

My Ideal Week

Instructions:

The Ideal Week is an *Owning Your Time* **design exercise** and does not replace whatever tool you use to manage weekly appointments. Rather, the Ideal Week is your own model and is meant to be a supportive framework vs. a restrictive schedule. It will help you create routines that work for you, reserve placeholders for important areas of focus, and identify optimal times for certain activities.

Print a few copies of the following page and use it as a worksheet. Design a weekly framework that is flexible and fits your style. Experiment with your Ideal Week and notice what works well and what you might like to adjust.

Each season of the year, revisit and adapt your Ideal Week as needed.

My Ideal Week

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM 6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
PM							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
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9:00							
10:00							