.		1.	
2.		2.		2.	
<b>4) Progress Report:</b> What have you done that shows your progress?		<b>4) Progress Report:</b> What have you done that shows your progress?		<b>4) Progress Report:</b> What have you done that shows your progress?	
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
Notes/Ideas/Vision:		Notes/Ideas/Vision:		Notes/Ideas/Vision:	