



F13 Calendar month – 5 weeks

F13 Brief description:

You can use this template:

- just to keep an eye on how activities are spread through a month
- to help you manage your time
- to assess priorities during any month.

The template has 11 landscape A4 pages; 8 with 5 weeks for the calendar month and 3 with 6 weeks.

The start day of the week is Monday so that the weekend days stay together.

The days of the month, 1-31, are filled in, with all the different days being set as 1st.

The title on each page gives the start day of the month and the number of weeks.

Pages 1 - 5 are Monday - Friday.

When the month starts on Saturday and Sunday, a 31-day month does not fit into 5 rows.

There are 2 options:

- 6-week option with the extra days at the bottom and the rows slightly narrower, pages 6 and 7, Saturday and Sunday respectively
- 5-week option with the extra dates put in brackets in the top row, pages 8 and 9, Saturday and Sunday respectively.

There are no dates on the last 2 pages:

page 10 has 6 weeks

page 11 has 5 weeks.

F13 Instructions:

- Print the page(s) that you want to use.
- **Month and year:** fill these in.
- **Tasks:** write down any tasks that are important as far as time management or prioritising are concerned.

To keep an eye on the spread of activities

- **Fill in the activities** you want to keep an eye on; also include anything that will clash with these activities.



To manage time or assess priorities:

- **Filling in the days:** put down everything that is happening, including time away, time to visit friends, time to go shopping: anything that occupies some time.
- Make the entries brief so that they will fit in.
- You can write entries with time slots attached or position them approximately according to the time of day when they will happen.
- Be very realistic, or slightly pessimistic, about the length of time anything will take.
- **Assessing time and priorities:** when you have finished filling everything in, see how much time you have available for what you want to do, or must do.
- You can take a photocopy if you need to move entries around, then you don't lose the first set. I often work in pencil so that I can rub out to make changes.
- Seeing how little time is really available is often helpful when the deadline for a task seems a long way ahead.