

FOCUS: What is your position focus? Be specific; e.g., SALES
PROFIT CENTER: Name of Group or Functional Unit

TIME MANAGEMENT SCHEDULE

Week ending – xx/xx/xx

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
(list appointments and daily objectives, such as; Prepare Weekly Schedule Process email Self-Check-in: Define weekly goals		(list appointments and daily objectives; e.g., eMail processing) Target ≥ 5 to-do tasks for generating \$\$		(list appointments and daily objectives; e.g., eMail processing) Target ≥ 5 to-do tasks for generating \$\$		(list appointments and daily objectives; e.g., eMail processing) Target ≥ 5 to-do tasks for generating \$\$		(list appointments and daily objectives; e.g., eMail processing) Target ≥ 5 to-do tasks for generating \$\$	
CURRENT WEEK APPOINTMENTS									
Celebrate 5 accomplishments		Celebrate 5 accomplishments		Celebrate 5 accomplishments		Celebrate 5 accomplishments		Self-Check-out: Review week's achievements	
WORK IN PROGRESS				PROJECTS			ROUTINES & OTHER		
(List specific tasks/projects TO BE ADDRESSED THIS WEEK; e.g., call # prospects, place # ads, follow up with [who] client(s), close [who] , network w/[who, why]....)				(List specific LONGER TERM projects in progress or to be scheduled as weekly tasks soon)			WEEKLY (List tasks to do ROUTINELY each week) MONTHLY (List tasks to do ROUTINELY each month)		
OVERALL WORK OBJECTIVES/PROJECTS									
Make note of the core terms that your weekly contributions serve, such as management, sales, marketing, networking, etc.									
Start Time		Start Time		Start Time		Start Time		Start Time	
ACTUAL TASKS	TIME/ CODE	ACTUAL TASKS	TIME/ CODE	ACTUAL TASKS	TIME/ CODE	ACTUAL TASKS	TIME/ CODE	ACTUAL TASKS	TIME/ CODE
(List what you actually are getting done and how much time it is taking)		(List what you actually are getting done and how much time it is taking)		(List what you actually are getting done and how much time it is taking)		(List what you actually are getting done and how much time it is taking)		(List what you actually are getting done and how much time it is taking)	
ACTUAL TASKS PERFORMED EACH DAY									
Finish Time	Tot. Hours	Finish Time	Total Hours	Finish Time	Total Hours	Finish Time	Total Hours	Finish Time	Total Hours