

Creating Routines that Enable Your Priorities

Follow these steps to clarify what is most important to you and design a schedule that sets you up for success.

1 Define Priority Outcomes

Spend a few minutes reflecting on the following questions. Pick at least one question from each category.

I am eager to achieve___because...

- What does success look like by the end of this year?
- What is most critical in my personal relationships?
- What do I want to learn?

I feel my best when I have time to...

- What activities “fill my cup” and help me feel my best?
- What does having fun look like to me these days?
- What sparks my creativity?

3 Design Helpful Routines

Reflect on the following questions to identify opportunities to proactively build helpful routines into your schedule.

- What critical commitments do I have? What cannot be moved?
- What do I need to be successful with these commitments?
- What activities are important to me? How much time would I spend on them? How often?
- What challenges keep popping up? How might I plan for them?

Get specific! A grid can help:

Commitment	Helpful Routines
Weekly Project Report Out	60 minutes of prep, 15 minutes of buffer for traffic.
Responding to Escalations	30 minutes before lunch, every day.
Exercise & Social Time	45 minutes on M, W, F for a walk. Invite friends.

2 Understand Commitments

Thinking about your typical work week or month, how do you currently spend your time? Reflecting on your Priority Outcomes, how would you ideally be spending your time? Below are examples. Use categories that are meaningful to you.

Current

- ___ hours on chores
- ___ hours doing work that drains me
- ___ hours doing work I love
- ___ hours devoted to hobbies

Ideal

- ___ hours on chores
- ___ hours doing work that drains me
- ___ hours doing work I love
- ___ hours devoted to hobbies

4 Build Your Calendar to Match

How might you build these Helpful Routines into your calendar? Below are some considerations as you get started.

- Start small! Try building one new routine into next week’s calendar.
- Assume it will change. Build in time to reflect and adjust your plan. What worked well? What did not? What did I learn? What can I try next?
- Think long term. Build out your ideal three to six months from now and see what it takes to get there and what you learn along the way.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday