



## MOTIVATION & PLANNING WORKSHEET

### Step One: Identify Your “Free Time”

Identify on the calendar below the hours each day of “free time” that you have to accomplish the outstanding items on your to do list. Be honest. Try to identify specific hours or time periods when you **are** available and willing to accomplish your work.

### JUNE 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Step Two: Identify Your “Free Money”

Consult your budget and determine how much money you have available to fund projects or tasks that require money to accomplish.

**Free Money Amount** \$\_\_\_\_\_

### Step Three: List and Rank Your Outstanding Tasks

List each of your outstanding tasks. Don't get too ambitious here. You can keep a generalized to do list separately but here try to list just the 10 most important things to get done this month. List the time and money required for each task. With regard to time, if you aren't very interested in doing something, allow a few extra hours in your time estimate for those days when you just need a break or want to do something else.

When your list is complete, rank the list in the last column based on the order you want to accomplish things. You might rank the list based on what is easiest to accomplish first, what you are most interested in, what you have to accomplish because of some external deadline, or any other method you choose.

Description of Task	Time Required	Money Required	Ranking

### Step Four: Schedule Your Tasks into Your Free Time in the Calendar Above

Many time management gurus will tell you that if you don't schedule a specific time to complete your task it will never get done. Take your first ranked task and schedule it into your free time in the calendar above. If you don't have enough time to get it done, consider whether you need to re-rank your list or whether you will be satisfied if you at least make progress toward something without finishing it. Continue with as many items from your list as you can.

When you run out of free time (or money) stop scheduling. Acknowledge what you likely won't get accomplished this month and why.