

TO USE THIS TEMPLATE: 1) Copy the sheet to a new sheet → 2) Edit the color legend and declarations to match your life → 3) Copy to a new sheet each week.

Ideal Week									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
6:00 - 6:30								6:00 - 6:30	
6:30 - 7:00								6:30 - 7:00	
7:00 - 7:30	Scripture	Scripture	Scripture	Scripture	Scripture	Scripture	Scripture	7:00 - 7:30	
7:30 - 8:00	Shower Breakfast						Shower Breakfast	7:30 - 7:45	
8:00 - 8:30						Workout		8:00 - 8:30	
8:30 - 9:00		Workout	Workout	Workout	Workout	Shower		8:30 - 9:00	
9:00 - 9:30		Shower	Shower	Shower	Shower	Email & Voicemail		9:00 - 9:30	
9:30 - 10:00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		9:30 - 10:00	
10:00 - 10:30	Email & Voicemail	Email & Voicemail	Email & Voicemail	Email & Voicemail	Email & Voicemail	Bible Study	Email & VM	10:00 - 10:30	
10:30 - 11:00	Church						Personal Care		10:30 - 11:00
11:00 - 11:30									11:00 - 11:30
11:30 - 12:00		Plan Week							11:30 - 12:00
12:00 - 12:30		Finances							12:00 - 12:30
12:30 - 1:00								Lunch	12:30 - 1:00
1:00 - 1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Gardening Home Projects	1:00 - 1:30	
1:30 - 2:00								1:30 - 2:00	
2:15 - 2:30	Menus and Shopping Meal Prep	Email & Voicemail	Email & Voicemail	Email & Voicemail	Email & Voicemail	Email & Voicemail		2:15 - 2:30	
2:30 - 3:00								2:30 - 3:00	
3:00 - 3:30								3:00 - 3:30	
3:30 - 4:00								3:30 - 4:00	
3:45 - 4:00								3:45 - 4:00	
4:00 - 4:30		Email & Voicemail	Email & Voicemail	Email & Voicemail	Email & Voicemail	Email & Voicemail		Email & VM	4:00 - 4:30
4:30 - 4:45	Plan Tomorrow	Plan Tomorrow	Plan Tomorrow	Plan Tomorrow	Review week			4:30 - 4:45	
4:45 - 5:00	Walk	Walk	Walk	Walk	Walk			4:45 - 5:00	
5:00 - 5:30							5:00 - 5:30		
5:30 - 6:00	Cooking Family Time					Date Night	Friends	5:30 - 6:00	
6:00 - 6:30		Dinner	Dinner	Dinner	Dinner			6:00 - 6:30	
6:30 - 7:00								6:30 - 7:00	
7:00 - 7:30								7:00 - 7:30	
7:30 - 8:00								7:30 - 8:00	
8:00 - 8:30								8:00 - 8:30	
8:30 - 9:00						8:30 - 9:00			
9:00 - 9:30		Plan Week				9:00 - 9:30			
9:30 - 10:00		Email & Voicemail				9:30 - 10:00			
10:00 - 10:30		Journal	Journal	Journal	Journal	10:00 - 10:30			
10:30 - 11:00	Put out clothes	Put out clothes	Put out clothes	Put out clothes	10:30 - 11:00				

Six
Most
Important
Tasks

1.						
2.						
3.						
4.						
5.						
6.						

Legend

Mental and Spiritual	
Physical	
Financial	
Spouse & Family	
Community/Friends	
Personal/Margin	
Work	
Email & Voicemail	
Creative time	

Declarations

Mental and Spiritual:	I attend church on a regular basis. Each day includes meditation, refreshing, journaling, and planning as well as Scripture reading and prayer. I am relaxed and organized.
Physical:	I exercise / work out 3-5 times per week as scheduled in my calendar. I drink 64 oz. of water, eat only healthy foods and take my supplements daily.
Financial:	I tithe and save from every paycheck. I use a budget, calendar and financial plan in accordance with my calendar.
Marriage:	I praise and acknowledge my husband on a regular basis and go on a weekly date with him. We practice intimacy and romance.
Community:	I live my ideal calendar and enjoy time with friends and community members and entertain frequently.
Family:	We have family time for dinner and games on Sundays I visit other family members as often as feasible and am present during phone conversations.
Career	I enjoy and am committed to helping others get healthy. My business is growing consistently in a controlled and positive manner.
Household:	My house and yard are in order such that no additional work is necessary if guests are coming.
Intellectual:	I am an avid reader and read more than one book per month to completion.