



Ideal Week Template

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Publication Notice

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Creating Your Ideal Week

Listening to an old [Alexandria Brown](#) interview, I just about fell off my office chair. I heard this interview several times but for some reason I missed these very important words...

If you're not familiar with Ali Brown, Her company made the Inc. 500 list for one of the fastest growing companies in 2009. She went from \$397,262 in 2005 to \$3.8 million in 2008.

Ali shared her secret in that interview. She talks about how a few years ago she couldn't pull \$20 out of the ATM to living her dream lifestyle today. Then she says "Just to let you guys know... this didn't all happen magically, this did not happen over night. I learned a lot the hard way. But what I don't reveal during a lot of my talks or to my listeners is that I spend just as much time on my personal development as I did on my marketing.

And that is something I really want to emphasis... you really need to work on your mindset in order to get out of your own way."

Ali did something the late [Jim Rohn](#) called "The Miracle of Personal Development" ~ Learn to work harder on yourself than you do your job!

Jim said "What you become is more important than what you get.

You must work to eliminate self imposed limitation so you can release your inner success. Remember there is greatness in you waiting to shine outward.

Personal development is a commitment to yourself.

Ali also said it's important to keep going back... to read again... to listen again. You're a different person... your mindset is in a different place. You'll pick up something that will grow your business and yourself.

Repetition of the information and persistence makes a difference. There is a lot of work involved with your own growth, expansion of your awareness and personal development education.

Sometimes this kind of information can cause an instantaneous shift in awareness but more often for personal development goals, results take a little time to foster.

[Bob Proctor](#) (The Secret) suggest you devote 10% of your time for yourself. Ten percent of 24 hours equals 2.4 hours a day for yourself.

You can get a better handle on your day if think about time in 15 minute moments. Every day you receive 96 fifteen minute moments. Ten percent of those blocks is around 9-10 time moment.

The routine of everyday life drains us for the energy needed to devote time on growing our inner gifts. We're trained to deal with everyday mundane tasks but not on invest time and money on ourselves.

Just as you allocate a certain percentage of your budget for groceries, bills, etc. you must do the same thing with your time... Put yourself first in your time budget.

There is a tool I shared with my clients that helped them put "M.E. Time" into their day.

They loved it!!

My gift to you today is the gift of time... Thank you for choosing to be a part of the Power Peeps Club and Community.

The Ideal Week Template and guidebook. This tool was part of class I taught. The template is set up in 15 minute moments. Use it to get a grip on your day while you devote time for yourself to use the contents of your Treasure Chest of Success.

At the end of this booklet, I include 3 templates to accommodate those who rise early in the morning and for those us who enjoy sleeping longer.

Enjoy



Ann Rusnak

Making Smart Time Decisions

Using the Ideal Week Template, you can make smart decisions on how to schedule your time so you can to work less hours and still get same results like a workaholic.

Your decisions - and the resulting actions - are the single most powerful influence in your life.

One way of making a decision is to practice pre-decision-making, to think about some of the things ahead of time; then when a real decision comes up, you're prepared, and you already have a mental process that you can run through quickly. Not having a structure in mind ahead of time may delay decision-making.

Let's add that structure. Any decision requires an activity or series to activities to make it happen.

Use the Ideal Week Template to master the decision making process in regards to your time.

And focus on what's important

...in your personal life

...in your business life

...in your family life

What is the Ideal Week Template

This tool gives you an overview of available time to schedule your activities after you block your recurring activities. It's a realistic look at how much time you really have during any given day.

The Ideal Week Template used in conjunction with your weekly planning pages helps plan where you want to schedule activities and tasks. This tool makes your weekly and monthly planning a fill-in the-blank activity.

This tool will help you:

- Make decisions on how you spend your time easier and quicker.
- Say No without guilt
- Organize your time in the three areas of your life.
- See how much time you really have available.
- Plan your activities and task more efficiently.
- Plan your weeks and months faster

- Stay focus during emergencies and unexpected crises.

How Do You Create Your Ideal Week?

Print the template (back of this guidebook) that best suits your start up time for the day.

Printed four copies. (*print a double-sided copy for each week for nightly recurring activities*)

Use one side for daytime recurring day activities and the other side for nightly recurring activities

Each sheet represents one week for the month.

You probably do certain activities that occur at the same time every day, week, or month. These are your recurring activities.

Use one sheet for the first week of the month and block out any recurring time by putting an "X" right through it. This gives you a more realistic idea of what time you actually have left to do the other activities in your life.

The below sample is an actual copy of my Week Two schedule guide. The sections blocked with a red arrow are permanent activities that occur the first week of every month. As a rule, I scheduled nothing during those time slots.

You will notice time block sections labeled Office. During this time block, I work on day-to-day business activities.

Ideal Week Template

Week Two							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00							
9:15							
9:30							
9:45							
10:00	Morning	Morning	Morning	Morning	Morning	Morning	Morning
10:15							
10:30							
10:45							
11:00							
11:15							
11:30	Office Stuff	MMA	Office Stuff	Office	Office		
11:45							
12:00					NBT	Clean Office	
12:15							
12:30							
12:45							
1:00							
1:15					Finances	Break	
1:30	Break					Clean Up	
1:45							
2:00	Writing	Break	Break	Break			
2:15							
2:30		MMA	Office		Break		
2:45							
3:00				Planning	Bank Shopping		
3:15							
3:30							
3:45							
4:00							
4:15							
4:30			Break				
4:45							
5:00			Deb				
5:15							
5:30							
5:45							
6:00							
6:15							
6:30	Office			Office			
6:45							
7:00	AYS			Silver			
7:15							
7:30							
7:45							
8:00			Office				
8:15							
8:30							
8:45							

Morning: Devotion, Personal Development & Jorge
 Break: Lunch – Breathing Exercises – Brain Break

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When a change happens in your life or you're deciding to accommodate a change, your Ideal Week Templates gives you an overview of how your time is actually spent. Decisions and adjustments become easier to make.

There are four weeks in a month. You can have up to four weekly schedule guides with recurring activities blocked out for each week. Each reflects your day schedule and night schedule. If every week remains the same for you, then you only need one weekly schedule guide sheet for the month.

I use five weekly schedule guides, one for every week during the month for the daytime recurring activities but only one for the evening. My evenings remain the same during the month. There may be events or functions or other evening activities but no recurring activities.

Customize them to reflect your current life.

You find 3 Template in the back of this guidebook

6:00 am start time

8:00 am start time

9:00 am start time

Step 1 - Block out recurring appointments and activities. Repeat for every week of the month if required. I like to use red to make sure I don't miss them or schedule over them.

Step 2 - IMPORTANT!!! Add new recurring appointment...your weekly and monthly planning. Allow 15-30 minutes for weekly planning. 30-60 minutes for monthly planning. As in the example above shows Thursday 3:00-5:00 pm for planning and reflection. Select a time that fits your schedule.

Step 3 – If you run your own business... What days do you want to work? Write the word Office or Work and draw an arrow down for the allotted hours for each day.

Step 4 - Personal Time. How much time each day do you want just for yourself? Time to exercise, read, or whatever... Experience has shown that if you don't set aside time for yourself first... family activities or even business activities will take over.

Devote at least 15 minutes a day to your personal develop **ME** time. You might on to write on your template reminders to watch the affirmation video.

Step 5 - You'll also need time for "stuff" activities for yourself and your family. in the example below, Friday afternoon is reserved for bill paying and grocery shopping and Saturday for house cleaning.

Week

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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7:00							
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Week

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Week

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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