

SAMPLES – DAILY ROUTINES · IDEAL WORK DAY/WEEK

DAILY ROUTINES

PERSONAL MORNING ROUTINE	TIME ALLOTTED
hydrate @ wakeup	
treadmill / stretch	20 min
shower, teeth, dress	30 min
breakfast, watch news, check social media	30 min
clean one thing on cleaning list	15 min

WORK START-UP ROUTINE	TIME ALLOTTED
light relaxation candle	
check emails, messages - update TO-DO list	15 min
check mail	
Review TO-DO Lists, make modifications	10 min

PERSONAL MID-DAY ROUTINE
Lunch
Stretch / Meditation

WORK SHUT-DOWN ROUTINE
phone on silent
review today's calendar, add
migrate incomplete tasks to to
log today's win

PERSONAL EVENING ROUTINE
dinner
dishes / counters / clutter p
wash face, moisturize, tee
stretch
read

IDEAL WORK DAY/WEEK WORKSHEET

Maximize Productivity

5am

6am morning routine

7am

8am in office, work start-up routine

9am open office, turn off answering machine

10am

11am

NOON lunch

1pm

2pm

3pm close office, answering machine on

4pm

5pm work shut-down routine

6pm dinner

7pm

8pm evening routine

9pm

10pm sleep

- office Hours: 8am-5pm

• Open to the public: 9am-3pm

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING		no meetings		no meetings	
AFTERNOON				Catch-up/ pre-plan for next week	Review, log success/challenges - list for next week
EVENING				BOOK club	

The Eisenhower Matrix improves productivity by teaching you how to prioritize better. This technique helps you learn which activities are worth your time and effort, and which ones aren't.

	URGENT	NOT URGENT
IMPORTANT	<p>DO Do it now</p> <p>This is crisis management. Reduce the time spent in this quadrant by doing more work in "SCHEDULE" blocks.</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Finish a grant due this week.</i> • <i>Prepare for a meeting later today.</i> 	<p>SCHEDULE Schedule a time to do it later</p> <p>Work ahead. Spend as much time here as you can. It will require planning and strategic thinking.</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Attend a networking event</i> • <i>Put together a civic presentation for next week.</i> • <i>Start on a grant due next month.</i> • <i>Respond to new requests to manage expectations</i>
NOT IMPORTANT	<p>DELEGATE Who else can do it? Board? Volunteer?</p> <p>Empower others!</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Transcribe last week's meeting notes</i> • <i>Fold and mail stakeholder updates</i> • <i>Organize files</i> • <i>Take photos for social media</i> • <i>Thank you notes to sponsors and donors</i> 	<p>LIMIT or eliminate</p> <p>Limit or eliminate ideas and tasks that do not align with your organizations mission and goals. They may be worthwhile, but not a good choice if they stretch you too thin. Learn to say no!</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Sales emails / calls</i> • <i>Request for copies of files on your website</i> • <i>Serve on a planning team for a project outside of the district.</i>

TIME BLOCKING

What is time blocking? A time management strategy where you schedule blocks of time throughout the day or week to complete specific or similar tasks. When used in conjunction with start-up and shut down routines, it can increase work productivity.

Optionally, personal time can also be blocked to maximize your day-to-day schedule.

Time Blocking Sample:

		MONDAY	27	TUESDAY	28	WEDNESDAY	29
		<input type="checkbox"/> Start Up Routine		<input type="checkbox"/> Start Up Routine		<input type="checkbox"/> Start Up Routine	
MORNING	7am	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	7:30	<input type="checkbox"/>	<i>Start up Routine</i>	<input type="checkbox"/>	<i>Start up Routine</i>	<input type="checkbox"/>	<i>Start up Routine</i>
	8	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	8:30	<input type="checkbox"/>	<i>New task review, Eisenhower</i>	<input type="checkbox"/>	<i>New task review, Eisenhower</i>	<input type="checkbox"/>	<i>New task review, Eisenhower</i>
	9	<input type="checkbox"/>	<i>Important Emails</i>	<input type="checkbox"/>	<i>Important Emails</i>	<input type="checkbox"/>	<i>Important Emails</i>
	9:30	<input type="checkbox"/>	<i>Check in w/ board president</i>	<input type="checkbox"/>	<i>Focus Time</i>	<input type="checkbox"/>	<i>Focus Time</i>
	10	<input type="checkbox"/>	<i>Delegate tasks</i>	<input type="checkbox"/>		<input type="checkbox"/>	<i>SCHEDULE Tasks</i>
	10:30	<input type="checkbox"/>	<i>Flex</i>	<input type="checkbox"/>		<input type="checkbox"/>	
	11	<input type="checkbox"/>	<i>Emails & Calls</i>	<input type="checkbox"/>	<i>Emails & Calls</i>	<input type="checkbox"/>	<i>Emails & Calls</i>
	11:30	<input type="checkbox"/>	<i>Lunch & Errands</i>	<input type="checkbox"/>	<i>Lunch & Errands</i>	<input type="checkbox"/>	<i>Lunch & Errands</i>
AFTERNOON	NOON	<input type="checkbox"/>	<i>Flex</i>	<input type="checkbox"/>	<i>Flex</i>	<input type="checkbox"/>	<i>Flex</i>
	12:30	<input type="checkbox"/>	<i>Flex/Review PM Schedule</i>	<input type="checkbox"/>	<i>Flex/Review PM Schedule</i>	<input type="checkbox"/>	<i>Flex/Review PM Schedule</i>
	1	<input type="checkbox"/>	<i>Super Productive Focus Time</i>	<input type="checkbox"/>	<i>Meeting Day</i>	<input type="checkbox"/>	<i>Super Productive Focus Time</i>
	1:30	<input type="checkbox"/>	<i>DO Tasks</i>	<input type="checkbox"/>	<i>Schedule as many meetings as possible during this afternoon</i>	<input type="checkbox"/>	
	2	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	2:30	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	3	<input type="checkbox"/>	<i>Emails & Calls</i>	<input type="checkbox"/>	<i>Emails & Calls</i>	<input type="checkbox"/>	<i>Emails & Calls</i>
	3:30	<input type="checkbox"/>	<i>Focus Time</i>	<input type="checkbox"/>	<i>Meeting Day</i>	<input type="checkbox"/>	<i>Focus Time</i>
	4	<input type="checkbox"/>	<i>SCHEDULE Tasks</i>	<input type="checkbox"/>	<i>Schedule as many meetings as possible during this afternoon</i>	<input type="checkbox"/>	
	4:30	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	5	<input type="checkbox"/>	<i>Flex</i>	<input type="checkbox"/>		<input type="checkbox"/>	<i>Flex</i>
	5:30	<input type="checkbox"/>	<i>Shut Down Routine</i>	<input type="checkbox"/>	<i>Shut Down Routine</i>	<input type="checkbox"/>	<i>Shut Down Routine</i>
	6	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

■ Time Blocking Tips:

- The goal of time management is to manage your time and not let it manage you.
- When working throughout the day, your first instinct may be to immediately react to calls, emails, and needs. If YOU can reprogram your reactions and schedule them into the appropriate time block, you can better manage your tasks and time.
- The object of time blocking is to batch similar tasks together.
- Time blocking may be a good fit for you if:
 - You find yourself multitasking, a lot
 - You are easily distracted
 - You struggle with overworking
 - You're not sure where your time goes each day
- If your week is filled with meetings, time blocking may not work for you. However, many times we schedule meetings at the time someone asks for it rather than blocking them together. For example, if this is your time blocked schedule above and someone asks to meet on Monday, it may be as simple as saying, "I'm only available on Tuesday afternoon or Thursday morning" for them to agree to meet within one of your time blocks.
- Someone else's emergency is not always yours.

■ How to Start Time Blocking:

- Spend a week tracking your time in 15-minute segments to see how you are currently spending your time and the tasks that you do repetitively.
- Group similar tasks together and add up the total time spent on them.
 - Returning emails
 - Returning calls
 - Current projects, activities, events
 - Grants – writing, management, reporting
 - Review ETS/workplan
 - Meetings
 - Training volunteers
- Draft a weekly layout with tasks grouped together.
- Leave some flex room.
- Consider scheduling time on Thursday afternoon or Friday morning to wrap up tasks and clear your plate for the weekend.
- Be ready to adjust as you figure out what works for you.
- Review tasks, assignments, and projects as they come in to determine their priority. Use the Eisenhower Matrix.

- **Be Flexible!** It may take some time and experimentation to figure out what works best for you. Be willing to assess what is working and what is not working for you and be willing to flex accordingly. You may find yourself combining methods or creating your own and that's totally ok! Make it work for you!
- **Be Consistent!** Effective planning is indeed creating a habit and should be part of your routine to be the most beneficial. Some people like to plan the next day at the end of the day prior while others prefer to with their morning coffee. The choice is up to you!
- **Beginner Tip! Try not to over-plan your time** - You don't want to be checking your planner every 6 minutes to make sure you're on track. Start by writing down your highest priority tasks for each day and any meetings, but don't feel the need to assign something to every minute of the day. Perhaps try blocking them out by morning, afternoon and evening.
- **Admin & Catchup Time** are great additions to your planning arsenal. Things happen and tasks get moved around on the fly, and there are always those admin tasks that constantly get put on the back burner. Schedule in some time (or entire days if possible) to deal with these.
- **Color coding with pens or highlighters** for different categories (Personal/ Work/ Family & Friends) is a great way to quickly get a visual for what your day or week consists of, but keep it broad and stick to only a few categories for optimal productivity.
- **In a hurry?** Use the blank dot grid sections as a place to quickly jot things down when you're in a hurry. Refer back to these sections when doing your daily planning so you don't miss anything! You can also use washi tape or color coded dot stickers to help organize these sections.
- **Abbreviations or codes for repeated tasks** (think email checking, laundry day) take up less room and less time. Creating your own codes/abbreviations/icons can help declutter your planner and make it your own.
- **Make it Fun for you!** Planning should not be stressful. It should help alleviate day to day stress, knowing everything is in one place. Make it fun — add quotes, color, doodles, stickers, washi tape, photos; the possibilities are endless to make your planner fun!

[illegible]

TIP! - You can divide these sections in more than the provided four!

- | | |
|---|-------------------------|
| 4 Points Tasks | New Idea Tracker |
| Weekly Reminders | "Brain Dump" |
| Social Media Post Ideas | Personal Tasks |
| Volunteer/ Detailed Volunteer Hours Tracker | Children Tracker |
| Potential Volunteers | Home Chores |
| Potential Board Members | Meal Planner |
| Potential Donors | Specific Activity Tasks |
| Expense Tracker | Memory Keeping |
| Income Tracker | Roundtable Notes |
| Business Visits | Yearly Focus Progress |
| District Opportunities | Media Tracker |
| | Trip Planning |