Strategic Reserve Time Templates

Based on ***The Juggler’s Guide to Managing Multiple Projects***, by Michael S. Dobson

**Version 1 – For Work**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week of:** | **Time**  **Available** | **Admin:**  **Emails, phone calls,  meetings** | **Regular**  **Duties** | **Catch-up**  **Work** | **Special**  **Requests** | **Total** | **Strategic**  **Reserve**  **Time**  **(total time available)** |
| 12/15/14 | 45 | 10 | 25 | 0 | 8 | 43 | 2 |
| 12/22/14 | 29 | 6 | 25 | 0 | 0 | 31 | -2 |
| 12/29/14 | 29 | 6 | 25 | 0 | 0 | 31 | -2 |
| 01/05/14 | 45 | 10 | 25 | 5 | 5 | 45 | 0 |
| 01/12/14 | 45 | 10 | 25 | 0 | 8 | 43 | 2 |
|  |  |  |  |  |  |  |  |

**Version 2 – For Home (taking work into consideration)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week of:** | **Personal**  **Time**  **Available**  **(your time after your workweek. sleeping and eating etc.)** | **Commuting** | **Chores** | **Exercise** | **Social** | **Volunteer**  **Work** | **Family**  **Time** | **Total** | **SRT** |
| 12/15/14 | 32 | 7.5 | 6 | 3 | 3 | 2 | 7 | 28.5 | 3.5 |
| 12/22/14 | 48 | 4.5 | 6 | 3 | 8 | 0 | 7 | 28.5 | 19.5 |
| 12/29/14 | 48 | 4.5 | 6 | 3 | 6 | 0 | 7 | 26.5 | 21.5 |
| 01/05/14 | 32 | 7.5 | 6 | 3 | 1 | 0 | 7 | 24.5 | 7.5 |
| 01/12/14 | 32 | 7.5 | 6 | 3 | 0 | 1 | 7 | 24.5 | 7.5 |
|  |  |  |  |  |  |  |  |  |  |