

Recurring Commitments Exercise

List recurring daily commitments
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

List recurring weekly commitments
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

The 30/30 Time Management System™
Day 4 – Step 2: Prioritize (Part 1 of 4)
Elements of Effective Time & Task Management

List recurring monthly commitments
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

See pages 3 and 4 for examples of recurring commitments and a weekly schedule

Recurring Commitments Exercise – Example

Recurring Daily Appointments, Tasks & Activities
1. Morning routine (exercise, preparing for school or work, etc.)
2. Prioritize, update & schedule items on “to-do” list
3. Check email
4. 3 billable hours (goal)
5. Follow up with potential clients
6. Drive Sam to school
7. Pick up Sam from school
8. Social media tasks
9. Meditate

Recurring Weekly Appointments, Tasks & Activities
1. Business group meeting
2. Accountability call
3. Exercise class (Tuesday, Thursday, Saturday)
4. Master Mind call
5. Update progress on goals and set action items for the week
6. 20 – 30 phone calls to potential clients (goal)
7. Meet with 10 potential clients (goal)
8. Grocery shopping

Recurring Monthly Appointments, Tasks & Activities
1. Chamber mixer
2. Women’s group
3. Book club
4. Update financials
5. PTA meeting

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	Monday	Tuesday	Wednesday	Thursday	Friday
7:00	gym	personal	gym	personal	gym
	gym	personal	gym	personal	gym
7:30	gym	admin tasks	gym	admin tasks	gym
	travel	admin tasks	travel	admin tasks	travel
8:00	kids to school	kids to school	kids to school	kids to school	kids to school
	kids to school	kids to school	kids to school	kids to school	kids to school
8:30	admin tasks	admin tasks	admin tasks	admin tasks	admin tasks
	admin tasks	admin tasks	admin tasks	admin tasks	admin tasks
9:00	open/billable hrs	open/billable hrs	accountability call	open/billable hrs	open/billable
	open/billable hrs	“	“	“	“
9:30	open/billable hrs	“	“	“	“
	open/billable hrs	“	“	“	“
10:00	open/billable hrs	“	open/marketing	“	“
	open/billable hrs	“	“	“	“
10:30	open/billable hrs	“	“	“	“
	open/billable hrs	“	“	“	“
11:00	open/billable hrs	“	“	“	“
	open/billable hrs	“	“	“	“
11:30	open/billable hrs	“	“	“	“
	open/billable hrs	“	“	“	“
12:00	lunch/errands	lunch/errands	lunch/errands	lunch/errands	lunch/errands
	lunch/errands	lunch/errands	lunch/errands	lunch/errands	lunch/errands
12:30	lunch/errands	lunch/errands	lunch/errands	lunch/errands	lunch/errands
	lunch/errands	lunch/errands	lunch/errands	lunch/errands	lunch/errands
1:00	admin/tasks	admin/tasks	admin/tasks	admin/tasks	admin/tasks
	admin/tasks	admin/tasks	admin/tasks	admin/tasks	admin/tasks
1:30	open/marketing	open/marketing	open/marketing	open/marketing	open/marketing
	“	“	“	“	“
2:00	“	“	“	“	“
	“	“	“	“	“
2:30	pick up kids	pick up kids	pick up kids	pick up kids	pick up kids
	soccer practice	pick up kids	soccer practice	pick up kids	soccer practice
3:00	“	open	“	open	“
	“	“	“	“	“
3:30	“	“	“	“	“
	“	“	“	“	“
4:00	“	“	“	“	“
	open	“	open	“	open
4:30	“	“	“	“	“
	“	“	“	“	“
5:00	“	“	“	“	“
	“	“	“	“	“
5:30	“	book club	“	chamber mixer	“