



Sane Scheduling Worksheet

Look at your calendar for the day/week/month...

List 3 ongoing responsibilities that you can eliminate (or reduce) forever.

(EX: shorten weekly staff meeting to 20 minutes)

- 1.
- 2.
- 3.

Now, AXE THEM...and don't fill that free space with anything! Pure buffer, baby!

List 3 pressing priorities that will (probably) take longer than you'd initially expected...

(EX: editing sales page copy for new website)

- 1.
- 2.
- 3.

EXPAND those bookings on your calendar, with a dose of realism. Build extra buffer space around them, to let your brain recover.





List 3 commitments that you could shift or reschedule to create a 100% buffer space day...

(EX: non-critical marketing check-in)

- 1.
- 2.
- 3.

CANCEL, reschedule or re-shuffle those tasks to create a blissful, spacious, 100% buffer space day (some people refer to this phenomenon as a “weekend.”)

List 3 Human Being Maintenance activities that you’ve been putting off for way too long...

(EX: getting a haircut)

- 1.
- 2.
- 3.

Use your 100% buffer space day to take care of all your Human Being Maintenance, in one fell swoop. Or don’t...and have a sandwich party instead.