

Weekly Planner

First, block off any time that cannot be moved. This could be a part or full-time job perhaps, training meetings or some voluntary work. Then block off family time: leisure, after school activities, time with your husband or partner, your own time etc. Next fill in all other activities such

as religious commitments, hobbies, sport etc. Whatever time is left is for your business. Some of this will be parties, some office work, training, phone calls, deliveries etc. Schedule it in so you have a clear amount of time allocated.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am							
Midday							
pm							
Evening							

