

Day 30: Calendar

Time flies. We're all well aware of that.

And if we're not careful, it gets away from us all too quickly. There is nothing worse than at the end of a tiring day to find you've accomplished nothing of what you'd planned or needed to do.

As we all know, some of those days are simply unavoidable. Life happens, after all. But when it becomes chronic, it's time to take a step back, look at not only our calendar, time management, but also our priorities. It's time for... a plan.



Checklist

Objective: to organize a calendar system that is easy to use and effectively manage your time.

1. Take a Step Back

Take a moment and reflect on your week. Who or what was in control of your calendar last week? What activities required the largest chunks of time? Was it productive? Did it accomplish your goals?

Make a list of goals and commitments and determine which are the most important, including work, school, family, personal time, social time and any other commitments.

2. Create Your Calendar

Find a calendar system that works easily for you. If it isn't easy, it won't get done. Whether it's a paper calendar, a planner or a Cloud app on your phone -- or even all 3.

3. Plan Your Week

Establish a routine.

Create Blocks of Time

Schedule Flex Time

Schedule Flex Time

Tomorrow: Conclusion