

	JANUARY 2011		FEBRUARY		MARCH		APRIL		MAY		JUNE
1		1 T	EDITS	1	5	1		1		1	
2		2 W	EDITS	2	5	2		2		2	
3 M	4.5	3 TH	EDITS	3	5	3		3		3	
4 T	4.5	4 F	EDITS	4	5 25 (385)	4		4		4	
5 W	4.5	5 S		5		5		5		5	
6 TH	4.5	6 S		6		6		6		6	
7 F	4.5 22.5	7 M	4	7	5	7		7		7	
8 S		8	4	8	5	8		8		8	
9 S		9	4	9	5 THE END	9		9		9	
10	4.5	10	4	10		10		10		10	
11	4.5	11	4 20 (320)	11		11		11		11	
12	4.5	12		12		12		12		12	
13	4.5	13		13		13		13		13	
14	4.5 22.5 (270)	14	5	14		14		14		14	
15		15	5	15		15		15		15	
16		16	5	16		16		16		16	
17	EMERGENCY	17	5	17		17		17		17	
18	EMERGENCY	18	5 25 (345)	18		18		18		18	
19	5	19		19		19		19		19	
20	5	20		20		20		20		20	
21	5 15 (285)	21	5	21		21		21		21	
22		22	5	22		22		22		22	
23		23	5	23		23		23		23	
24	5	24	5	24		24		24		24	
25	5	25	5 25 (360)	25		25		25		25	
26	5	26		26		26		26		26	
27	5	27		27		27		27		27	
28	5 25 (310)	28	E	28		28		28		28	
29				29		29		29		29	
30				30		30		30		30	
31 M	EDITS			31				31			

	JULY 2010		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER
1		1		1 W		1	3.5 17.5 pages	1	4.5	1	4.5
2		2		2 Th		2		2	4.5	2	4.5
3		3		3 F		3		3	4.5	3	4.5 22.5
4		4		4 S		4 M	3.5	4	4.5	4	
5		5		5 S		5	3.5	5	4.5 22.5 (135)	5	
6		6		6 M		6	3.5	6		6	4.5
7		7		7 T		7	3.5	7		7	4.5
8		8		8 W		8	3.5 17.5 pages	8	4.5	8	4.5
9		9		9 Th		9		9	4.5	9	4.5
10		10		10 F		10		10	4.5	10	4.5 22.5 (225)
11		11		11 S		11	4	11	4.5	11	
12		12		12 S		12	4	12	4.5 22.5	12	
13		13		13 M		13	4	13		13	5
14		14		14 T		14	4	14		14	5
15		15		15 W		15	4 20 pg (70)	15	4.5	15	5
16		16		16 Th		16		16	4.5	16	5
17		17		17 F		17		17	4.5	17	5 25 (250)
18		18		18 S		18	4	18	4.5	18	
19		19		19 S		19	4	19	4.5 22.5 (180)	19	
20		20		20 M	3	20	4	20		20 M	
21		21		21 T	3	21	4	21		21 T	
22		22		22	3	22	4 20 pg (90)	22 M	Holiday	22 W	Holiday
23		23		23	3	23		23 T	Holiday	23 Th	Holiday
24		24		24	3 15 pages	24		24 W	Holiday	24 F	Holiday
25		25		25		25	4.5	25 Th	Thanksgiving	25 S	Christmas
26		26		26		26	4.5	26 Fr	Holiday	26	
27		27		27	3.5	27	4.5	27		27	
28		28		28	3.5	28	4.5	28		28	
29		29		29	3.5	29	4.5 22.5	29 M	4.5	29	
30		30		30	3.5	30		30 T	4.5	30	BIRTHDAY
31		31				31				31	NY Eve

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
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25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29				29		29		29		29	
30				30		30		30		30	
31				31				31			

	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30		30		30		30		30		30	
31		31				31				31	

TIME MANAGEMENT

Complete this form each week (printable from your back office) and outline your time commitments for working your Success University business. Post this where you can see it all the time!

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00 am							
7:00-8:00							
8:00-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30 pm							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
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							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							