

The Entrepreneurial Time System[™] Worksheet

Name:

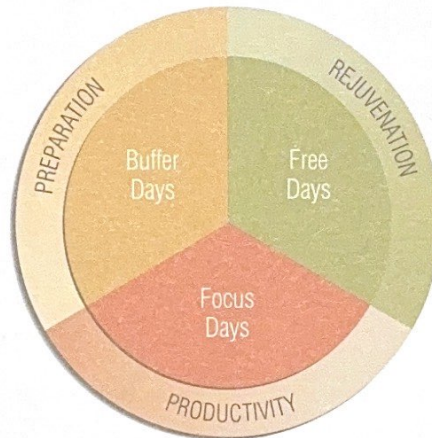
Date:

Buffer Days = Preparation: List your three most important activities over the next quarter that will prepare you for both Free Days and Focus Days. These can include clean-ups, delegations, and new capabilities.

1	
2	
3	

Free Days = Rejuvenation: List the three activities over the next 90 days that will give you maximum rejuvenation physically, mentally, and spiritually.

1	
2	
3	



1	
2	
3	

Focus Days = Productivity: List your three most important money-making activities for the next quarter — the activities that will generate your best results.