



# Set your Schedule

This is an example schedule of your week. You create this once and update as you need. A weekly schedule is a powerful communication tool to set boundaries so people know when they can meet with you and when they can't. The actual dates and times can be plugged into your actual calendar such as Outlook.

It allows you to feel relaxed and eliminates becoming overwhelmed because you are picking your spots on what's important for you to accomplish. Don't worry if you cannot always stick to this like clockwork. It's a plan. In order to work a plan, you need to have a plan.

This can change over time as your work evolves - that's ok!

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Week 1	Team Meetings	Meet with Wing Men *	Provide status to Management	Self-Care	Project Planning	Homework
Week 2				Self-Care		Coaching with Marisa
Week 3	In Training	Networking	Phone Calls	Self-Care	Face Time / Walking the Floor	Homework
Week 4		Presentations	Reading	Self-Care		Coaching with Marisa