



Checklist 12 - Set Realistic Timetables

Project Name: _____

Date: _____

Yes No

Setting time tables is a thing that everyone can do, but setting a realistic and such time table that can actually be followed, is a hard task. Anyone can set a timetable. These timetables can either be very overscheduled or very minimalistic. Both of these are terrible and are unable to follow. Are you looking for ways to set a realistic time table that will work for you and will help you in getting all your tasks done? You're in the right place. Follow the below-mentioned instructions and set your ideal time table:

Most Important Tasks:

1

Set your time table in a way that will allow you to do your most important tasks first.

2

You can start by eating a frog, i.e., doing such a task that is hard to do or makes you bored. Doing such a difficult task eases your day.

Starting Your Day:

3

Make a template with all the tasks of your day mentioned on it.

4

Start by adding the most important tasks in the columns of this time table and prioritize your tasks there.

5

Such a time table will help you in visualizing your daily report and in making further amendments to your time table.

Notes



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6

Start a meaningful morning by getting all the important stuff done.

Keeping A Flow:

7

Keep a flow of tasks and energy while doing your tasks. Do not storm your time table with tasks.

8

Schedule your energy in the right way and provide it to each task according to its priority.

Do An Audit Of Calendar:

9

Reflecting upon your progress is an important thing to do. Do an audit of your calendar every month.

10

Review your time table and identify those tasks that are consuming most of your time.

11

Eliminate these time-consuming tasks, if they are not very important.

12

Now, adjust your new tasks in your time table according to their importance.

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13

Keep all of your daily commitments on one calendar. This will help you in making a more realistic time table.

Take Breaks:

14

Doing work continuously proves to be hazardous for health. Add separate time in your time table for breaks.

15

Take continuous breaks after every 2 hours of work. This way, you will not get exhausted.

Plan It a Night Before:

16

Sit down a night before and start making your schedule for the upcoming day.

17

Do not add too many tasks in it. Minimum of 3 major tasks are enough to be done in a day.

18

Add the extra tasks is not important tasks list in your schedule and follow this realistic time table the next day.

Notes