

IDEAL WORK DAY/WEEK WORKSHEET

Maximize Productivity

5am

6am

7am

8am

9am

10am

11am

NOON

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					
EVENING					

PERSONAL MORNING ROUTINE	TIME ALLOTTED

WORK START-UP ROUTINE	TIME ALLOTTED

PERSONAL MID-DAY ROUTINE	TIME ALLOTTED

WORK SHUT-DOWN ROUTINE	TIME ALLOTTED

PERSONAL EVENING ROUTINE	TIME ALLOTTED