



Scheduling what is important into our diaries

NB – this step follows good prioritisation

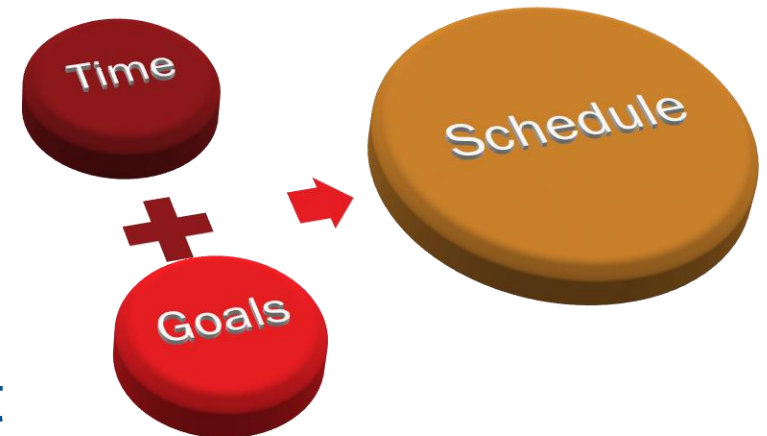
1st step is to understand your priorities at this point in time:

- What do you need to do to achieve this priority? (tasks for you to do)
- What Goals do we need to achieve?
- NB complete PIM course on prioritisation



Before we can schedule we need to understand how much time needs to be allocated (set aside) to work on these tasks. It is best to consider

- Realistic time required
- Avoid / plan around over-commitment
- Plan contingency for the unplanned



“Don’t prioritise your schedule – schedule your priorities!”



Monthly Scheduling

Monthly /quarterly

- Find a simple template eg **MS Word templates**
- Allocate time in the monthly diary ahead of the month / quarter
- If the date is booked it is less likely to be booked out

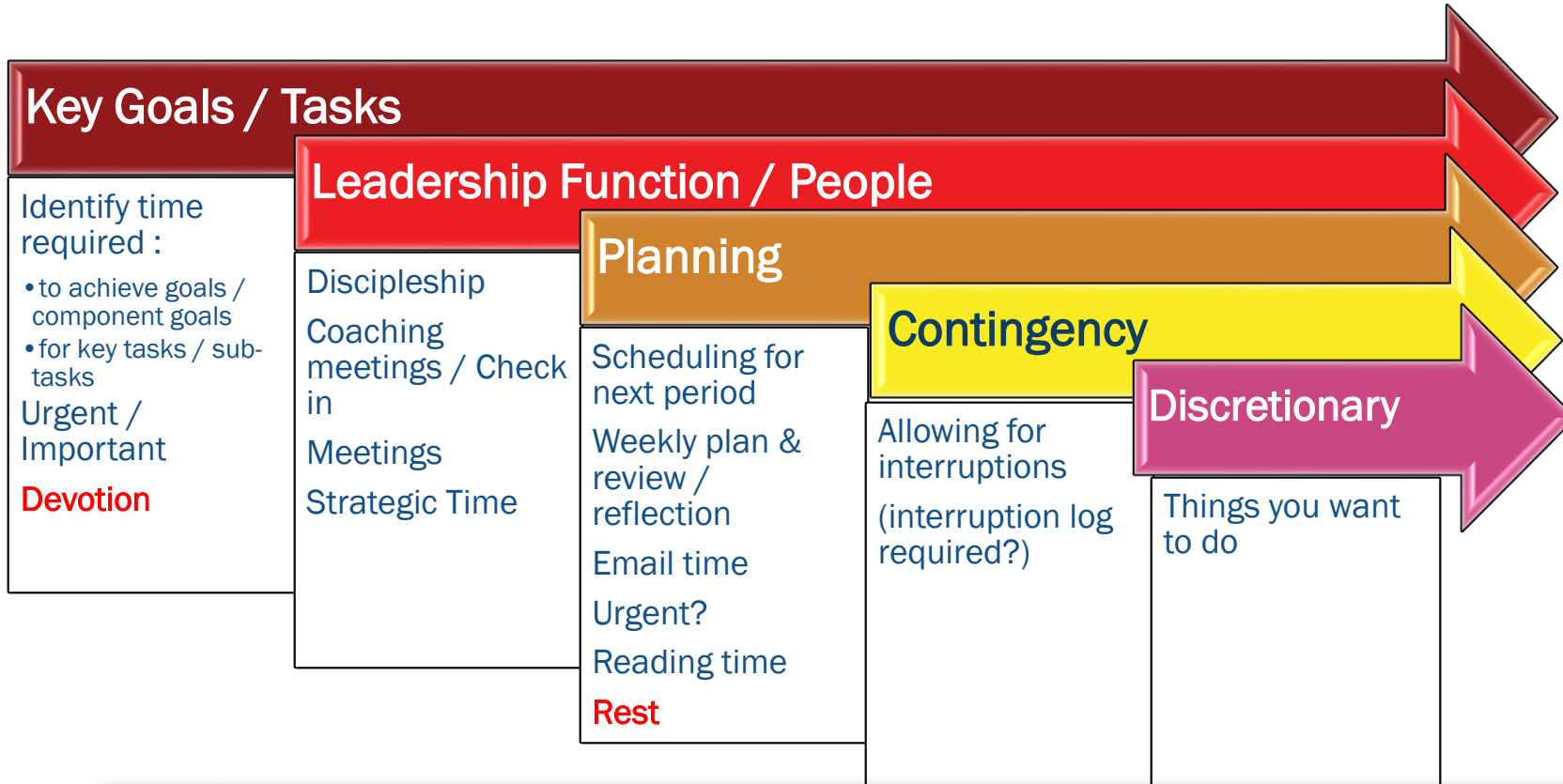
Allocate time for important things first:

- Key tasks and activities
- Key people
- Time with yourself
 - Planning / maintenance tasks
 - Discretionary time
 - Creativity needs time
 - Rest

NB – source of picture MS Word



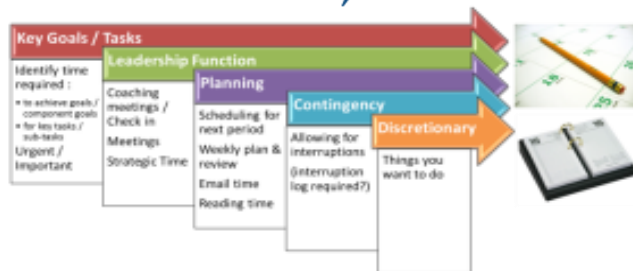
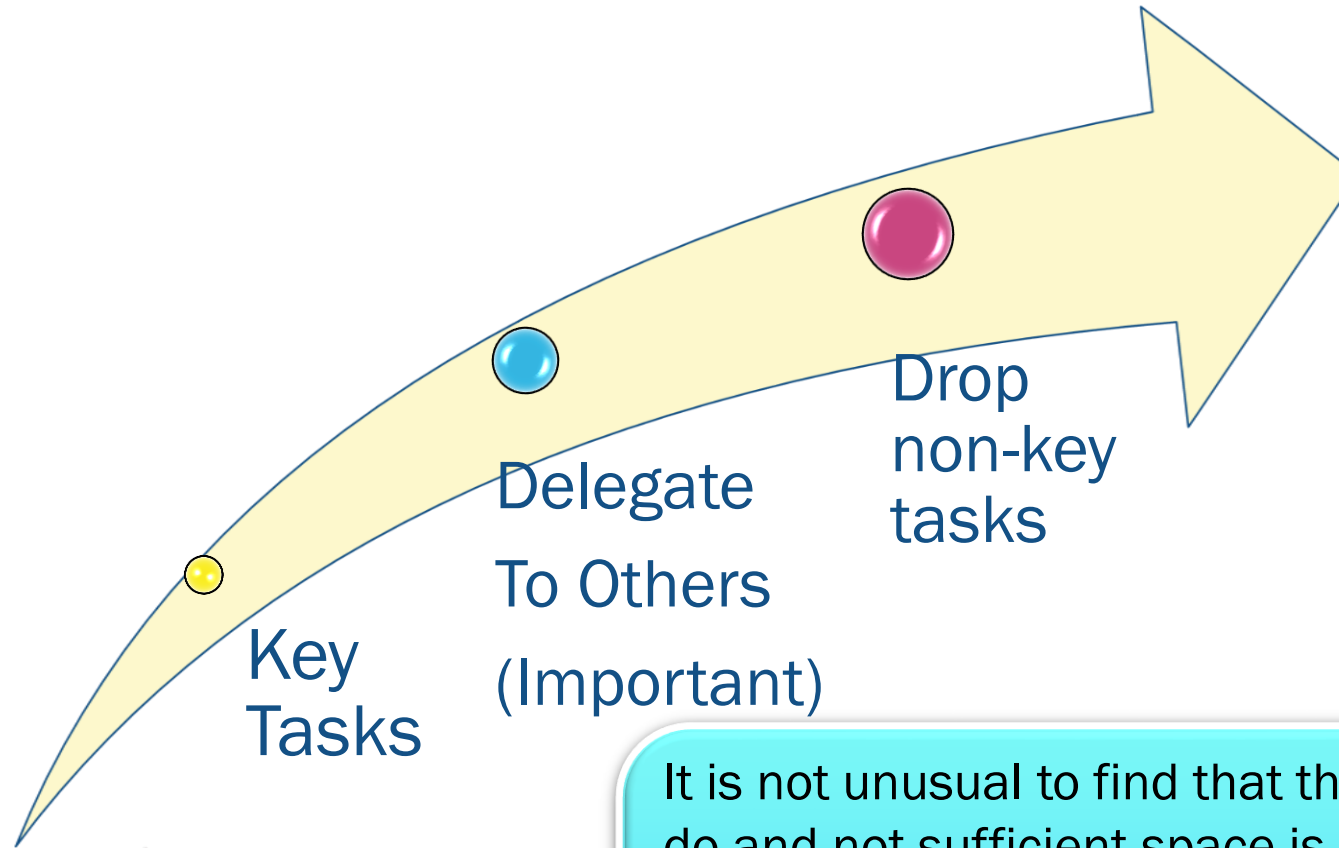
1. Allocate time for all tasks needed to be achieved



1. List out all activities that need to be achieved and time required
2. Allocate time into the monthly planner
 - Set aside time each month to re-do scheduling
 - Be mindful to schedule tasks at times according to optimal times of energy (eg perhaps complicated tasks in the morning)

Often scheduling enables you to identify you are trying to do too much

Discipline is required to identify key tasks, delegate to others or drop tasks



It is not unusual to find that there is too much to do and not sufficient space is available for discretionary activities.

Use delegation and the removal of tasks to create space (see module on Delegation)

	July		August					
Time	Sun - 29	Mon - 30	Tue - 31	Wed - 1	Thu - 2	Fri - 3	Sat - 4	
9 am :30		Planning	Planning	Planning	Planning	Day Off No Phone or emails		
10 am :30								
11 am :30								
12 PM :30		Email	Email	Email	Email			
1 PM :30								
2 PM :30								
3 PM :30								
4 PM :30		Email / Next Day	Email / Next Day	Email / Next Day	Plan Next Week Divert Phone & Out of Office			
5 PM :30								
6 PM :30								
7 PM :30								

Weekly and Monthly planning