

MAXIMIZE MONDAY, FLOATER & CRAP DAY

How to Get More Done Than ANYONE ELSE You Know...

Set up a REALISTIC work schedule every day: You are no longer going to schedule yourself as if you have 36 hours in a day. You don't.

Why set yourself up for failure every day so that you go to bed defeated?

From now on, your 5-day-work-week will consist of 3 BLOCK TIME

MAXIMIZE MONDAY

Monday Morning Block Time is reserved for setting up your week, and doing work that is due early. You are guaranteed to get work done at the start of the week, before the "never-ending" meetings begin.

FLOATER DAY

This Block Time is a floater. It can be any time between Tuesday and Thursday, but MUST BE DONE, and can move depending on what your week looks like. If you block out time on Tuesday morning, and a client needs to see you then, you can move that block time somewhere else, but it must fall in either Wednesday or Thursday of that week. This ensures your 3 BLOCK TIMES every week. Only this one gets to be flexible.

CRAP DAY

All the stuff that didn't get done during the week falls into Friday Afternoon – which is CRAP DAY. This is the day that you throw menial but important tasks into because you know you will be in your office. (Let's face facts: you don't want to be in Friday afternoon traffic - no matter where you live!) There is no better feeling than heading into your weekend feeling like "you EARNED it."

W E N D Y E L L I N

Workplace Productivity Strategist

Productivity • Performance • Peace of Mind

