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|   | **My Name** |   | **Date** |   |   |   |
|   | Sandra Torres |   | September 15, 2023 |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | **EXPECTATIONS:** Today is Friday, that's when I meet up with my best friends to play beach volleyball - this is one of my favourite things to do! That's what I'm most looking forward to in today's plan. At work, I am expected to prepare documentation for the "Great deal" project, I hope that today I will manage to finish at least half of that work. I have to make an effort to set aside at least half an hour in the morning for exercise. |   |   |
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|   | **TIME** | **ACTIVITY** | **NOTES AFTER ACTIVITY** |   |
|   | 00:00 |  |  |   |
|   | 01:00 |  |  |   |
|   | 02:00 |  |  |   |
|   | 03:00 |  |  |   |
|   | 04:00 |  |  |   |
|   | 05:00 |  |  |   |
|   | 06:00 | Wake up! |  |   |
|   | 07:00 | Exercise and shower | 40 minutes exercise. Great! |   |
|   | 08:00 | Breakfast and go to work |  |   |
|   | 09:00 | Documentation - part I: Introduction | Get back to this part to finish |   |
|   | 10:00 | Documentation - part II: Project stakeholders | Completed |   |
|   | 11:00 | Coffee break & Email correspondence |  |   |
|   | 12:00 | Documentation - part III: Investment projections | Well done |   |
|   | 13:00 | Help Kyle in software installations |  |   |
|   | 14:00 | Lunch |  |   |
|   | 15:00 | Documentation - part IV: Main goals of the project | Completed |   |
|   | 16:00 | Meeting online - Westerman brothers inquiry |  |   |
|   | 17:00 | Drive to sports center |  |   |
|   | 18:00 | Beach volleyball! | 21:18; 21:15 Easy win! |   |
|   | 19:00 | Drinks after sports |  |   |
|   | 20:00 | Shower and prepare dinner |  |   |
|   | 21:00 | Dinner and watch TV |  |   |
|   | 22:00 | Social networks |  |   |
|   | 23:00 | Go to bed |  |   |
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