

# IDEAL DAY WORKSHEET | Day/Date \_\_\_\_\_

5:00 am	
5:30 am	
6:00 am	
6:30 am	
7:00 am	
7:30 am	
8:00 am	
8:30 am	
9:00 am	
9:30 am	
10:00 am	
10:30 am	
11:00 am	
11:30 am	
12:00 pm	
12:30 pm	
1:00 pm	
1:30 pm	
2:00 pm	
2:30 pm	
3:00 pm	
3:30 pm	
4:00 pm	
4:30 pm	
5:00 pm	
5:30 pm	
6:00 pm	
6:30 pm	

Sample

# IDEAL DAY WORKSHEET | Day/Date Thursday, March 31

5:00 am	Get up, make coffee, check over plan for the day
5:30 am	Walk (half-hour)
6:00 am	Journaling
6:30 am	Reading
7:00 am	Breakfast, get ready for the day
7:30 am	
8:00 am	Coffee Chat (if scheduled)
8:30 am	Process Email
9:00 am	Write (for an hour, at least 1000 words)
9:30 am	
10:00 am	Available for client work (or class)
10:30 am	
11:00 am	
11:30 am	
12:00 pm	Process Email
12:30 pm	Lunch, Relax, Nap. Pick up mail at UPS.
1:00 pm	
1:30 pm	Available for client work or class
2:00 pm	
2:30 pm	
3:00 pm	
3:30 pm	
4:00 pm	
4:30 pm	
5:00 pm	
5:00 pm	Process Email
5:30 pm	Plan tomorrow, Clear Desk
6:00 pm	Go "home", Dinner, Relax
6:30 pm	