

Worksheet 7.4 Scheduling Tasks Worksheet

SCHEDULING WORKSHEET

PROJECT STUB NAME:

REVIEW YOUR POPULATED EISENHOWER MATRIX AND DECIDE

WHICH TASKS YOU WANT TO "FIX" IN YOUR SCHEDULE AND WHICH YOU MIGHT WANT TO KEEP VARIABLE. LIST THE TASK, FREQUENCY, AND SCHEDULE—IDEALLY AN ACTUAL DAY AND TIME.

TASK	FREQUENCY	SCHEDULED FIXED TIME

NEXT, CONSULT YOUR SCHEDULE WHEREVER YOU KEEP IT (PLANNER, DESKTOP CALENDAR, ONLINE, ETC.) AND FOR THE NEXT WEEK/MONTH/YEAR, DEPENDING ON FREQUENCY, ENTER THESE TASKS AS WELL AS THE CHECK-INS YOU DECIDED ON IN THIS CHAPTER INTO YOUR CALENDAR TO “PROTECT” THAT TIME FOR THAT PURPOSE. IF THERE’S A TASK YOU WANT TO SCHEDULE AND “FIX” WEEKLY, YOU MIGHT WANT TO TRY IT AT A PARTICULAR DAY/ TIME FOR A MONTH AND REVISIT AFTER THE FIRST MONTH TO SEE IF THAT TIME WORKS. IF THAT IS THE CASE, JUST NOTE THAT YOU WILL REVISIT THE TIME/DATE AT THE END OF THE MONTH IN YOUR CALENDAR.