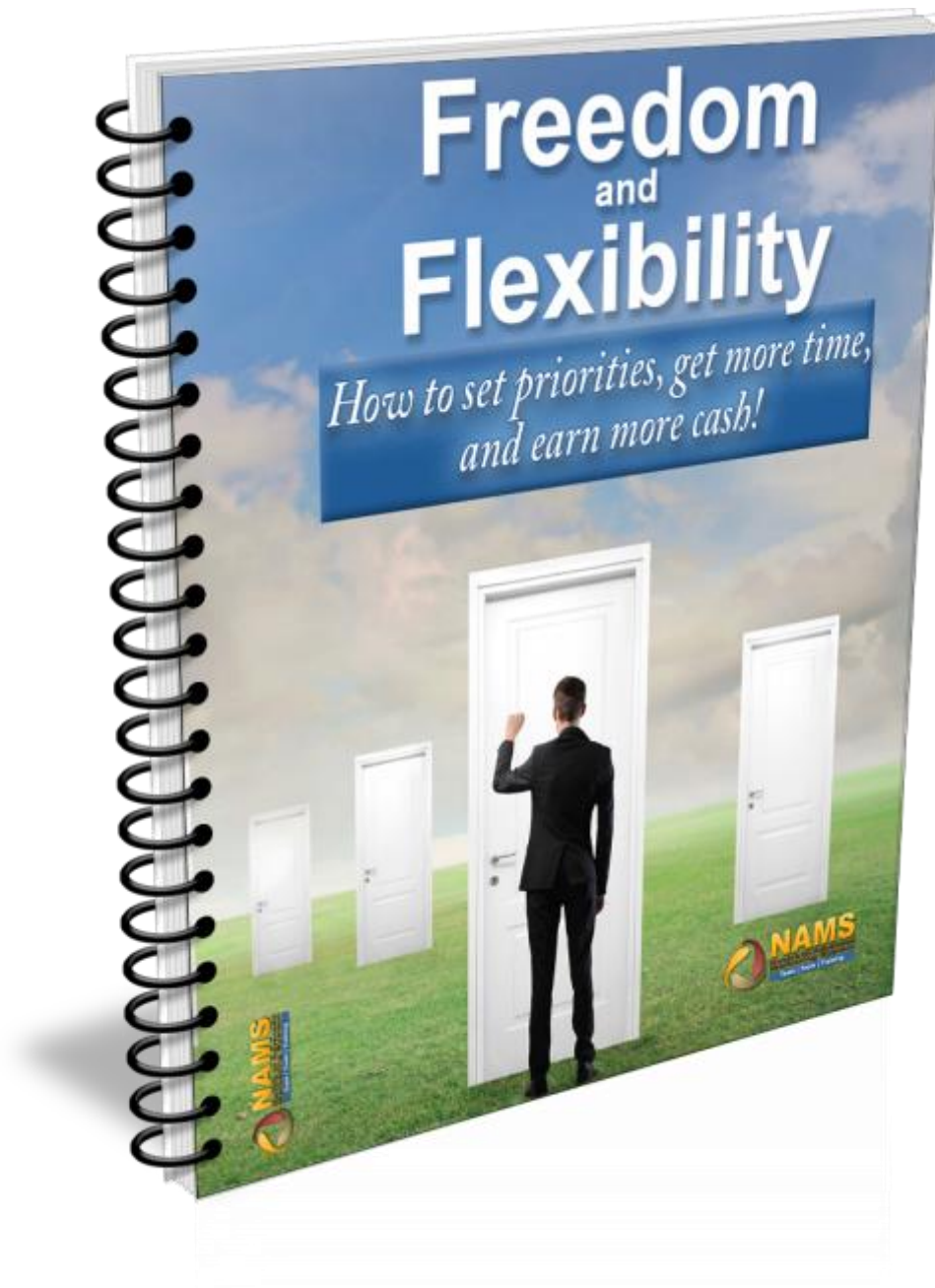


**4-WEEK CALENDAR TEMPLATE TO SCHEDULE YOUR DAYS
AND FOCUS ON PRIORITIES!**

FREEDOM & FLEXIBILITY



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Week 1

Monday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times, and loosely plan the rest of your week.

3. Record time spent in your time diary

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Tuesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Wednesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Thursday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Friday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Review your week and identify:

- Time traps and how you dealt with them
- Time sucks to watch for next week

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Week 2

Monday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times, and loosely plan the rest of your week.

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Tuesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Wednesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Thursday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Friday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Review your week and identify:

- Time traps and how you dealt with them
- Time sucks to watch for next week

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Week 3

Monday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times, and loosely plan the rest of your week.

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Tuesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Wednesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Thursday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Friday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Review your week and identify:

- Time traps and how you dealt with them
- Time sucks to watch for next week

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Week 4

Monday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times, and loosely plan the rest of your week.

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Tuesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Wednesday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Thursday

A.M.

1. Check your calendar for the day:

- **What tasks are potential time traps?**
- **Set up your timers to help stay focused**

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Check in with your team for updates

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Friday

A.M.

1. Check your calendar for the day:

- What tasks are potential time traps?
- Set up your timers to help stay focused

2. Be mindful of your most productive times

3. Record time spent in your time diary

4. Review your week and identify:

- Time traps and how you dealt with them
- Time sucks to watch for next week

P.M.

Plan your day for tomorrow. Include:

- Your top priorities
- Time for you

Excellent! You've successfully created a time-management plan to help you eliminate the time-traps in your workday!