

Typical (Packed) Daily Calendar

5:00-5:30	Sleep	12:00-12:30	Lunch
5:30-6:00	Sleep	12:30-1:00	Emails
6:00-6:30	Yoga	1:00-1:30	Script writing
6:30-7:00	Yoga, meditation	1:30-2:00	Script writing
7:00-7:30	Driving	2:00-2:30	Script writing
7:30-8:00	Driving	2:30-3:00	Driving to event
8:00-8:30	Program strategy dev.	3:00-3:30	Speaking/presentation at event
8:30-9:00	Program strategy dev.	3:30-4:00	Speaking/presentation at event
9:00-9:30	Proposal re-writing	4:00-4:30	Driving
9:30-10:00	Online prospecting	4:30-5:00	Driving
10:00-10:30	Meeting with Jim	5:00-5:30	Driving
10:30-11:00	Staff meeting	5:30-6:00	Dinner
11:00-11:30	Staff meeting	6:00-6:30	Budget/bills, project filing
11:30-12:00	Launch meeting	6:30-7:00	Work (until 9PM)



Balance Your Energy Account

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Driving

On-going noise

House chores

Budget/bills, project filing

Staff mtg

Meeting with Jim

Frequent IMs from Mary

Writing scripts

Emails

Re-writing proposal

Online prospecting

Working until 9PM

Launch mtg

8 hours of sleep

Quiet house

Regular meals

Yoga

Gymnastics

Meditation

Program strategy dev.

Networking

Speaking