



THE  
Possibility  
MOM

## CHAPTER 7

## CONQUER YOUR CALENDAR

## STEP 1: Triage your activities

Divide your activities into the following categories:

*Things only I can do:*

*Things someone else can do:*

*Things I should delete:*

# THE Possibility MOM

## CHAPTER 7

### CONQUER YOUR CALENDAR

#### *STEP 2: Plot your "only I can do" activities in a calendar*

Go through the list, plot each item into your calendar, and create an automated repeating appointment so it shows up in your calendar on a weekly basis.

|       | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| 06:00 |        |        |         |           |          |        |          |
| 06:30 |        |        |         |           |          |        |          |
| 07:00 |        |        |         |           |          |        |          |
| 07:30 |        |        |         |           |          |        |          |
| 08:00 |        |        |         |           |          |        |          |
| 08:30 |        |        |         |           |          |        |          |
| 09:00 |        |        |         |           |          |        |          |
| 09:30 |        |        |         |           |          |        |          |
| 10:00 |        |        |         |           |          |        |          |
| 10:30 |        |        |         |           |          |        |          |
| 11:00 |        |        |         |           |          |        |          |
| 11:30 |        |        |         |           |          |        |          |
| 12:00 |        |        |         |           |          |        |          |
| 12:30 |        |        |         |           |          |        |          |
| 01:00 |        |        |         |           |          |        |          |
| 01:30 |        |        |         |           |          |        |          |
| 02:00 |        |        |         |           |          |        |          |
| 02:30 |        |        |         |           |          |        |          |
| 03:00 |        |        |         |           |          |        |          |
| 03:30 |        |        |         |           |          |        |          |
| 04:00 |        |        |         |           |          |        |          |
| 04:30 |        |        |         |           |          |        |          |
| 05:00 |        |        |         |           |          |        |          |
| 05:30 |        |        |         |           |          |        |          |
| 06:00 |        |        |         |           |          |        |          |
| 06:30 |        |        |         |           |          |        |          |
| 07:00 |        |        |         |           |          |        |          |
| 07:30 |        |        |         |           |          |        |          |
| 08:00 |        |        |         |           |          |        |          |
| 08:30 |        |        |         |           |          |        |          |
| 09:00 |        |        |         |           |          |        |          |
| 09:30 |        |        |         |           |          |        |          |
| 10:00 |        |        |         |           |          |        |          |
| 10:30 |        |        |         |           |          |        |          |
| 11:00 |        |        |         |           |          |        |          |

For more on time management and ideal week planning, check out my signature program *Conquer Your Calendar!*