

Scheduling - example !

From:

6th August

To:

9th August

Date	Task	Mastery	Pleasure
6/9/10	Get quote on car insurance	7	4
	Buy £15 gas	8	6
	Buy £10 electricity	8	6
	Book appointment with careers@college	5	8
	Ring landlord re. leaking gutter	9	7
	Contact bank re. debit query	7	8
	Buy birthday present for nephew	6	8
7/9/10	Return DVD's to Blockbusters - late!	5	5
	Buy bread, milk and coffee	7	7
	Buy card and post w/ present to nephew	8	9
	Email cousin re, baby-sitting Sat.	8	6
	Doc's appointment 10.40	7	6
	Do shopping list for tomorrow	8	8
8//9/10	Complete job app. - deadline Mon.	9	7
	Appt. with therapist- 12.00	6	6
	Meeting with bank manager - 4.30	8	4
	Return jeans to TKMax - too tight	7	5
	Main shopping .	8	7
	Follow up - vacancies on P/T course?	8	8
9/10/10	Pay phone bill	8	6
	Speak to neighbour re. cutting tree	6	5
	Find better value broadband	8	7
	See if possible to part-exchange PC	5	6
	NA at St. Paul's - 7.00. Get lift?	7	7