SALESEDGE FIELD GUIDE / ENGLISH EDITION

THE IDEAL WEEK

Design a workable week before the requests arrive.

READ / APPLY / REVIEW

Complete English guide + editable source text.

Individual personal and professional use.

FIELD GUIDE / ENGLISH EDITION

THE IDEAL WEEK

Build a reusable weekly template with focused work, meetings, operations and a review.

START WITH DESIGN

Time management often begins with whatever has already arrived: sort the tasks, choose a tool and organise the queue. That is useful, but it leaves an important decision until late: what deserves space in your week in the first place?

Designing a week means making that decision before every open slot becomes a meeting or somebody else's request. It does not remove your obligations. It gives important work a visible place alongside them.

The SCAFFOLDING approach uses a construction metaphor. First build a supporting structure; then put the week's work into it. The structure is reusable, while the contents change. Review it when reality shows that it no longer fits.

THREE TYPES OF DAY

Start by recognising that different kinds of work call for different conditions. A day can contain more than one type, but giving it a dominant purpose helps you make scheduling choices.

A creative day centres on original output: writing, designing, building or developing an idea. Plan substantial blocks and reduce interruptions where possible. A quiet or otherwise controlled environment may help. Monday and Tuesday mornings are examples, not a rule about when everyone is most creative. Use the times when you have the attention and control the work requires.

An operational day centres on execution: calls, email, sales follow-ups, team coordination, problem-solving and moving processes forward. It needs planned availability as well as time to finish tasks. Wednesday and Thursday can be useful starting points if they suit your business rhythm.

A relationship day centres on people: strategic discussions, interviews, networking, business lunches and presentations. Give these commitments enough attention instead of scattering them through every protected block. A Tuesday or Thursday afternoon is one possible meeting window.

Distributing these types deliberately is the basic structure of SCAFFOLDING. The labels are planning aids, not fixed categories of people or energy.