

# GOALS: CONTEXT FOR ACTIVITIES

THESE ARE YOUR SIMULTANEOUS GOALS AND PLANS

MAJOR GOALS / IMPORTANT OBJECTIVES	QUALIFIERS					
	CALENDAR TIME FRAMES: START - END DATES	SET UP / PREPARATORY ACTIONS	REQUIRED ACTIONS: WHAT TO DO	TIME & SCHEDULING: WHEN TO DO IT	PRIORITIZATION AND SEQUENCE: IN WHAT ORDER	ANY SHOW STOPPERS OR KNOWLEDGE GAPS?
START A BUSINESS						
GO BACK TO SCHOOL						
FIND NEW JOB						
BUY A NEW CAR						
LOSE THIRTY POUNDS						
BUY A HOUSE						
FIND AN APARTMENT						
MOVE						



# TO DO LIST: THINGS / ACTIVITIES

NEED TO DO

WANT TO DO

DO IT NOW

DO IT LATER

NOTES:

QUALIFICATION , PRIORITIZATION AND URGENCY

# MONTHLY PLANNING CALENDAR

**MONTH:**

DAILY ROUTINE LOG ↓	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>NOTES:</b>			<b>DAILY ROUTINES</b>				
			<b>OF COMMITMENTS</b>				
			(LOG ACTIVITY IN THE				
			LEFT MOST COLUMN				
			OF PAGE, BY DAY)				

YEAR AT A GLANCE

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

DAILY TIME MANAGEMENT LOG		DATE:		("CODE" Column is for time tracking projects)	
Time	Activity	Code	Time	Activity	Code
7:00 AM			1:00 PM		
7:15 AM			1:15 PM		
7:30 AM			1:30 PM		
7:45 AM			1:45 PM		
8:00 AM			2:00 PM		
8:15 AM			2:15 PM		
8:30 AM			2:30 PM		
8:45 AM			2:45 PM		
9:00 AM			3:00 PM		
9:15 AM			3:15 PM		
9:30 AM			3:30 PM		
9:45 AM			3:45 PM		
10:00 AM			4:00 PM		
10:15 AM			4:15 PM		
10:30 AM			4:30 PM		
10:45 AM			4:45 PM		
11:00 AM			5:00 PM		
11:15 AM			5:15 PM		
11:30 AM			5:30 PM		
11:45 AM			5:45 PM		
12:00 PM			6:00 PM		
12:15 PM			6:15 PM		
12:30 PM			6:30 PM		
12:45 PM			6:45 PM		
1:00 PM			7:00 PM		
NOTES:					



**PROJECT NAME: Buy a House**

As of  
Date:

--

Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
1.0	Define Ideal House Type (# Bedrooms) / Location /etc.					
1.1	Must have Three Bedrooms, Basement, Garage, Large Yard. Built in Pool is big advantage. House Age not Important					
1.2	House location must be near local schools. School system must be good. Location near Railway stations, bus transportation					
1.3	Preferable areas are small communities around small town centers					
2.0	Determine Affordable Budget Range					
2.1	Contact Borrowers and Determine Borrowing Limits on Mortgages based upon Income, Down payment and purchase prices					
2.2	Determine available funds: i.e., possible access to In-Law borrowed Monies. Determine the degree of withdrawals from Credit unions or Employee Savings Plans					
3.0	Contact Realtor's with House Qualification					
3.1	Contact Realtor's and determine Price ranges of houses based upon location criteria, housing needs and affordability					
4.0	House Hunting Efforts					
4.1	Schedule Weekends to House Hunt (preferably Sundays)					
4.2	Research preferable locations as well as Houses for Sale on Internet sites and Newspapers each evening					



**PROJECT NAME:**

As of  
Date:

Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
1.0						
1.1						
1.2						
1.3						
1.4						
1.5						
2.0						
2.1						
2.2						
2.3						
2.4						
2.5						
3.0						
3.1						

**PROJECT NAME:**

As of  
Date:

Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
3.2						
3.3						
3.4						
3.5						
4.0						
4.1						
4.2						
4.3						
4.4						
4.5						
5.0						
5.1						
5.2						
5.3						

**PROJECT NAME:**

As of  
Date:

Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
5.4						
5.5						
6.0						
6.1						
6.2						
6.3						
6.4						
6.5						
7.0						
7.1						
7.2						
7.3						
7.4						

**PROJECT NAME:**

As of  
Date:

Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
7.5						
8.0						
8.1						
8.2						
8.3						
8.4						
8.5						
9.0						
9.1						
9.2						
9.3						
9.4						
9.5						

**PROJECT NAME:**

As of  
Date:

Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
10.0						
10.1						
10.2						
10.3						
10.4						
10.5						