**Good Morning Career**

**Exercise No. 10: Setting an yearly time table**

You can use a diary with date and time or you can use any digital or­ganiser. You can also prepare it on your computer. It should have the year divided into months, weeks, days and hours.

**Step 1**: Make a list of things that you will do **once or twice in a year** (for example, a vacation or excursion).

Mark the days and time for those things in your calendar.

**Step 2.** Make a list of things that you would do on a **monthly** basis. Mark the days and time for them in your calendar.

**Step 3.** Make a list of things you plan to do on a **daily** basis. Now mark those hours in your calendar.

Make a total of how many hours in a year you will devote to each activ­ity. This will give you a broad landscape of how you have planned your year.

Once your time table is planned, you will need to review it to ensure that you stay on track. For easier reference, you can monitor the weekly charts. There are fifty-two weeks in a year. Every Sunday you can check how well you performed on your action plan.

**Below is a sample for practice. Write your planned activity and allot it a time slot in your chart. If you are able to do as planned, colour the box in green. If you missed an activity, colour it in red and write a reason why you failed to do as planned.**

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| **Time** | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
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