

## Scheduling

1

Set aside 10-15 minutes each evening for your scheduling. It will help if it's roughly the same time every day.

2

Work down the list of tasks that you had scheduled for that day.

For each completed task award yourself a score between one and ten for both "Mastery" and "Pleasure". Ten is the highest, one is the lowest.

**"Mastery" is a score for how good a job you think you did: How well you "mastered" each task.**

**"Pleasure" is a score for how good completing each task made you feel: How much "pleasure" you gained completing each task.**

3

Think carefully, and write down a list of tasks you have to do the following day. (If this is your first day scheduling, start here at step 3!)

At the end of the following day, begin your scheduling session at step 1, awarding your mastery and pleasure scores.

### Three key benefits of scheduling:

- 1:** Creates a powerful sense of control over your life - you get things done!
- 2:** Increase in self-esteem as you recognise your successes and the pleasure that comes from them.
- 3:** Become more effective through identifying previously hidden areas of your life that you could improve.