



Reflection on your Time Expenditure

You've written down two pitfalls when it comes to how you use your time.

You've thought about where you find yourself in general in the Eisenhower Scheme.

You've thought about how you would like to build up your day and build in experiments' that you would like to do, when it comes to your timemanagement in the coming week.

For example:

- What are my priorities for the different days/week;
- For what tasks do I want to take 1,5 times more time than I originally intended to take;
- How much 'air' do I want to put in my day and/or week
- On which days do I want to tackle 'difficult tasks' ('Eat that Frog');
- On which days do I want plan Kwadrant II activities.

And then you've created a week planning.

Next week, after the completion of your week planning, take some time to think about the following questions:

Looking at the week planning you've made and what in fact happened:

What worked well;

What did not work well;

What can you do to improve your week planning;

What actions can you take to make sure you realise your planning.