



# The Entrepreneurial Time System<sup>®</sup>

**GRDP** GLOBAL RELIEF AND DEVELOPMENT PARTNERS

Name:

Date:

**Buffer Days™:** Add your number of Free Days and Focus Days and subtract them from the Total Days. This is the total number of Buffer Days. Below, list your three most important preparation activities over the next quarter.

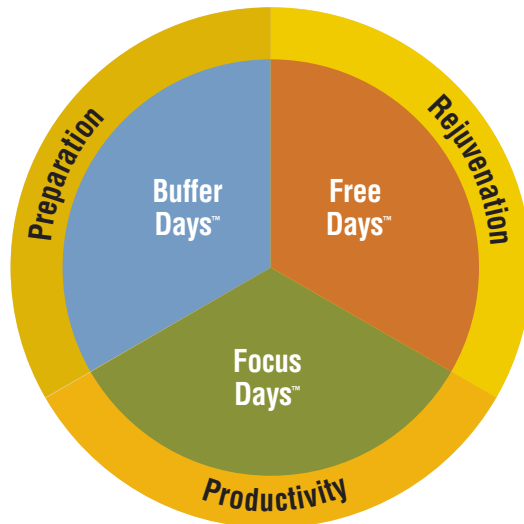
1	
2	
3	

**Free Days™:** Establish the Total Days for the quarter. Then, looking at a calendar, establish when all of your Free Days are going to be. Below, list the three activities for an ideal Free Day during the next quarter.

1	
2	
3	

Next Quarter

TOTAL DAYS	
FREE	
FOCUS	
BUFFER	



**Rejuvenation:** Over the next 90 days do everything you can to increase your level of rejuvenation in all areas of your life – physical and mental.

**Productivity:** Over the next 90 days do everything possible to increase your overall productivity – as measured by creative thinking, effective communication, and financial results.

**Preparation:** Do everything possible to increase all aspects of preparation related both to Free Days and to Focus Days.

1	
2	
3	

**Focus Days™:** With your Free Days scheduled, now look at the number of Focus Days needed, and when these are likely to be. Above, list your three most productive activities for the next quarter.