

Practical Framework - 10 My Time Management Routine

Prepare the best "Time Management Routine" as convenient to manage your time efficiently. Divide your entire week into 2 Parts ie - 5 Working Days (Monday - Friday) & 2 HoliDays (Saturday - Sunday). Follow the prepared Time Management Routine for Working Days and Enjoy your Holidays.

Model of Time Management Routine

Time Period	My Activity / Work
05: 00 - 05.15 AM	Wake Up
05.15 - 05.45 AM	Fresh Up
05.45 - 06.00 AM	TO-DO list preparation
06.00 - 7.30 AM	Workout Walking etc
7.30 - 8.30 AM	Take a bath & Get ready
8.30 - 9.00 AM	Morning Tiffin
9.00 - 9.30 AM	Go to Office - Travel
9.30 - 10.00 AM	Work Arrangements, Work Review
10.00 - 12.00 AM	Business Work / Video Shoots
12.00 - 12.15 PM	Small Refreshment Break
12.15 - 2.15 PM	Business Work / Online Classes
2.15 - 3.00 PM	Lunch Break
3.00 - 5.00 PM	Business Work / Classes / Client Meetings
5.00 - 5.15 PM	Evening Tea Break
5.15 - 6.00 PM	Full Day Work Review (End of Business Work)
6.00 - 7.00 PM	Go Playground, Tea, Hangout with Friends
7.00 - 8.00 PM	Personal Works
8.00 - 9.00 PM	Go to Mess & have Dinner & go to Home
9.00 - 9.15 PM	Dress Change and Fresh up
9.15 - 9.45 PM	Entertainment Anything
9.45 - 10.15 PM	Book Reading Anything
10.15 - 10.30 PM	Full Day Analysis & Review
10.30 - 5.00 PM	Happy Sleeping

My Time Management Routine

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