

ME SCHEDULE

"How we spend our days is, of course, how we spend our lives. What we do with this hour, and that one, is what we are doing. A schedule defends us from chaos and whim. It is a net for catching days." - Anne Dillard

TIME OF DAY	ALLOCATE	MY DAY

Your ME schedule is designed to keep you on track and focused on YOU as your priority. If someone asks you to do something, or some extra event/activity arises, check your ME schedule, and choose your answer based on keeping YOU as your priority...

- ✓ Yes, I'm free!
- 🗵 No, Sorry I can't. I already have something on at that time, so let's choose another time/day that suits us both!
- Or ... move a ME activity, backwards or forwards in time, to accommodate. This allows you to be flexible. However, if you cannot 'reschedule' YOU immediately into another time slot then the answer needs to be 'NO'. At all times you need to PRIORITIZE YOU.

Print copies of this schedule: 1 copy magnet to home fridge, 1 copy in home office, 1 copy in work office, 1 copy in your bag. Then take a photo of your ME SCHEUDULE and keep a copy in your mobile phone so you can easily check any time. **IIP:** Enter your ME times into your mobile/cell or work email calendar on repeat function.