



P

PERSONAL

M

MANAGEMENT

PLANNING CALENDAR...

EVENTS

TRAINING

OTHER

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

TIME MANAGEMENT...

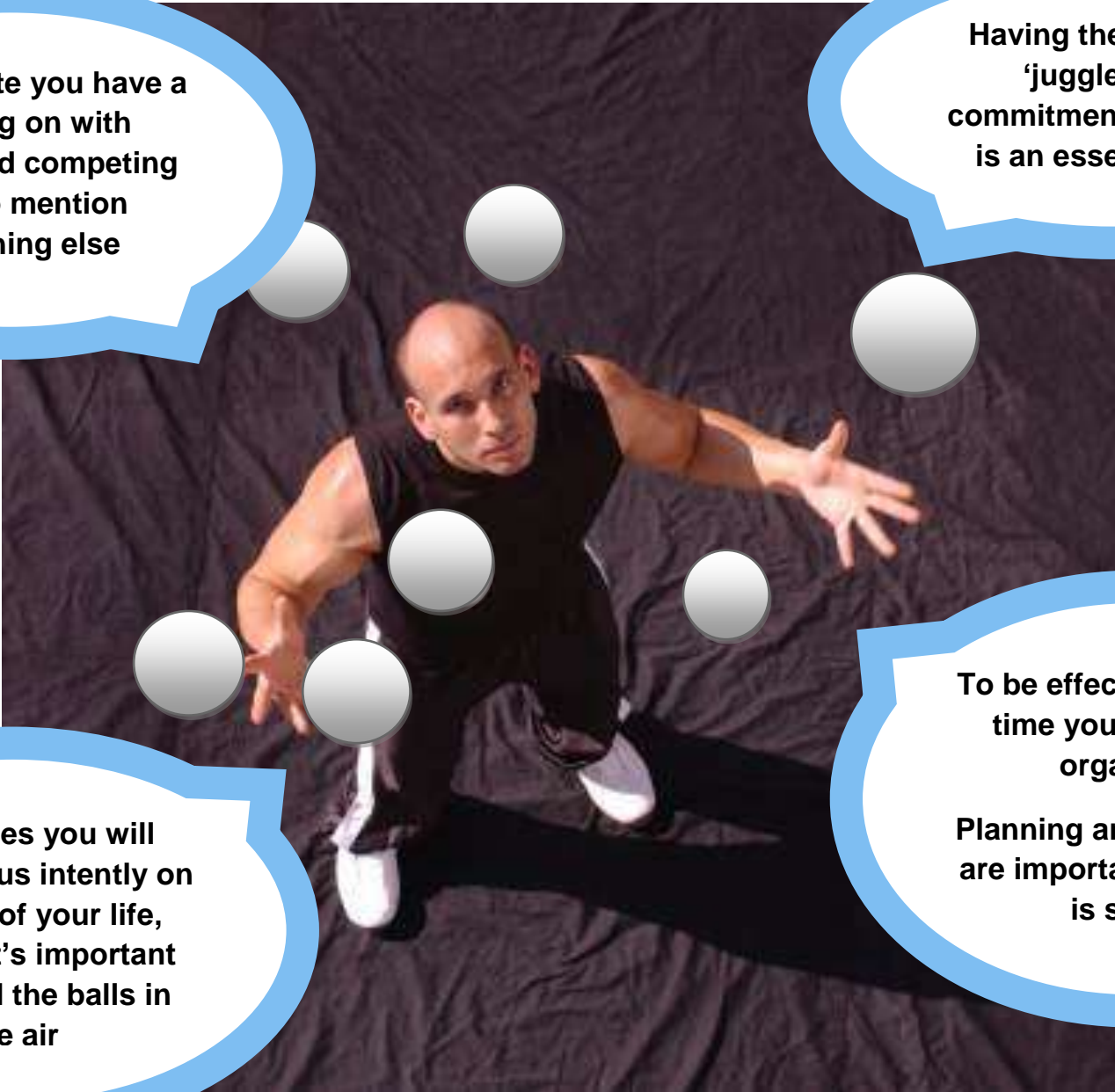
As an athlete you have a lot going on with training and competing – not to mention everything else

Having the ability to 'juggle' your commitments and time is an essential skill

Sometimes you will need to focus intently on one area of your life, however it's important to keep all the balls in the air

To be effective with your time you need to be organized.

Planning and scheduling are important when time is scarce



TIME MANAGEMENT...

What are your commitments???

This could be

Family

Sport

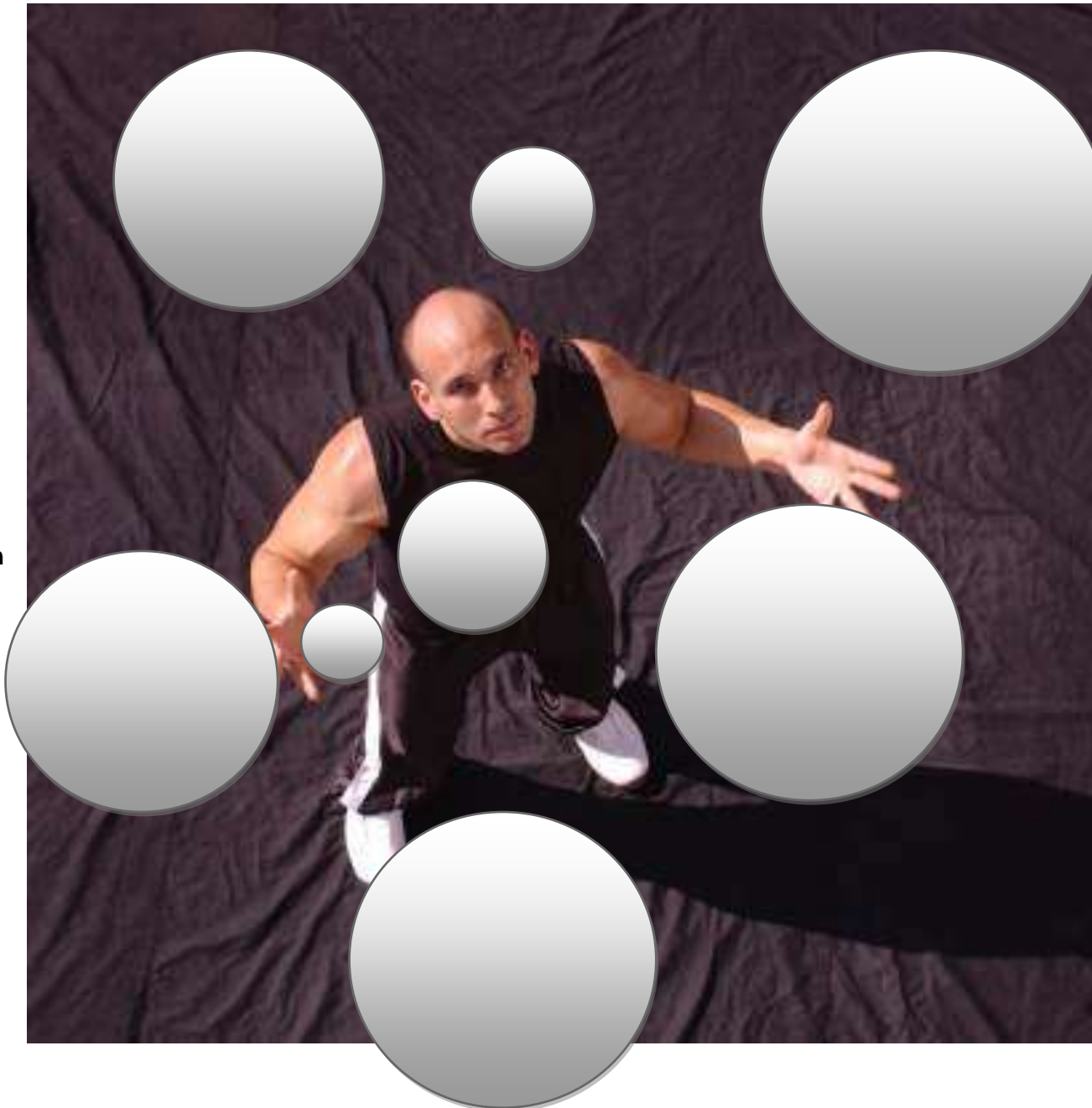
Friends

Work

Hobbies

Study

**If you need
more circles –
Just draw them in**



PLANNING TIMETABLE...

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
6:30	Training		Training				
7:00	Training		Training				
7:30	Training	Breakfast	Training				
8:00	Breakfast	Work	Breakfast	Breakfast			Breakfast
8:30		Work					Recovery
9:00	School	Work	School	School			Recovery
9:30	School	Work	School	School			Recovery
10:00	School	Work	School	School			Recovery
10:30	School	Work	School	School			
11:00	School	Work	School	School			
11:30				Lunch			
12:00	Lunch		Lunch		Lunch	Game Day	Lunch
12:30						Game Day	
1:00	School			Training	School	Game Day	
1:30	School			Training	School	Game Day	
2:00	School			Training	School	Game Day	Work
2:30	School			Training	School	Game	Work
3:00	School						Work
3:30	School		School				Work
4:00	School	Training	School	Work			Work
4:30		Training		Work			Work
5:00							Work
5:30							Work
6:00			TV	TV			Work
6:30			TV				
7:00							
7:30							
8:00	TV						
8:30	TV						
9:00							

First enter in all the compulsory / essential activities that you are involved with, eg. school, work etc.

Now enter in all sport, training and regular competing commitments that you have

Finally enter everything else that you need to factor into your planning. This includes meals, study, free time, favourite TV shows, regular hobbies etc.

PLANNING TIMETABLE...

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
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9:00							

BUDGET...

INCOME

DESCRIPTION	TOTAL
Part-time Work	\$10,500.00
Sponsorship	\$5,000.00
Scholarship	<u>\$2,500.00</u>
TOTAL:	<u>\$18,000.00</u>

Budgets don't have to be exact. You can approximate to get an idea of how much money you have and how much you need

EXPENSES

DESCRIPTION	DATE	TOTAL
Equipment	On-going	\$6,000.00
Travel	On-going	\$10,000.00
Selection Camp Expenses	October 1 st 2007	\$2,500.00
Facility Hire	On-going	\$1,000.00
Tour / US Series	Aug 15 th 2008	\$5,000.00
Cellphone / Laptop Expenses	On-going	\$4,000.00
Membership Costs	May 1 st 2007	<u>\$500.00</u>
TOTAL:		<u>\$29,000.00</u>

You can use this budget template for a week, a month or a year – what ever helps

BALANCE **-\$11,000.00**

INFORMATION

All information is estimated for the year, other expenses or income may come up as the year progresses
 Shortfall of approximately \$11,000.00 for the year. Possible options for raising this deficit could be...

- Sponsorship options – cash or to cover main expenses (travel, equipment, cellphone and laptop)
- Fundraising – especially leading up to the Selection Camp and the Tour / US Series
- Seek additional athletic awards and continue working towards Sport Canada carding system

Work financial and budget details into my planning calendar and establish monthly budget

Review assets that could help in generating increased income or funds

BUDGET...

INCOME

DESCRIPTION

DATE

TOTAL

EXPENSES

DESCRIPTION

DATE

TOTAL

BALANCE

INFORMATION

ATHLETE TIME MANAGEMENT TIPS...

