

Included in this PDF are some **FREE Blank Schedules** you can print that have been pasted from the .xls schedule templates into Word and converted into a PDF. With the .xls schedule templates - **You can do this too.**



Templates are an easy way to make professional looking print outs of schedules for presentation.

You can print out the blank schedules from this PDF, but with the xls templates, you can enter data into the spreadsheets before you paste into Word and convert to PDF. You can email the schedule PDF to partners or associates or project workers and they can print a neatly typed schedule for their office.

This is a great way to share business or project schedules and being able to send them PDF means they don't need Excel installed on their computer, only on yours. Once pasted into Word you can easily update and keep updating the Word schedules as a project progresses, then print again to PDF to share. Or do the updating in Excel so you stay on the same sheet, (which you can archive to keep a history), then paste into a new Word Doc.

Along with the **Schedule Templates** you receive **14 Excel Cheat Sheets** so you can improve your spreadsheet skills and fix your templates as well.



You also receive “**Schedule Your Priorities**”, the book I wrote that has over a hundred valuable tips on managing those busy schedules so you can squeeze more productivity out of less time and maybe schedule in some longer vacation breaks.

This book doesn't just cover scheduling. It will help you to set objectives or goals, to be more efficient by creating detailed to-do lists, to measure and manage time (so eventually you do have some to spare) and to be well organized in both your home and office.

Being positive about your life goals is an important part of achieving them. No one ever got anything done by saying “I can't.”

So to aid you in changing your life for the better, the schedules have a bonus package of motivational books included. Currently that is valued at \$320 which you get for free, but this is a limited time offer and I reserve the right to change the bonus book titles at any time.

Visit <http://www.blankschedulexls.com> to see what is on offer today.

Make the most of every day!

MAKE THE MOST OF EVERY DAY

On the next few pages you will see examples of some of the spreadsheet templates that come with the .xls templates for printable blank schedules. These printable blank schedules are all included with the .xls schedule templates - except of course that the templates themselves are in .xls.

That is a spreadsheet format and these templates can be opened with MS Excel that is the most commonly used spreadsheet software or you could download a free fully functional copy of Open Office and use it instead. <http://www.openoffice.org/>

All I did to put these spreadsheets into this document was to select the sheet template and copy it, and then I pasted it straight onto a Word page. When the book was complete with the introduction pages, I printed to PDF.

The program that prints to PDF (also comes with Open Office) is simple to use. You click the print option and instead of choosing your normal printer; you select the print to PDF function that installing this software gives you. You choose what to name the document and the folder you want it placed in and bingo - instant PDF!

You can print the schedules in this book, to write on and create schedules for your activities. Consider though, the advantages of owning the .xls templates so you can print your real data *inside* the schedules. This looks very professional for any schedule you may want to share.

It also means that your schedule is never endingly adaptable from day-to-day, week-to-week, month-to-month and year-to-year. You won't have the hassle of re-writing schedules all the time; you can just make a few modifications to the previous one and save it under a different date.

With the template workbook system, you can have a range of different schedules all in the one workbook. You can quickly tab through the sheets and see at a glance your daily appointments, shift schedule or project to-do schedules. You can keep up with evening events, family get-togethers, gym training sessions, diet plans, kids sport schedules, homework, birthdays and anniversaries and other important commitments.

You can see when your bills are due and keep an on-going record of purchases for tax purposes. And you need never lose sight of your goals when you set them up in your workbook with all the steps having starting dates and deadlines over any time period you choose to use.

These are only a few examples of the schedule templates you get in the box. There are currently 32 sheet templates, example workbooks and a range of financial templates. More are planned which you will get free. Consider whether this can help you and if you think it can, visit us again at <http://www.blankschedulesxls.com>

This is a free weekly schedule that you can print with 24 hours a day over a week. You can adapt this schedule in the template if you wish by deleting the rows for the hours when you sleep. In this form it is ideal for shift workers who may have to work outside the so-called norm of 9-5.

24 HOUR WEEKLY SCHEDULE - Week Ending:							
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 PM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							

DAILY SCHEDULE	
DATE/DAY	
TIME	
5:00 AM	
5:30 AM	
6:00 AM	
6:30 AM	
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
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3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 PM	
5:30 PM	
6:00 PM	
6:30 PM	
7:00 PM	
7:30 PM	
8:00 PM	
8:30 PM	
9:00 PM	
9:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

This is a free daily schedule at half hour intervals that you can print and use for just a single day.

The next schedule is a partial example of a template that will print seven days with 24 hours over two pages. It shows 15-minute intervals and some example data that might be entered into such a schedule.

Day	Week						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM	Gym						
6:15 AM							
6:30 AM							
6:45 AM							
7:00 AM	Start shift						
7:15 AM							
7:30 AM							
7:45 AM							
8:00 AM			Council Cleanup This weekend Get the stuff out Of the garage				
8:15 AM							
8:30 AM							
8:45 AM							
9:00 AM		Normal Start					
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM	Call X						
10:15 AM							
10:30 AM							
10:45 AM							
11:00 AM	Early lunch						
11:15 AM							
11:30 AM							
11:45 AM							
12:00 PM							
12:15 PM							
12:30 PM							
12:45 PM							
1:00 PM							
1:15 PM							
1:30 PM							
1:45 PM							
2:00 PM			Late shift Finish midnight				
2:15 PM							
2:30 PM							
2:45 PM							
3:00 PM							
3:15 PM							
3:30 PM							
3:45 PM							
4:00 PM	Early finish						
4:15 PM	Dr Green						
4:30 PM							
4:45 PM							
5:00 PM		Norm Finish					
5:15 PM							
5:30 PM							
5:45 PM							
6:00 PM	School						
6:15 PM	Recital						
6:30 PM							
6:45 PM							

		2009							
		JANUARY		FEBRUARY		MARCH		APRIL	
		Amount	WHO	Amount	WHO	Amount	WHO	Amount	WHO
1	236.00	Company							
	Paid	Phone							
2									
3									
4									
5									
6	300.00	Bank name							
	Due	Credit card							
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28	296.35	Council							
	Due	Rates							
29									
30									
31									
TOTALS	\$832.35		\$0.00		\$0.00		\$0.00		
add cash	\$56.39	Stationary							

TOTALS	\$888.74		\$0.00		\$0.00		\$0.00	
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This is a partial example of one of the financial schedule templates. This Portrait orientation document prints onto three pages. I prefer the landscape version that prints on 4 pages, but to keep this report in portrait makes it easier on the eye. This schedule is called the Yearly Pay Bills schedule.

By the way, it hasn't pasted in properly because the Word document I am writing this report into has a large header and footer area. I have resized some of the others to compensate for this. I tell you how to compensate for that in the Excel Cheat Sheets.

I use this schedule all the time and it keeps track of when payments are due for utilities, mortgage, credit cards, rates etc. The extra column to add cash makes it easy to add in docket receipt purchases that are not scheduled monthly payments.

There are other financial templates there as well. Schedules where you can break down credit card purchases from monthly statements and separate the amounts into advertising, stationary, invoice payments etc - whatever it is that you break things into for tax reporting.

When it *does* come time to do tax, these financial documents make the tiresome task a little easier and because I enter this data when it happens, I know the date without trying to make it out on a torn and faded cash register docket and I don't forget to add something I can claim because I failed to file the docket in a place that I could find it again!

If you currently have a shoebox docket organizer, (believe me I know!) - this is so much easier! If you think you can never be organized, it's not in your nature, then think again. It's so easy and saves so much time and money!

The financial schedules are designed to automatically add up columns and there are weekly and monthly options as well as the yearly option above.

What I do is enter the data weekly and use the sheet to add up the receipts. I transfer each group as a monthly amount using the add cash fields into the yearly schedule. I then staple the dockets together, write the month and year on a cover sheet and *then* toss it in the shoebox. I never have to look at it again, the stuff the accountant needs is in the spreadsheet. Let the taxman rummage through the shoebox if he needs to do an audit. You are done with it!

When tax time does come around, half the mammoth task is done already. All your data is on the computer, all you need to do is put it in the form your accountant prefers and print or email it to him. You have not forgotten anything, you have all the receipts ready to archive, and you won't keep putting off doing it because it's such a horrendous task.

Free Monthly Schedule									
2009	Week 1	Week 2	Week 3	Week 4	Week 5				
JANUARY									
FEBRUARY									
MARCH									
APRIL									
MAY									
JUNE									
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									

This is a free monthly schedule you can print with months on the side and weeks at the top. It's ideal to add to a workbook as a forward planner.

	2009							
	JANUARY		FEBRUARY		MARCH		APRIL	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

This is a partial three-page schedule over a year showing months at the top and 31 days down the side, with two boxes per day for data. The schedule shown before had only eight boxes for data for a month. This schedule template gives you more room for busier schedules that need to keyword track yearly forward engagements on a daily basis.

This example has been reduced quite a bit to give me room for this text. Although it prints on three pages, the spreadsheet itself scrolls across the year in one page, so it's a great yearly schedule to add to the workbook and see one year at a glance. If you are not printing, you can also add more rows for even more data if you choose. All you need do is select each day row and insert a row (or two) above it, effectively doubling your space.

All the templates are adaptable in this way. That is why templates are good for scheduling; you can make them do what you want them to do.

Week Ending	To-Do					
START DATE	TASKS	To-Do	Done	Priority	Delegate	DEADLINE

One of the workbooks is a To-Do Workbook using a schedule similar to the one above. When you have a project, an objective or a goal to accomplish, you need to make a plan and stick within the guidelines while adjusting the steps to the path. As this is an ongoing progressive thing, you can use this workbook to keep track of it all. You start by printing the to do list above and mapping out the steps you need to take.

You enter the goal step-by-step on this template to do list and sort it into priorities, different stages, and delegations including

- ⇒ Tasks to do daily, weekly or monthly
- ⇒ Priority tasks to do first
- ⇒ Secondary tasks to do later
- ⇒ Tasks to delegate or subcontract
- ⇒ Tasks start dates and steps
- ⇒ Task deadlines and rewards
- ⇒ Tasks to carry forward
- ⇒ Completed Tasks

By using the “save as” feature and dating this workbook, you can keep a complete archive of the steps taken to complete the project while continuing to use the “same” schedule template for each week (or other time period) that you use the To-Do Workbook for.

This workbook has sample pages in it that you can use as they are, but if you prefer other schedules; just paste those templates in over the top.

Another Workbook that is in the box, that also has some sample pages in it, is the 1xMonth 24/7 Daily Schedule Workbook. The same applies to this Workbook. Swap out the sheets if you prefer a different template; add to it what *you* want in there. The example workbook shows you one way of doing things to get you started but ultimately - *you* are in control of *your* schedule and you know what is best for you.

So paste into these Workbooks the schedule templates that you want to use.

These few examples illustrate how simple and easy to adapt the schedule templates are. And yet, simple as they are to both use and adapt, they can have an extremely powerful effect on the way you organize and manage your time and life. I hope this gives you a better idea about what the schedule templates are and how you can use the Workbook system to keep track of *your* precious time and **make every day count!**

Julie Roberson
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<http://www.blankschedulexls.com>