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|  | **My Name** | | | |  | **Date** | | |  |  |  |
|  | Sandra Torres | | | |  | September 15, 2023 | | |  |  |  |
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|  | **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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