



SCHEDULE: BEST TIMES

Use time more effectively by noting the best time for various activities – like morning meetings or evening exercise.

Time	Task(s)	✓
Mornings Are Best For	1	
	2	
	3	
	4	
Lunchtimes Are Best For	1	
	2	
	3	
	4	
Afternoons Are Best For	1	
	2	
	3	
	4	
Evenings Are Best For	1	
	2	
	3	
	4	
Other	1	
	2	
	3	
	4	
Notes		