



Plan your Day with The Agile Project Manager

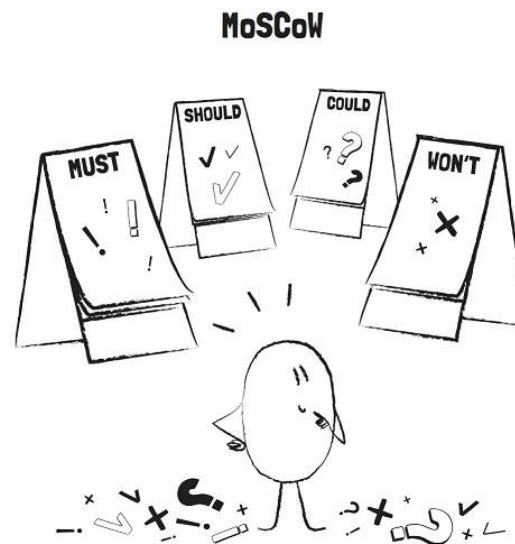
Instructions for Use

Your Musts – What are the things you ‘must’ do? These activities can be anything from family commitments to health and fitness to commuting, and of course, your day job. Remember, your Musts are the things that if you don’t do, bad things happen.

Your Shoulds – What are the things that, all going well, you ‘should’ do? Once the Musts are done, what else is possible? If you are likely to work hard all week, rather than committing to doing more work or writing, should you spend some quality time with friends, your partner, your children?

Your Coulds – What ‘could’ you do? What are the ‘nice to haves’ that sometimes get left out? Remember, when you plan your time well, it’s amazing what else can be done. So don’t be afraid to have a wish list!

Your Won’ts – This is what you have decided NOT to do. So of course they won’t feature in your planning. But it’s worth thinking about the activities you have consciously decided to give up not only to optimise your time but to achieve your passion project.



Planning your Passion Project – How much time can you devote to your passion project? It’s completely okay if it’s only a few hours on a weekend. At least it’s something. Every minute counts! Start small and know that even ten minutes spent working towards your passion is ten minutes well spent. Perhaps when you first start, you commit to an hour on the weekend. Track your progress, acknowledge your great work, and perhaps aim for more as time goes on.



Plan your Day with The Agile Project Manager

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							