Experiment 7

Think about all the things you need to do tomorrow, and in the coming week. Don't forget to include meetings and preparation for those meetings.

Put them into the template shown in figure 7.3 according to the best time of day to be doing them. You can also go to www.thefirst2hours.com.au and download the template.

Now go and block the time in your calendar accordingly.
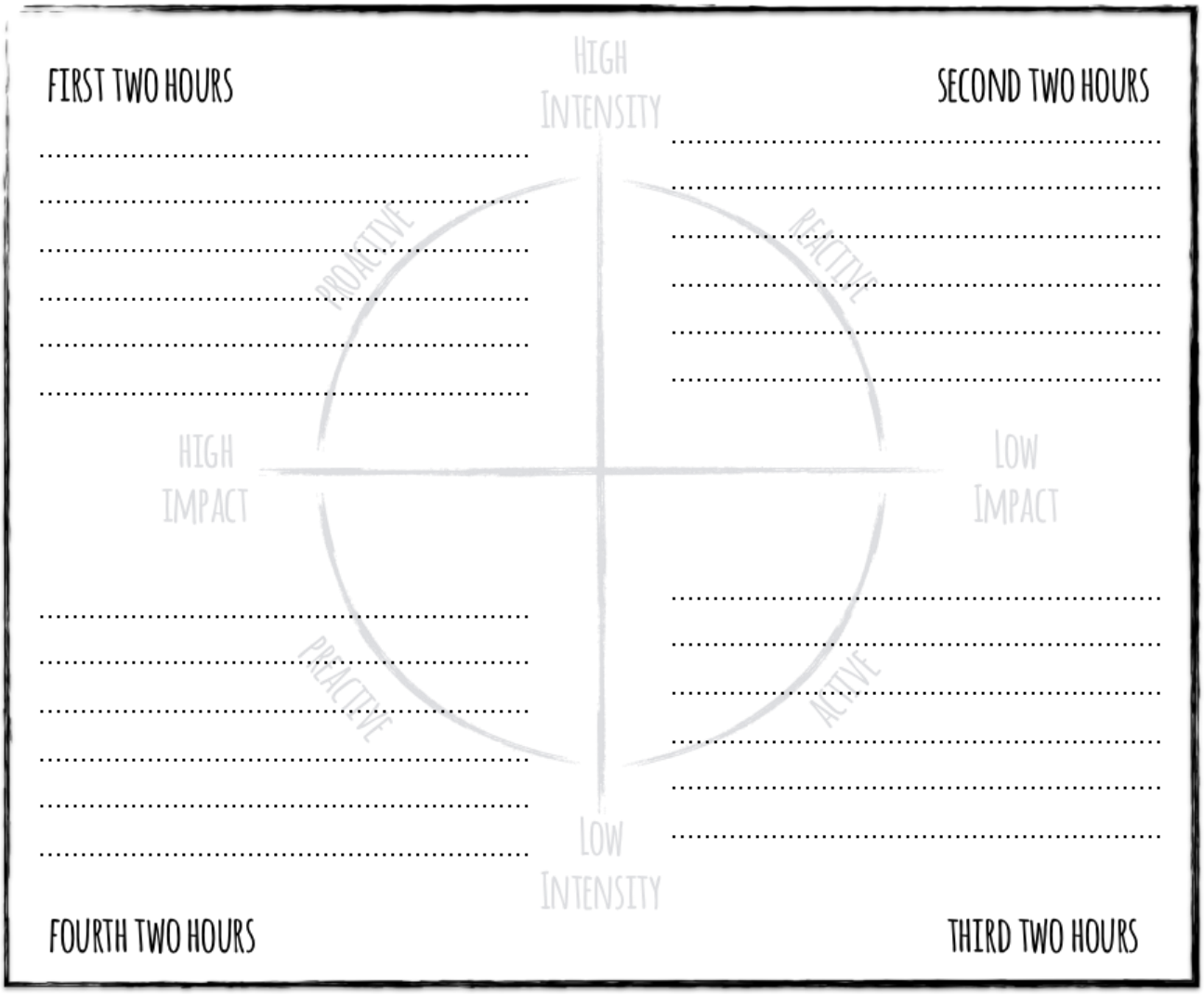
Figure 7.3: planning template