

Ideal Time WORKSHEET

INSTRUCTIONS:

The Ideal Time exercise is a weekly schedule that identifies what your week would look like if you had 100% control of your time. The goal is to have a plan on paper that allows you to accomplish everything you desire and then aiming for matching it about 80%.

Step 1. Fill in time blocks for your must-do activities. These are the things that never change, that cannot be rescheduled.

Step 2. Fill in time blocks for the other important areas of your life: rest, self-care, exercise, relationships, household, meal prep, fun, etc.

Step 3. Be sure to add in buffer / margin. This is white space in your schedule and life that you need. Also, don't underestimate the time it will take you to do things. Add in buffers on purpose.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							