

Jimmy's Ideal Week Template
For the Year 2020

	FOCUS	FOCUS	BUFFER	FOCUS	BUFFER	FREE	FREE
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00-5:30	Morning Ritual						
5:30-6:00	Morning Ritual						
6:00-6:30	Writing						
6:30-7:00	Writing						
7:00-7:30	Writing						
7:30-8:00	Creative Projects	Record Podcast	Creative Content & Strategies	Tulsa Day Travel	Meet w/ Ashley		
8:00-8:30	Creative Projects	Record Podcast	Creative Content & Strategies	Tulsa Day Travel	Meet w/ Ashley		
8:30-9:00	Client Meetings			Client & PLC Meetings	Write Articles & Blog		
9:00-9:30	Client Meetings			Client & PLC Meetings	Write Articles & Blog		
9:30-10:00	Client Meetings			Client & PLC Meetings	Write Articles & Blog		
10:00-10:30	Client Meetings			Client & PLC Meetings	Write Articles & Blog		
10:30-11:00	Client Meetings			Client & PLC Meetings	Write Articles & Blog		
11:00-11:30	Client Meetings			Client & PLC Meetings	Admin Work		
11:30-12:00	Client Meetings			Client & PLC Meetings	Admin Work		
12:00-12:30	Lunch	Lunch w/ Team	Lions Club Lunch	Lunch w/ Client or PLC	Lunch w/ Ashley & Lori		
12:30-1:00	Lunch	Lunch w/ Team	Lions Club Lunch	Lunch w/ Client or PLC	Lunch w/ Ashley & Lori		
1:00-1:30		Team Meetings & Marketing	Strategic Planning	Team Meeting Operations	Future Thinking		
1:30-2:00		Team Meetings & Marketing	Strategic Planning	Team Meeting Operations	Future Thinking		
2:00-2:30	Client Projects & Meetings	Client Meetings & Projects			Future Thinking		
2:30-3:00	Client Projects & Meetings	Client Meetings & Projects			Future Thinking		
3:00-3:30	Client Projects & Meetings	Client Meetings & Projects			Future Thinking		
3:30-4:00	Client Projects & Meetings	Client Meetings & Projects			Future Thinking		
4:00-4:30	Plan Next Day	One-on-One Meetings	Plan Next Day	Client Meetings			
4:30-5:00	Exercise	Strategic Planning	Exercise	Client Meetings	Exercise		
5:00-5:30	Exercise	Strategic Planning	Exercise	Client Meetings	Exercise		
5:30-6:00		Strategic Planning		Client Meetings	Exercise		
6:00-6:30				Travel Home or Dinner with PLC			
6:30-7:00		Dinner w/ Family		Travel Home or Dinner with PLC			
7:00-7:30		Dinner w/ Family		Travel Home or Dinner with PLC			
7:30-8:00				Plan Next Day			
8:00-8:30	Reading & Writing						
8:30-9:00	Reading & Writing						

Note: The ideal office day would be my arrival at 8:30 AM (except for Friday which will be 8:00 AM) and spent in the activities listed above. This will provide the greatest use of my time for realizing company and personal goals.

File Location: O:\Investment Documents\Admin Info\Goals - Company\