

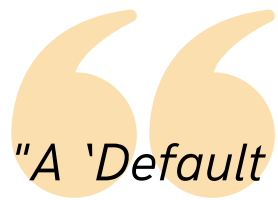


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## THE DEFAULT DIARY

The best way to plan  
your week and keep on top  
of your daily tasks!





*"A 'Default Diary is a plan of specific times in a week or month that are dedicated to important activities.*



## **INTRODUCTION**

A Default Diary is a plan of specific times in a week or month that are dedicated to important activities. It helps identify important activities and services and reserve time in our diary to deliberately work on them or provide them. It's not your main diary, but a plan of what you will do by default or, to put it another way, what you would ideally do when your week goes according to plan.

**I find the best way to create this is by:**

- **A printed sheet on the wall**
- **A separate diary with gaps blocked out for specific task**
- **On online diary like acuity which will block out certain times/days for your services or activities.**

A Default Diary It helps give you clear structure and routine and helps ensure you know the number of slots you have available.

It also helps stop you overworking with the temptation of working late or squeezing in appointments.



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## **DEDICATED IMPORTANT ACTIVITIES**

**I split the Default Diary into simple activity areas:**

- CLIENT TIME
- ADMIN TIME
- PERSONAL TIME
- OTHER TIME

**These four key areas can be broken to be more in-depth:**

- CLIENT TIME - eg dog walking
- ADMIN TIME - eg checking socials/groups
- PERSONAL TIME - eg seeing family
- OTHER TIME - eg CPD



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## TOP TIPS TO MAKE IT WORK FOR YOU!

- Try not to get overwhelmed by it, use it as a general prompt/template
- Colour code (looks pretty and easy to see different events/tasks)
- Have flexi slots
- Have CPD time
- Have some free gaps
- It can be brief or detailed