

CREATING COMMITMENT

DAILY SCHEDULE

In this exercise, you are going to create a schedule that takes care of you, rather than one that dictates to you. The intent here is to replace urgency with flexibility.

Your best schedule is one that serves your best interests, motivation levels, and peak focus times. A schedule that is easy for you to follow so that it won't be thrown out the first time something unexpected occurs.

The most important thing to remember when creating your daily schedule is that this is an **experiment** in finding the system that works best for you. Every day offers an opportunity to make the schedule more compatible for you and your working style.

CONSIDER THE QUESTIONS BELOW.

1. Considering your next workday, write your start work time and finish work time for just that day?

*Tip: As much as possible, follow the work hours that you are currently doing. Although the intent may be to cut back eventually, the intent with this exercise is to get **clear on intention**, rather than making changes.*

2. Next, write the start and finish time of the breaks that you intend to take. Also write what you intend to do on those breaks.

3. Now write the start and finish time of your Focus Time.

Tip: Focus Time is an uninterrupted block of time that allows you to focus entirely on one task. The length of time you choose is entirely up to you. One thing to consider is your 'alert time'. What time of day are you most likely to be alert and able to maintain focus?

4. Finally, what are the top 3 results that you want to produce during your next work day?
What does done look like for each of the 3?