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Date		
Date		

Sten 3

Clarified Calendar / Time-Blocked Schedule (The TBS)

- Step 1: Define what matters most. List all activities that 1) you must do and/or 2) are important to you (i.e., sleep, eat, work, exercise, etc.).
- Step 2: Determine how much time you will allocate to each activity for the week. (There are 168 hours in a week.)
- Step 3: Based on activities listed in step 1, create an energizing morning and relaxing bedtime routine.

Step 4: Fill in your schedule below.

Does your calendar accurately reflect and protect what matters most to you?

		Sieb 3				
	Steps 1 and 2	Morr	ning Routine	Bedtime Routine		
"Must Do" Activities	Important Activities	Misc. Activities	Time	Time Activity		Activity
Sleep (49-56hrs)						Brush Teeth
	Time-blocking (1hr)	Dentist Appt.				Lights out

Step 4											
Monday Tuesday		V	Wednesday		Thursday		Friday		Saturday		
Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time	Activity
	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep
	Morning Rou.		Morning Rou.		Morning Rou.		Morning Rou.		Morning Rou.		Morning Rou.
											Bedtime Rou.
											Sunday
										Time	Activity
											Sleep
											Morning Rou.
	Bedtime Rou.		Bedtime Rou.		Bedtime Rou.		Bedtime Rou.		Bedtime Rou.		Bedtime Rou.