



DAY 4: Design Your BEST Schedule

For today's challenge- when you are writing out tomorrow's plan, take your plan to the next level, and write down next to each task or meeting *realistically* how long you anticipate it will take you to accomplish that goal—and determine if you need to move anything around to accommodate the timeframe you need to get it done.

Time: **How long will this task take?**

- 5am:
- 6am:
- 7am:
- 8am:
- 9am:
- 10am:
- 11am:
- 12pm:
- 1pm:
- 2pm:
- 3pm:
- 4pm:
- 5pm:
- 6pm:
- 7pm:
- 8pm:
- 9pm:
- 10pm:
- 11pm: