

Stay Organized

Weekly Calendar

STAY PRODUCTIVE

TIME MANAGEMENT

Take a look at the strategies below. Take your schedule from routine efficiency to increased efficiency by recognizing where you have the opportunity to make adjustments, overlap activities, and re-prioritize.

Priorities for this Week (regular)
Priorities for this Week (special)

est. time	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.								
8:00 a.m.								
9:00 a.m.								
10:00 a.m.								
11:00 a.m.								
12:00 p.m.								
1:00 p.m.								
2:00 p.m.								
3:00 p.m.								
4:00 p.m.								
5:00 p.m.								
6:00 p.m.								
7:00 p.m.								
8:00 p.m.								
9:00 p.m.								
10:00 p.m.								
11:00 p.m.								
To Do List								