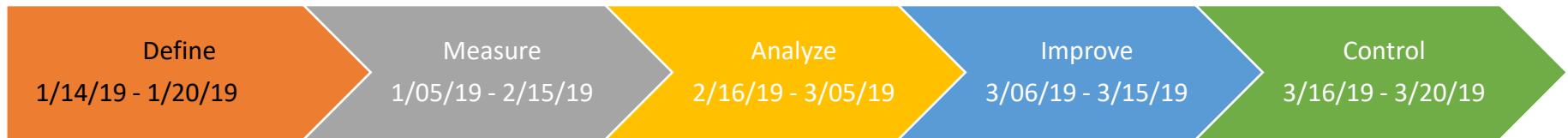


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- I. **Problem statement:** I am not managing my time wisely. I'm either working too hard, and long hours, or not at all due to burn out and fatigue. I'm concerned this may impact the quality of my work deliverables and school assignments, and lead to abandoning my fitness goals.
- II. **Business Impact:** Improve time management to evenly divide time while still delivering quality products and meeting fitness goals.
- III. **Goals**
- a. Create a balanced schedule of:
 - i. No more than (NMT) 45% Work
 - ii. NMT 25% School
 - iii. No less than (NLT) 10% Fitness
 - iv. NLT 20% Personal
 - b. Meet Work Deliverables and expectations
 - i. 100% timely deliverables
 - ii. Obtain a score of 80% or better from Direct Manager on work products
 - c. Meet school expectations
 - i. NLT 90% attendance live sessions
 - ii. 100% timely assignment completion
 - iii. Maintain Grades NLT A-
 - d. Meet fitness goals
 - i. Lose NLT 10lbs
 - ii. Reduce BMI by NLT 3%
- IV. **Project Scope**
- a. Start day
 - b. Feed cats/clean litter boxes
 - c. Journal
 - d. Morning walk and stretch
 - e. Work
 - f. Household Chore
 - g. Prepare and eat healthy lunch
 - h. Lunch cardio
 - i. Work
 - j. Household Chore
 - k. Feed cats/Cat play time
 - l. Evening workout
 - m. Prepare and eat healthy dinner
 - n. School
 - o. Household Chore
 - p. Relax/unwind
- V. **Team**
- a. Process Owner – Jo Vivian
 - b. Work Evaluator – Michael Whirlow (Direct Manager)

VI. Project Plan



VII. Process Map

