HOW TO USE THE TWENTY-FOUR SEVEN PRINTABLE

1. Usages:
   - ❑ Print every semester or period during the year and use as a timetable (e.g. end-of-month at work, campaign cycles, vacations).
   - ❑ Use as a timetable to create a routine or guide for each week. Reprint when things change (e.g. new semester, new job).
   - ❑ Track your week, every week. If you don't use a planner, use it as a log and keep or throwaway.
   - ❑ As a freelancer, use it as a backup log of work in the event you lose your electronic version or don't have it handy. Use the top row to enter the date and the hour spaces to note client, time and/or a brief description of work.
   - ❑ During exam period, use it to give structure to your study sessions, exam times and locations.
   - ❑ When training or dieting, enter class or training sessions, snacks, meals and weigh-in times.
   - ❑ If you're trying to develop a habit, highlight times you should or must do something. Use the space to check/tick each time you've done it. Print off each week or write from/to dates in the '✎' row.
   - ❑ Identify how you spend your time. Print one copy to write in your schedule. Print another copy to track what you actually do. After a week or two, compare and make necessary changes.

2. The '✎' row can be used to write in notes for the day.
   - ❑ Focus of the day (e.g. work day, working day 3, off, volunteer, tennis, grandparents, Spanish revision).
   - ❑ Write the date. If you're using it as a weekly planner, write the date under the day name.
   - ❑ If you have a busy period at work, such as end-of-month, campaign process, write in the day number and focus for the day (e.g. "Working day 5 run reports!").
   - ❑ As a tracking planner, write a brief description of how the day was, the weather or major accomplishments.

3. Use the 'TIME' column to write in the exact time (e.g. 6:10)
   Use the second line in the hour to write in another time (e.g. 6:40)

TWENTY-FOUR SEVEN

More free downloads and tips at www.roadmapplus.com/magazine

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TIME
6:								6:
7:								7:
8:								8:
9:								9:
10:								10:
11:								11:
12:								12:
1:								1:
2:								2:
3:								3:
4:								4:
5:								5:
6:								6:
7:								7:
8:								8:
9:								9:
10:								10:
11:								11:
12:								12:
1:								1:
2:								2:
3:								3:
4:								4:
5:								5:

TWENTY-FOUR SEVEN

More free downloads and tips at www.roadmapplus.com/magazine

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TIME
6:								6:
7:								7:
8:								8:
9:								9:
10:								10:
11:								11:
12:								12:
13:								13:
14:								14:
15:								15:
16:								16:
17:								17:
18:								18:
19:								19:
20:								20:
21:								21:
22:								22:
23:								23:
24:								24:
1:								1:
2:								2:
3:								3:
4:								4:
5:								5: