

Sane Scheduling Worksheet

Look at your calendar for the day/week/month...

1. List 3 ongoing responsibilities that you can eliminate (or reduce) forever. (EX: Shorten weekly staff meeting to 20 minutes)

- 1.
- 2.
- 3.

Now, AXE THEM... and don't fill that space with anything! Pure buffer, baby.

3. List 3 commitment that you could shift or reschedule to create a 100% buffer space day. (EX: Non-critical marketing check-in day)

- 1.
- 2.
- 3.

CANCEL, reschedule or re-shuffle those tasks to create a blissful spacious, 100% buffer space day (some people refer to this phenomenon as a “weekend”.)

2. List 3 pressing priorities that will (probably) take longer than you'd initially expected. (EX: Editing sales page copy for new website)

- 1.
- 2.
- 3.

EXPAND these bookings on your calendar, with a dose of realism. Build extra buffer space around them, to let your brain recover.

4. List 3 Human Being Maintenance Activities that you've been putting off for way too long. (EX: Getting a hair cut)

- 1.
- 2.
- 3.

Use your 100% buffer space day to take care of all your Human Being Maintenance, in one fell swoop. Or don't... and have a sandwich party instead.