

## Weekly Performance Schedule (instructions)

### Goals:

Work: Grow revenue On Track? Yes  
 R'ships: Two kids activities per week On Track? No  
 Self: stick to recovery routines On Track? Yes

*What are your goals in each zone? Are they on track?*

### This Week's Priorities: due this WEEK

- |                                     |              |           |           |
|-------------------------------------|--------------|-----------|-----------|
| 1. <u>Write Rio proposal</u>        | Hrs <u>6</u> | 6. _____  | Hrs _____ |
| 2. <u>Contact Key Clients</u>       | Hrs <u>3</u> | 7. _____  | Hrs _____ |
| 3. <u>Organise mid-year retreat</u> | Hrs <u>4</u> | 8. _____  | Hrs _____ |
| 4. <u>General Admin</u>             | Hrs <u>4</u> | 9. _____  | Hrs _____ |
| 5. <u>Write Weekly Report</u>       | Hrs <u>2</u> | 10. _____ | Hrs _____ |

*What are the priorities for this week? How long do you think each will take?*

Total Hrs 1

*What are the total predicted hours that you will need to complete the tasks? Do you have this many hours this week? If not, what do you need to prioritise/delegate?*

### This Week's Priorities: due this MONTH

- |                                   |              |
|-----------------------------------|--------------|
| 1. <u>Compile data for report</u> | Hrs <u>3</u> |
| 2. _____                          | Hrs _____    |
| 3. _____                          | Hrs _____    |

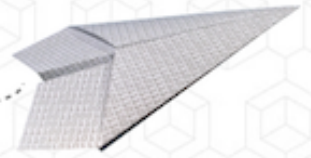
Total Hrs 3

### This Week's Priorities: due longer term

- |   |              |
|---|--------------|
| 1. <u>Re-design customer service matrix</u> | Hrs <u>4</u> |
| 2. _____                                    | Hrs _____    |
| 3. _____                                    | Hrs _____    |

Total Hrs 4

*If you get through your most pressing tasks, then start to schedule things that are due later*



**Monday Schedule:**

|                           |            |          |      |
|---------------------------|------------|----------|------|
| 1. <u>Write Rio Prop.</u> | Time 10-12 | 4. _____ | Time |
| 2. <u>Write Rio Prop.</u> | Time 1-3   | 5. _____ | Time |
| 3. <u>General Admin</u>   | Time 3-5   | 6. _____ | Time |

|                             |                     |   |                         |
|-----------------------------|---------------------|---|-------------------------|
| Focus (out of 100%):<br>70% | Fuel (out of 10): 8 | Recovery Activity:<br>Glass of wine and TV show | Exercise:<br>Run 30mins |
|-----------------------------|---------------------|---|-------------------------|

*what can you get done today? what time? high concentrations things when you feel best, mundane tasks when your energy levels are low*

**Tuesday Schedule:**

|                               |                 |          |      |
|-------------------------------|-----------------|----------|------|
| 1. <u>Finish Rio Prop.</u>    | Time 9-11       | 4. _____ | Time |
| 2. <u>Contact Key Clients</u> | Time 11.30-1.30 | 5. _____ | Time |
| 3. <u>General Admin</u>       | Time 2.30-4.30  | 6. _____ | Time |

|                             |                      |                                      |               |
|-----------------------------|----------------------|--------------------------------------|---------------|
| Focus (out of 100%):<br>90% | Fuel (out of 10): 10 | Recovery Activity:<br>Stretch 15mins | Exercise: Nil |
|-----------------------------|----------------------|--------------------------------------|---------------|

*Review the day: how was your focus? Did you get distracted? How v did you eat and drink? What recovery activity did you engage in? D you exercise?*

**Thursday Schedule:**

|          |      |          |      |
|----------|------|----------|------|
| 1. _____ | Time | 4. _____ | Time |
| 2. _____ | Time | 5. _____ | Time |
| 3. _____ | Time | 6. _____ | Time |

|                     |                   |                    |           |
|---------------------|-------------------|--------------------|-----------|
| Focus (out of 100%) | Fuel (out of 10): | Recovery Activity: | Exercise: |
|---------------------|-------------------|--------------------|-----------|

**Friday Schedule:**

|          |      |          |      |
|----------|------|----------|------|
| 1. _____ | Time | 4. _____ | Time |
| 2. _____ | Time | 5. _____ | Time |
| 3. _____ | Time | 6. _____ | Time |

|                      |                   |                    |           |
|----------------------|-------------------|--------------------|-----------|
| Focus (out of 100%): | Fuel (out of 10): | Recovery Activity: | Exercise: |
|----------------------|-------------------|--------------------|-----------|

**Saturday**

**Sunday**

|           |          |           |           |
|-----------|----------|-----------|-----------|
| Recovery: | Exercise | Recovery: | Exercise: |
|-----------|----------|-----------|-----------|

