

**Month** \_\_\_\_\_ **Year** \_\_\_\_\_

This is an hours breakdown of the month. Anything extra left over of hours needs to be given to a task or project that needs to be completed.

- **Days in the month:** \_\_\_\_\_
- **Hours in the month:** \_\_\_\_\_
- **Sleep in the month:** \_\_\_\_\_

**TOTAL HOURS LEFT:** \_\_\_\_\_

Morning Routine: \_\_\_\_\_ (2.5HR) 6-8:15/30AM

Personal Time: \_\_\_\_\_ (1HR) 8:15/30-9:15AM

School Time: \_\_\_\_\_ (45MIN) 9:15-10AM

Work Time: \_\_\_\_\_ (4HR) 10-2PM

Afternoon Routine: \_\_\_\_\_ (3HR) 2-5PM

Evening Routine: \_\_\_\_\_ (2HR) 5-7PM

Night Time Routine: \_\_\_\_\_ (2HR) 7-9PM

Personal Time: \_\_\_\_\_ (1HR) 9-10PM

**Total Hours:** \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ESTIMATED PROJECT HOURS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ESTIMATED PROJECT HOURS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ESTIMATED PROJECT HOURS: \_\_\_\_\_

**Formula:**  
**Days in month x hours in day =**  
**Hours in month**  
**Sleep Hours x days in month =**  
**sleep hours in month**

***Routines*** are broken down in a maximum of 3 hour blocks. Fill it what is **PRIORITY** for each day. What you do on a daily basis will change, but your time blocks will be just about the same.

***Projects*** can be anything from work, home or personal. This should fall into the category of **WORK** time. ***Be realistic*** about your project **HOURS**.  
**\*\*\*Estimated project hours for a small project is 90 hours. 90 hours for planning and execution.**  
**BREAK IT ALL DOWN OVER A FEW MONTHS. DO NOT TRY TO CRAM 90 hours in a 112 hour time slot. You will not succeed. Instead, give the project a 3 month deadline.**  
**Formula:**  
**90hr/3month=30hours a month**  
**30hr a month/4weeks=7.5 hours a week over a 3 month period to complete the project.**