

Everyday management: 13 Rules to managing my daily life and work - My personal development calendar



#1

Big All-Time Rules

| | |
|------------------------|--------------------|
| WEEK 1 | Date |
| | My example 1 |
| | #1 Selecting [] |
| | #2 Saying No [] |
| | #3 Saying Stop [] |
| | #4 Satisficing [] |
| #5 Setting process [] | |

Small Everyday Rules

| | | | | | |
|---------------------------------|-----|-----|-----|-----|-----|
| #6 Start earlier | M | Tu | W | Th | F |
| #7 Start with my first priority | [] | [] | [] | [] | [] |
| #8 Calculate the time I need | [] | [] | [] | [] | [] |
| #9 Use "because..." | [] | [] | [] | [] | [] |
| #10 Smile ☺ | [] | [] | [] | [] | [] |
| #11 Skip a meeting | [] | [] | [] | [] | [] |
| #12 Take care of my body | [] | [] | [] | [] | [] |
| #13 Book some quality Me-time | [] | [] | [] | [] | [] |



#6



#7



#2

| | |
|------------------------|--------------------|
| WEEK 2 | Date |
| | My example 2 |
| | #1 Selecting [] |
| | #2 Saying No [] |
| | #3 Saying Stop [] |
| | #4 Satisficing [] |
| #5 Setting process [] | |

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|---------------------------------|-----|-----|-----|-----|-----|
| #6 Start earlier | M | Tu | W | Th | F |
| #7 Start with my first priority | [] | [] | [] | [] | [] |
| #8 Calculate the time I need | [] | [] | [] | [] | [] |
| #9 Use "because..." | [] | [] | [] | [] | [] |
| #10 Smile ☺ | [] | [] | [] | [] | [] |
| #11 Skip a meeting | [] | [] | [] | [] | [] |
| #12 Take care of my body | [] | [] | [] | [] | [] |
| #13 Book some quality Me-time | [] | [] | [] | [] | [] |



#8



#9



#3

| | |
|------------------------|--------------------|
| WEEK 3 | Date |
| | My example 3 |
| | #1 Selecting [] |
| | #2 Saying No [] |
| | #3 Saying Stop [] |
| | #4 Satisficing [] |
| #5 Setting process [] | |

| | | | | | |
|---------------------------------|-----|-----|-----|-----|-----|
| #6 Start earlier | M | Tu | W | Th | F |
| #7 Start with my first priority | [] | [] | [] | [] | [] |
| #8 Calculate the time I need | [] | [] | [] | [] | [] |
| #9 Use "because..." | [] | [] | [] | [] | [] |
| #10 Smile ☺ | [] | [] | [] | [] | [] |
| #11 Skip a meeting | [] | [] | [] | [] | [] |
| #12 Take care of my body | [] | [] | [] | [] | [] |
| #13 Book some quality Me-time | [] | [] | [] | [] | [] |



#10



#11



#4

| | |
|------------------------|--------------------|
| WEEK 4 | Date |
| | My example 4 |
| | #1 Selecting [] |
| | #2 Saying No [] |
| | #3 Saying Stop [] |
| | #4 Satisficing [] |
| #5 Setting process [] | |

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|---------------------------------|-----|-----|-----|-----|-----|
| #6 Start earlier | M | Tu | W | Th | F |
| #7 Start with my first priority | [] | [] | [] | [] | [] |
| #8 Calculate the time I need | [] | [] | [] | [] | [] |
| #9 Use "because..." | [] | [] | [] | [] | [] |
| #10 Smile ☺ | [] | [] | [] | [] | [] |
| #11 Skip a meeting | [] | [] | [] | [] | [] |
| #12 Take care of my body | [] | [] | [] | [] | [] |
| #13 Book some quality Me-time | [] | [] | [] | [] | [] |



#12



#13