

Braver. Bolder. Business.



Time Respect
Exercise

Part 1

Firstly draw up a week in your personal and business life Monday to Sunday. In this weekly calendar note the following:

1/ What tasks you do in a given working day over a weekly period?

2/ How long do you spend on these tasks - state a timeframe?

3/ How often you undertake these tasks in a given week? Here we are interested in the frequency of certain tasks you perform.

In terms of personal commitments also note these using the questions above to ensure consistency. Personal commitments can be anything to do with wellbeing, exercise, hobbies, social interests and looking after family members.

Part 3

Scope up and re-design the most productive week you can create based on key priorities and what you define as high value in your professional and personal life

- 1/ What changes do you need to execute to be able to act on the new calendar and make it a reality?