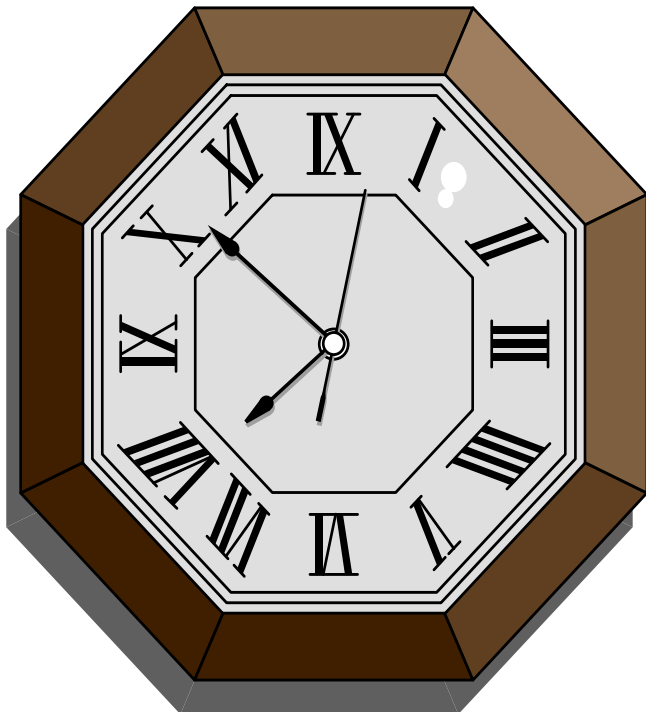


*Organizing for Success*

# Preplanning Journal



***Zeigler Training & Development***

## REQUIRED PRE-WORK FOR YOUR UPCOMING CLASS

You will be required to keep this journal for one week prior to coming to this class. You'll also need to bring whatever system you use to keep track of your time, (i.e. day planner, Outlook, Palm Pilot, pad of paper). It's a requirement to keep this journal for a week because we'll be using it in the class to determine:

- Is this the best use of my time?
- Am I doing the right task at the right time?
- Are there any tasks that could be eliminated or put off?
- If you could cut down on the amount of time you're spending on certain tasks?

There are three steps to improving your productivity:

1. Keep track of your time for a week so you know where your time is currently going.
2. What activities could you eliminate?
3. What could you do to improve the amount of “discretionary” time you have to work on your important tasks and projects?

We will be using this in the class as a tool to help you set-up a more productive day. By accepting this as a typical day we will look for ways to take advantage of your findings. You will begin to leave time for interruptions and the unexpected.

At the end of each day fill in the left side of each page with what you plan to do tomorrow. When you come to work the next day, fill in the right side with what actually happened. In addition, you will keep track of TASKS STARTED & TASKS COMPLETED. This ratio is becoming a real problem. You will learn ways to not only be a good starter but also a great finisher.

I hear this all the time. "I have no personal life!" If you don't have one who has yours? This Journal will show you why you feel this way and you'll learn ways to achieve balance everyday. How could you improve the quality of your personal life? You'll learn how to leave work on time.

Finally, this journal will help show you how to develop discipline. You will learn there is a time and place for everything and how to get into a "flow" everyday, instead of jumping all over from task to task. You will then use that discipline to more effectively schedule your days.

## Keeping Your Daily Time Record

1. Put your worksheets on a clipboard and keep it handy with a pencil.
2. On the first day before you go home from work write down on the left side of the first page, what you plan to do tomorrow and when. Write each activity in the corresponding time slot.
3. When you come to work the next day, use the right side of each page to keep track of what actually happened and the corresponding timeframe.
4. Mentally commit your intentions to devote 2 minutes each half-hour to write down what has happened. (Repeat aloud: *I will find 2 minutes each hour to write on my work sheets.*)
5. Don't let more than an hour pass without recording.
6. At the end of the day review your record and correct or add anything that is needed. (Make sure that you can read what you have written.)

## Completing Your Time Management Improvement Report

At the end of the week you will have all the necessary information you need to create your Time Management Improvement Report (located at the end of this Journal). Review your Daily Time Records and write down any patterns that you see. For example, “between 8 and 9 every morning I have more phone calls than I have in total for the rest of the morning...Yet, this is the time I must complete the count report.” This type of notation represents an opportunity for more efficient time management of tasks, reduction of stress, and improvement of customer service. Be prepared to brainstorm solutions during the class.

**Day 1**   Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Activities you plan to do tomorrow	What actually happened during each block of time
6:00AM	6:00AM
6:30	6:30
7:00	7:00
7:30	7:30
8:00	8:00
8:30	8:30
9:00	9:00
9:30	9:30
10:00	10:00

Day 1 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
10:30	10:30
11:00	11:00
11:30	11:30
12:00 PM (Noon)	12:00 PM (Noon)
12:30	12:30
1:00	1:00
1:30	1:30
2:00	2:00
2:30	2:30

Day 1 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
3:00	3:00
3:30	3:30
4:00	4:00
4:30	4:30
5:00	5:00
5:30	5:30
6:00	6:00
6:30	6:30
7:00	7:00

**Day 1 Summary**

**Day of Week:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total activities begun:** \_\_\_\_\_

**Total activities completed:** \_\_\_\_\_

**Total interruptions:** \_\_\_\_\_

**Comments about this Day:**

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**Day 2** Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Activities you plan to do tomorrow	What actually happened during each block of time
6:00AM	6:00AM
6:30	6:30
7:00	7:00
7:30	7:30
8:00	8:00
8:30	8:30
9:00	9:00
9:30	9:30
10:00	10:00



Day 2 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
10:30	10:30
11:00	11:00
11:30	11:30
12:00 PM (Noon)	12:00 PM (Noon)
12:30	12:30
1:00	1:00
1:30	1:30
2:00	2:00
2:30	2:30

Day 2 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
3:00	3:00
3:30	3:30
4:00	4:00
4:30	4:30
5:00	5:00
5:30	5:30
6:00	6:00
6:30	6:30
7:00	7:00

**Day 2 Summary**

**Day of Week:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total activities begun:** \_\_\_\_\_

**Total activities completed:** \_\_\_\_\_

**Total interruptions:** \_\_\_\_\_

**Comments about this Day:**

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**Day 3** Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Activities you plan to do tomorrow	What actually happened during each block of time
6:00AM	6:00AM
6:30	6:30
7:00	7:00
7:30	7:30
8:00	8:00
8:30	8:30
9:00	9:00
9:30	9:30
10:00	10:00

Day 3 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
10:30	10:30
11:00	11:00
11:30	11:30
12:00 PM (Noon)	12:00 PM (Noon)
12:30	12:30
1:00	1:00
1:30	1:30
2:00	2:00
2:30	2:30

Day 3 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
3:00	3:00
3:30	3:30
4:00	4:00
4:30	4:30
5:00	5:00
5:30	5:30
6:00	6:00
6:30	6:30
7:00	7:00

**Day 3 Summary**      Day of Week: \_\_\_\_\_      Date: \_\_\_\_\_

**Total activities begun:** \_\_\_\_\_

**Total activities completed:** \_\_\_\_\_

**Total interruptions:** \_\_\_\_\_

**Comments about this Day:**

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**Day 4** Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Activities you plan to do tomorrow	What actually happened during each block of time
6:00AM	6:00AM
6:30	6:30
7:00	7:00
7:30	7:30
8:00	8:00
8:30	8:30
9:00	9:00
9:30	9:30
10:00	10:00



Day 4 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
10:30	10:30
11:00	11:00
11:30	11:30
12:00 PM (Noon)	12:00 PM (Noon)
12:30	12:30
1:00	1:00
1:30	1:30
2:00	2:00
2:30	2:30

Day 4 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
3:00	3:00
3:30	3:30
4:00	4:00
4:30	4:30
5:00	5:00
5:30	5:30
6:00	6:00
6:30	6:30
7:00	7:00

**Day 4 Summary**

**Day of Week:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total activities begun:** \_\_\_\_\_

**Total activities completed:** \_\_\_\_\_

**Total interruptions:** \_\_\_\_\_

**Comments about this Day:**

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**Day 5** Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Activities you plan to do tomorrow	What actually happened during each block of time
6:00AM	6:00AM
6:30	6:30
7:00	7:00
7:30	7:30
8:00	8:00
8:30	8:30
9:00	9:00
9:30	9:30
10:00	10:00

Day 5 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
10:30	10:30
11:00	11:00
11:30	11:30
12:00 PM (Noon)	12:00 PM (Noon)
12:30	12:30
1:00	1:00
1:30	1:30
2:00	2:00
2:30	2:30

Day 5 Continued

Activities you plan to do tomorrow	What actually happened during each block of time
3:00	3:00
3:30	3:30
4:00	4:00
4:30	4:30
5:00	5:00
5:30	5:30
6:00	6:00
6:30	6:30
7:00	7:00

**Day 5 Summary**

**Day of Week:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total activities begun:** \_\_\_\_\_

**Total activities completed:** \_\_\_\_\_

**Total interruptions:** \_\_\_\_\_

**Comments about this Day:**

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**Summary Comments about this Week:**\_\_\_\_\_

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