

List out your daily/weekly commitments.

Take that pen/pencil to paper, or open up your favorite notes app and list out everything that you're responsible for and everyone you have to answer to on a regular basis. It may help if you close your eyes and go through the last week in your head, day by day. Ask yourself these questions to get the ball rolling:

- What days do you work another job and for how many hours?
- Who are you responsible for during each day (a child, a parent, a neighbor, a client, etc.)?
- What are some other events/appointments you are regularly committed to (a gym, therapy, private lessons, coaching, sport teams, etc.)?
- What regular errands do you find yourself having to do on a weekly basis (grocery shopping, bank runs, dry cleaning, etc.)?
- You don't need to get this down to an exact science, simply make a list on the paper for now. When you're done, we'll begin a second list, this time focusing on your WANTS rather than your NEEDS.

****PAUSE AUDIO NOW****

We all have commitments we can't ignore. However, when that's all we focus on before we begin adding in what we need to do to reach our goals, we leave ourselves ZERO room for self-care.

It becomes all too easy to dismiss self-care because we fail to assign deadlines/priority to those matters. It seems of little consequence at the time, but it is the main reason we burn out, stress out, and become discouraged with our goals.

We forget that we have to feel good in order to do good. That involves leaving time to be creative, to reflect, to nurture ourselves with the company of others, to tune out, and so forth. What are those things for you?

List out what you need to do to feel whole each day/week.

This may include exercise, yoga, meditation, meals out with friends, cooking, listening to podcasts, watching your favorite shows, going for long walks, date nights, etc. It's not about being lazy, it's about scheduling time to recharge in order to be re-inspired.

When listing out these items, think back to your rhythm. When are you most alert? When do you require a recharge? When do you crave "me time"? For instance, maybe you prefer to exercise in the evenings. Maybe early mornings are your best times for writing new music. You may not always get your way, but considering these points will allow you to aim as close as possible to your ideal rhythm.

****PAUSE AUDIO NOW****

There is a reason experts suggest focusing on 3 tasks a day.

When many of my clients hear this, they scoff at the thought, feeling that they can get WAY more done in a day than 3 tasks.

However, when you build up an awareness of all your other commitments and personal needs, you begin to see how little time in the day there actually is. But don't get discouraged. Building up that awareness allows you to make use of that time more wisely. Which brings us to our last piece of today's challenge:

Block out your weekly schedule.

Take a look at the image gallery below this recording. You will see an image of a blank week with 16 intervals below each day of the week.

Those 16 intervals represent the 16 hours you have to get shit done, assuming you have 8 hours for a full night's rest. If you know you're not going to get 8 hours of sleep – maybe you have children or an excessively full schedule – work with your new schedule as if you *do* get 8 hours of sleep.

This way you're not over planning your week and rather working towards a day when you *can* get a full night's rest.

So you now have 16 blocks in each day to schedule tasks and choose where to put your focus.

First, we start with the one thing we neglect the most – self-care.

Scroll through the image gallery below to the next photo. Not counting the 8 hours for sleep that are not on this chart, we've blocked out a 2 hours each morning for meditation and exercise. We've also added in some Netflix & Chill time over the weekend.

Next, take a look at those outside commitments you listed out earlier.

If your schedule is always changing, try to determine the amount of hours those outside commitments take each day. Don't forget to include travel time & other buffers in order to accurately block out the time.

Click through to the 3rd and 4th images in the gallery below to see how we've added those in – we've included date night, family time, and even brunch with friends. Yours may look different, but this is how you'll want to layer it all down using the template that you can print out below on this page.

As you can see, there is still white space on the chart in certain areas. The goal is not to fill in the entire week, but rather draw boundaries around where we'll put our overall focus in a given day.

Remember, life happens every day. Scheduling down to the minute will only make it more probable that your schedule will be grossly thrown off course the minute an outside force throws a wrench in your plans.

Also, notice that these are not specific tasks, yet blocks of time that represent one's ideal sequence of productivity. If you need to adjust these blocks, so be it. However, this exercise ensures you don't dismiss crucial pieces of productivity & personal needs.

Continue clicking through the images in the gallery below. You'll see we move on to schedule in content creation-centered tasks such as social media planning and graphic design, administrative tasks, such as emails and updating your website, and finally time for collaboration and teamwork.

The final chunk of time was dedicated to 40 hours at a day job. Maybe you don't have one, or maybe it's part-time. That only means you have more intervals of time to dedicate to higher-priority blocks of time.

What does YOURS look like?

Download the template found below on this page to create the ideal week for you. Feel free to post a picture of your blocks in our private [Facebook Group](#).

We'll then use what you created in Step 3 to get you picking and plugging tasks into your Planner!

Should you feel stuck or confused about anything explained here today, email rock@therockstaradvocate.com and we will get you back on track.