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Your best week ever

By Kristy Grant-Hart

You probably know if you're a night owl or a morning person. Sadly, it doesn't matter for most of us since we typically work nine-to-five (or seven-to-seven!). But just because you don't choose your working hours doesn't mean you have no choice in how you spend them. You can plan to make every week the best it can be by monitoring your energy and planning accordingly. Here's how to do it.

Review your calendar

Print your calendar for the past two weeks, then assign a score of 1–10 to each of your major activities. The lower the score, the more the activity drained you. Higher scores should be assigned to activities that lift you up or make you feel accomplished.

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