**Fixed commitments**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **6am** |  |  |  |  |  |  |  |
| **7am** |  |  |  |  |  |  |  |
| **8am** |  |  |  |  |  |  |  |
| **9am** |  |  |  |  |  |  |  |
| **10am** |  |  |  |  |  |  |  |
| **11am** |  |  |  |  |  |  |  |
| **12pm** |  |  |  |  |  |  |  |
| **1pm** |  |  |  |  |  |  |  |
| **2pm** |  |  |  |  |  |  |  |
| **3pm** |  |  |  |  |  |  |  |
| **4pm** |  |  |  |  |  |  |  |
| **5pm** |  |  |  |  |  |  |  |
| **6pm** |  |  |  |  |  |  |  |
| **7pm** |  |  |  |  |  |  |  |
| **8pm** |  |  |  |  |  |  |  |
| **9pm** |  |  |  |  |  |  |  |
| **10pm** |  |  |  |  |  |  |  |
| **11pm** |  |  |  |  |  |  |  |
| **12am** |  |  |  |  |  |  |  |
| **Available hours** |  |  |  |  |  |  |  |

**Movable commitments**

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| --- | --- | --- | --- |
| **Commitment** | **Total hours needed** | **Per week or per day?** | **Tied to a specific day?** |
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| How many hours per week are free from fixed commitments? |  |
| How many hours per week are needed for movable commitments? |  |
| How many hours per week are left which are free for your goals, after you have subtracted fixed and movable commitments? |  |
| Fill in the number of hours available for your goals on each day of the week |

**Planning your goals**

|  |  |
| --- | --- |
| **Main goal(s) to achieve during the period** |  |

|  |  |
| --- | --- |
| **List of all the tasks you need to do to achieve the goal(s)** | **Estimate of the time needed for each task (hours)** |
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**Now you are ready to... *Generate your start dates & end dates***

1. Add each task to the calendar, matching it with the number of hours available each day
2. Based on the number of hours needed and the number of hours available, identify the start date and end date of each task
3. Mark end dates as deadlines on your planner
4. If you want to do some long range or complex planning, use a gantt chart to enter your start dates and end dates, and the tasks which depend on completing earlier tasks. This will help you visualise the long term consequences of short term deadlines, and also to easily adjust your plan as you go along.