



The Entrepreneurial Time System[®] Worksheet

Name:

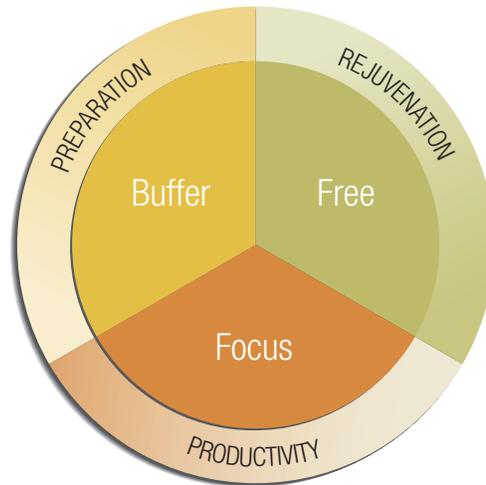
Date:

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

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

Buffer Activities	
1	
2	
3	

Free Activities	
1	
2	
3	



Focus Activities	
1	
2	
3	

Focus Activities = Productivity: List your three most important results-producing activities for the next quarter—these activities are crucial to the growth and success of the company.