

DAILY PRIORITY LIST - WEEKLY SCHEDULE



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7 KEY GUIDELINES

VISIBILITY IS ESSENTIAL

Have your list printed on your wall, in your task management software, or scheduled into your calendar. It needs to be somewhere that you look every day to help remind you and keep you on track.

SCHEDULE 'YOU' TIME

Making time to rest, recharge, exercise and do things that you want is important if we want to stay focused and energised in life. Don't let stress and overwhelm creep in and take you out with ill health or fatigue.

DON'T OVER COMMIT

Always have time in your weekly calendar where you have no appointments or nothing scheduled in. If you completely fill your time 8 - 12 hours per day, you will always be chasing your tail and become unproductive.

THINK IT THROUGH

Take an inventory of what you do on a daily and weekly basis before you start filling in the spreadsheet. Track this by writing it down. Sometimes what we think we do, and what we are actually spending time on can be quite different.

BUSINESS IS PERSONAL

Your schedule is not just your work or business activities. This is your 'life' schedule and should incorporate every area of your life. If you have personal problems that need addressing, maybe spending more time addressing this is needed.

TIME IS A GIFT

As Harvey MacKay wrote: "*Time is free, but it is priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back*". Spend your time wisely.

WHAT ARE YOUR NON ESSENTIALS?

After taking an inventory of your week, what tasks could you automate, delegate or eliminate? Sometimes what we think are very important actions, can be non essential time wasters and can be deleted or given to someone else to do. Think about these when developing your schedule.

DAILY PRIORITY LIST - WEEKLY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7 - 9 AM	Prayer / Meditation	Prayer / Meditation	Prayer / Meditation	BNI Weekly meeting	Prayer / Meditation	Prayer / Meditation	Prayer / Meditation
	Gym	Walk/Run	Gym		Gym	Parkrun	Walk/Run
9 - 10 AM	Pay Bills	Content Creation	Appointments	Appointments	Payroll, Admin	Shopping	Church
	Business Admin				Social Media schedule		
	Bookkeeping						
10 - 11	Email Inbox Clear Out	Content Creation	Appointments	Appointments	Practice my speaking		
					Content Creation		
11 - 12	Return Phone Calls	Appointments	Appointments	Appointments	CRM Management	Housework	
	Follow up Clients						
					Emails		
12 - 1 PM		Emails	Emails	Emails	Emails		
	Lunch	Lunch	Lunch	Lunch	Lunch		
1 - 2	Return Phone Calls	Appointments	Appointments	Appointments			
2 - 3	Prepare for client mentoring sessions	Appointments	Appointments	Appointments			
3 - 4	Prepare for client mentoring sessions		Prepare for BNI Meeting				
4 - 5	Prepare for client mentoring sessions			Prayer / Meditation			
6 pm	Yoga			Walk/Run			
8 pm							



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