

affinitas
Interim- & Projektleitung

2ease[®]SMan



Smart Self-Management Start Bern-Seeland August 19th, 2019

Workshop 1 of 3: Projecting Days & Change over of weeks with 2ease SMan System

Course leader:

Jürgen Lauber

www.JLauber.ch



2ease[®]SMan

- I will help you to systematically better guide yourself and others;
....better through achieving more productivity, value creation and pleasure at work



1. Why I am doing this? Where is Sman from? What is the overall context in corporate governance?
2. SMan system overview– Application perspective
3. SMan basic concept and conceptual structure – basis for action
3. SMan Daily plan- Introduction and exercise
3. SMan Weekly plan and week transition | Exercise Weekly project paper

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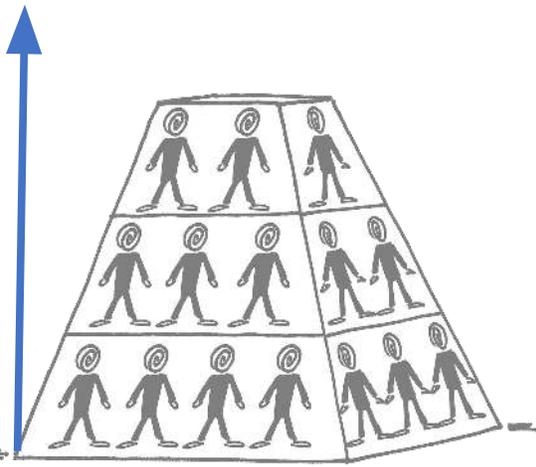
SMan Kurs Unterlagen (C) 2ease.org 2019

SMan System has been developed in order to make employees and companies more productive and valuable; fast, save and durable.

This is achieved through systematic guidance.

- Degrees of freedom
- Creation-/ Decision lee ways
- Willingness to create

Course group reflects this image–
All hierarchical levels are represented!
Non-disclosure agreement



Management tool for daily work routine

2easeSM SNoteBook



Management tool for daily work routine

2easeSM

Management tool for work life

2easeSM Masterplan



2easeSM

2008-2013 SMan Introduction in a 350 employee company (Switzerland+ International)

Heinz Hirschi (Affinitas) as Partner (Support)

SMan wirkt bei jedem im Unternehmen gut



SMan tut gut und verbindet Mitarbeiter

SEMAN Self Management System

Home
Getting Started in English
Grafische Übersicht
LEAN
Produktionsunternehmen
Mittelungen / Messages
Coaching mit Bruno Brühart
Coaching Termine für Jan2011 eintragen
GA's der SBB I
Kalender 2012 -> Tagesblätter
Monatsplan MSP ablegen
Nachhaltig erfolgreich in einem kurzzeitigen Geschäft
Neue Struktur für MSP-Filename
Neuer VIP Raum als Denk Case
Quick Start Guide now available in deutsch, english, français
Review/KFeedback
Zwischenbilanz
SEMAN Kick off 2011 mit dem Chef ->
SEMAN-Introduction now available as PPT-file
Unbenannte Mitteilung
Unbenannte Mitteilung
www.nyseman.org: einfacher Einstieg auf
www.youtube.com
Your Brain at Work
Überarbeitete SEMAN-

Self Management System SEMAN
Herzlich willkommen auf der SEMAN-Homepage!

Bitte konsultieren Sie die aktuellsten Mitteilungen (Messages), tragen Sie sich für die Coachings ein und laden Sie den aktuellsten Monatsplan MSP in "SEMAN Dokumente" - "MSP Monatsplan" hoch.
Bitte beachten: Neue Struktur für MSP-Filename.

- Coaching Termine
- MSP Monatsplan
- Übersicht MSP-Upload
- Seminare Commitment

Mit SEMAN können wir unseren Tag nicht verlängern, jedoch die uns zur Verfügung stehende Zeit optimal nutzen und das Beste aus dem Tag machen. Fortschritte werden sichtbar und wir freuen uns am Erreichen.

Messages
Your Brain at Work Interessante Erkenntnisse aus der Gehirnforschung für unser Selbstmanagement (E-Mail, Planung etc.) Sehr geehrte Semaner, wenn Sie diese E-Mail schneller als 2 h nach Eingang lesen, gehen Sie sicher ...
Posted Jun 7, 2012, 4:37 PM by Unknown user
Neue Struktur für MSP-Filename Ab sofort bitte neue Namenstruktur für den MSP-Filenamen verwenden: SEMAN MSP [Name] [Vorname] [Monat] [Jahr] [Initialen] Beispiel: SEMAN MSP Master Fritz Dezember 2011 FM , MSP Ablage
Posted Nov 22, 2011, 9:04 AM by Heinz Hirschi
Übersicht MSP Upload Hallo Semaner, Die Übersicht über die MSP's wurde aktualisiert und gibt euch somit einen Überblick über die hochgeladenen MSP's von Januar bis September 2011. Falls noch Lücken vorhanden ...
Posted Oct 12, 2011, 11:06 AM by Unknown user
Kalender 2012 -> Tagesblätter Hallo Kolleginnen und Kollegen, Die neuen Tagesblätter sind ab 1. März als Download

Um Effizienz und Effektivität zu optimieren ist es sinnvoll 5-10% über die Arbeit nachzudenken



2easeSM

SMan Coaching and Mentoring can be implemented without me. Companies can be independent.

Coach the Coach SMan, Mentoring Posteingang x

Rohner Martin (I-EN-EOP) Mi., 7. Aug., 15:50 (vor 12 Tagen)

an mich ▾

Aug 26
Mo

Coach the Coach SMan, Mentoring
[In Google Kalender ansehen](#)

Zeitpunkt Mo 26. Aug. 2019 9AM – 3PM (MESZ)

Wo R BN ROOM B010 10.D19 PL12_mit Beamer und Leinwand

Wer R BN ROOM B010 10.D19 PL12_mit Beamer und Leinwand, Rohner Martin (I-EN-EOP)*

Terminübersicht
Mo 26. Aug. 2019

Keine früheren Termine

9am Coach the Coach SMan, Mentoring

Keine späteren Termine

Head Coach

SBB AG
 Infrastruktur
 Industriestrasse 1
 3052 Zollikofen, Schweiz
 Mobil +41 79 293 23 72



rg 2019

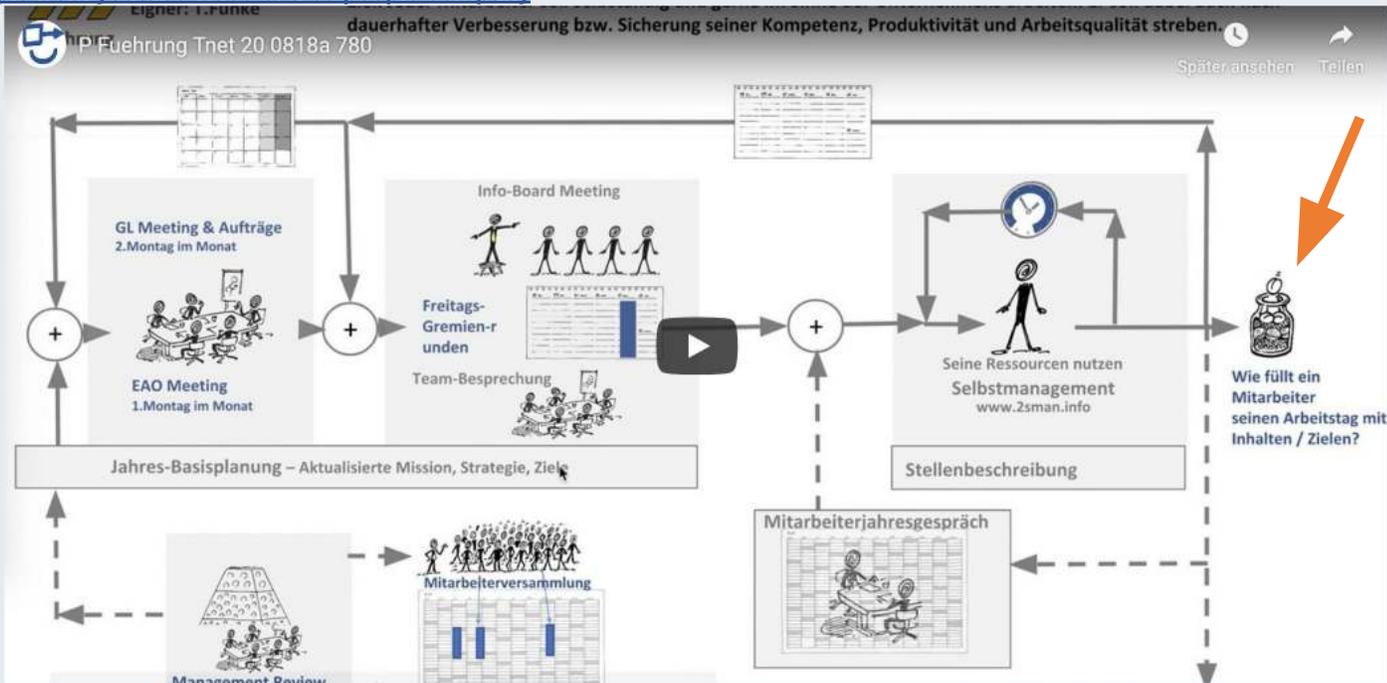
Align the leadership process of the whole company with the individual employees day-to-day work load. I.e. Make systematic selfmanagement of employees and teams easier and more effective

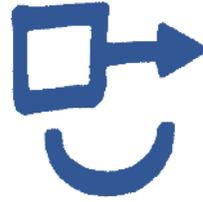
TOBOL T.Net 2.0
AUTOMATISIERUNGSTECHNIK

easeman SLead
Führungsprozess

Startseite T.Net · Mitarbeiter.sein ▾ · Organisation · Prozesse · Standards ·

Real example from youtube video of a 60 people company





WohlErgehen

Strategic Goal:

Well-being of myself and persons close to me

Assure short, mid and long-term well-being despite the 21st. century's challenges

Strategy :

More productivity, appreciation and/or joy in work life

Tactic:

Develop my current intuitive, unsystematic self-management to a professional, standardized, systematic self-management, which can be mentored and is adapted to the 21st. century work life.

□ It needs systematic change in how leads his life i.e. himself

Unsystematic Selfmanagement

- incidentally | intuitively
- Handling of operational work load
- Developed by chance, inconsistent
- Always alone with your weaker self and your misconceptions, misunderstandings 
- Worried forgetting relevant things 
- Little anticipation and mid-/long term perspective 

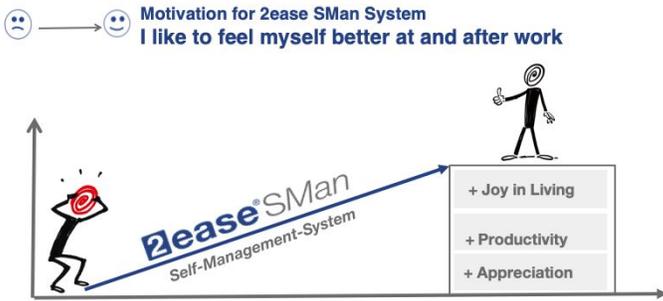
1/2 h up to 1 h per week

Systematic Selbstmanagement

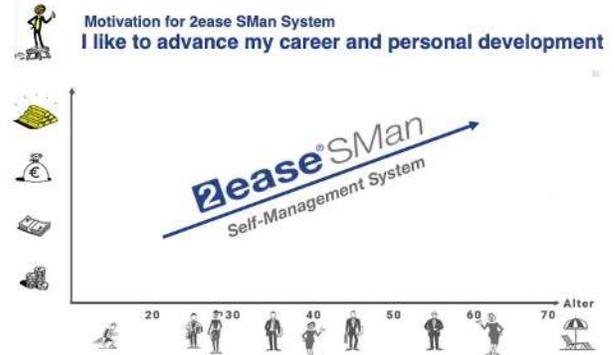
2ease[®]SMan

- Knowingly | organized and structured
- Master your work life and your daily operations
- Standardised, documented, optimized
- Instructions, Feedback & Mentoring possible
- Motivating group dynamik
Community Feeling 
- Ensures that nothing of relevance get forgotten or is lost out of sight.
- Full overview in short and long term is guaranteed by system design

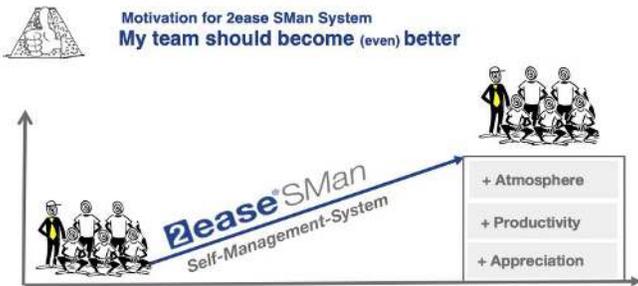
Four key motivations for systematic change in the way you manage yourselves and others.



To avoid stress- Relieve from stress - Peace of Mind at work



To ensure career and your professional success.



Manage myself and other systematically better.



I am paid to give my best! My duty as employee.

2ease SMan

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2ease SMan provided everything needed to facilitate the implementation and durability of systematic, professional self-management.

Self-Management



WIKIPEDIA
Die freie Enzyklopädie

These are the skills required for self-management:^[8]

1. Being able to autonomously set meaningful and authentic goals for oneself.
2. Being able to come up with a plan and a strategy to efficiently achieve the goals.
3. Being able to follow your plan consequently.
4. Being able to conduct regular quality checks and progress control.
5. Being able to analyse the quality checks in order to come up with corrective actions to become more efficient.

Quelle: <https://de.wikipedia.org/wiki/Selbstmanagement>

Well thought-out Management System

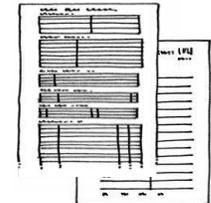
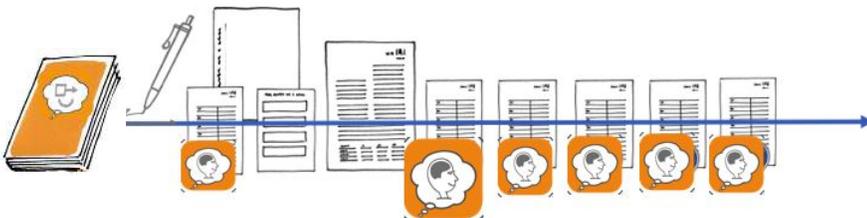
2ease SMan Smoff-Time

Day-to-day work Management System

2ease SMan SNoteBook

Work life Management system

2ease SMan



Profit more from your surrounding and your already existing opportunities. Systematically better use what is already available.

Diversification and development of your skills, opportunities and professional surrounding.

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2ease SMan consists out of 3 Leadership Tools and a supportive Web / IT Service Platform.

Through them you will be systematically guided to a more professional and standardized selfmanagement on a daily basis

Well Thought Out Assistant

2ease[®]SMan Smoff-Time

Take a few minutes every morning to go „smart-offline“ to reflect and project your day, in order to get in the right mental state at the start of the day.



Smopser-Mail: Every morning
Smoffen-Start-Button



- Mental Guiding Image
- Personal Smoff-Time-Report

Operational-tactical management system

2ease[®]SMan SNoteBook

Every day and weeks projects, goals and appointments will be projected by hand and reflected upon. Never lose sight or forget about anything relative.



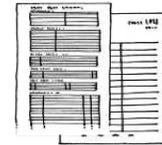
- DIN A 5 6 hole Ringbinder
- Daily Projection paper
 - Weekly Projection paper
 - Transfer- / Reminder papers
 - Design conventions

Optional: Also digital as SNotePad

Strategic management system

2ease[®]SMan SMasterplan

Reflect and project your worklife 2-6 per year. Take 2-3 hours for each session to work on strategy development and raising your consciousness. Collection and consolidation of ideas, options, resources and scenarios.



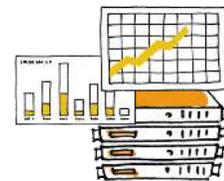
- SMP Word Template
- SMP Conventions

2ease[®]SMan Service-Plattform

www.smoff.ch

Webservices

- Smoffen Assistance
- Snotebook eMentoring
- Training- / Peer-Groups



Reporting.
Visualisation-
and Rating-
Services



E-Mail Services
-To motivate
-To guide

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2ease SMan is a dynamic control system that focuses on a single work day at once

Every potentially relevant thought has his space and will be used. Nothing gets lost or out of sight.

To lead yourselves and others systematically better on strategical level

2ease[®]SMan SMasterplan

To lead yourselves and others systematically better in the day-to-day work life

2ease[®]SMan SNoteBook

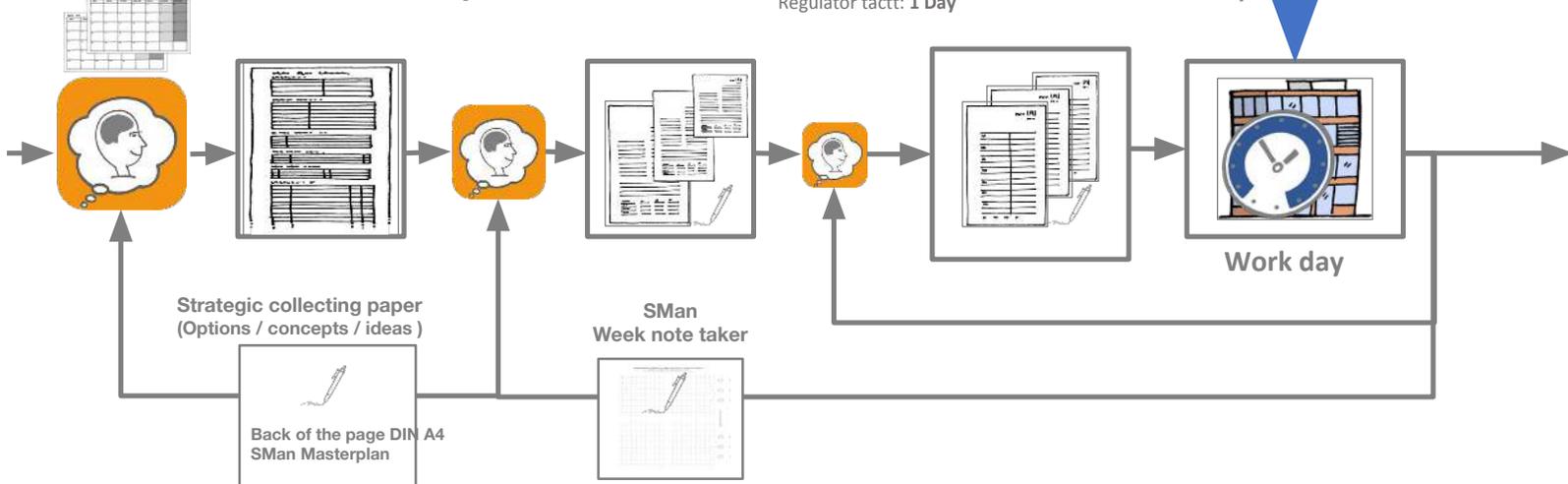


Regulator tact: 1-3 Months

Regulator tact: 1 Week

Regulator tact: 1 Day

Surprises/
unexpected

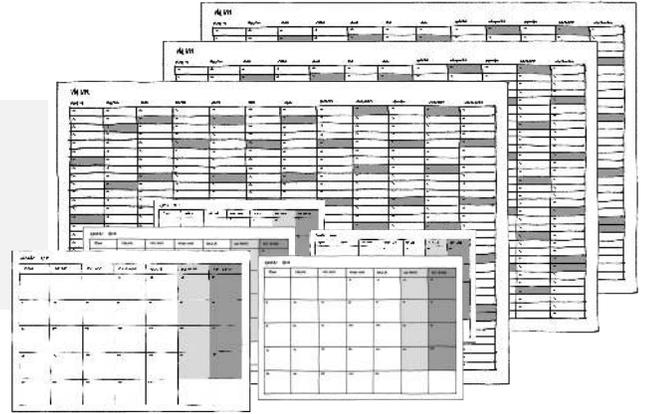
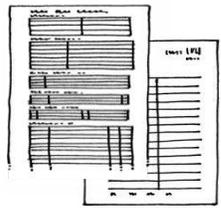


SMan Workshop 3 (28.10.2019)

SMan Workshop 1 + 2 (23.9.2019) + 1:1-Mentoring

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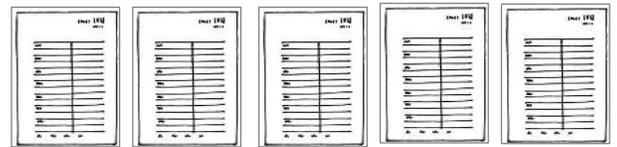
My strategic Goals /- Projects /-Options and collection of resources



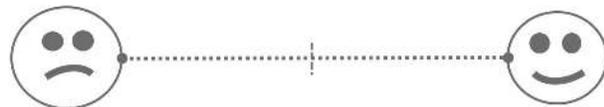
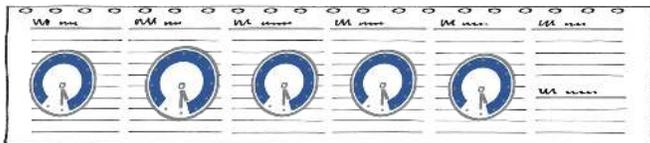
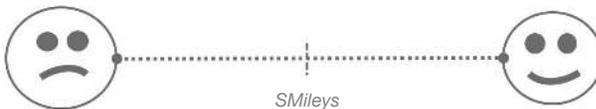
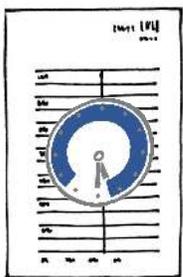
My Goals /- Projects/- Plans for weeks



My Goals / -Projects / -Plans per days

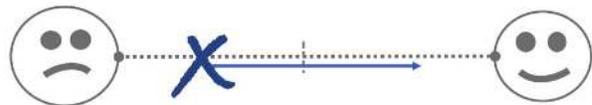


Having plenty, good work days and weeks.
- No bad ones anymore!



How can I make my days and weeks better?

- The world is how it is.
- The workplace is how it is.
- I am how I am.



What can I change right now?

What is depending on my actions alone?

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I change systematically what I plan to realize how and what I realize

SMan specifically facilitates those 3 changes

This reflects you and your life

1: What you plan to do– What are your projects?

2. What are you doing to realize your projects?

3. Which goals will you fulfill when you realize your projects?

Projects

- Projects serve the pursuit of one or multiple goals.
- A goal can require many projects



Systematic use of resources

- Ideas / Knowledge
- Time
- Material
- Relationships
- Infrastructure

in order to pursue goal(s)

You do not need to have concrete goals.

Because the day passes anyway. The end of shift always comes no matter what I do.

- Heteronomy
- Coincidence
- Reaction / Emotion



You will automatically be booked.
You will be used for the goals of others
and the compensation of their
weaknesses.



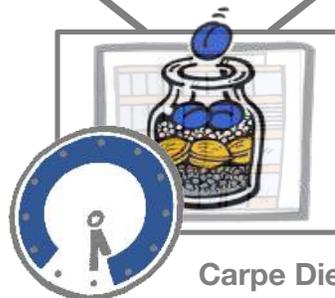
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The core of the SMan Selfmanagement System - This will be systematically changed

What do I plan to do during my day and what do I actually do ?

Fill your day with as many value creating
activities(projects) as the operative
environment lets you.



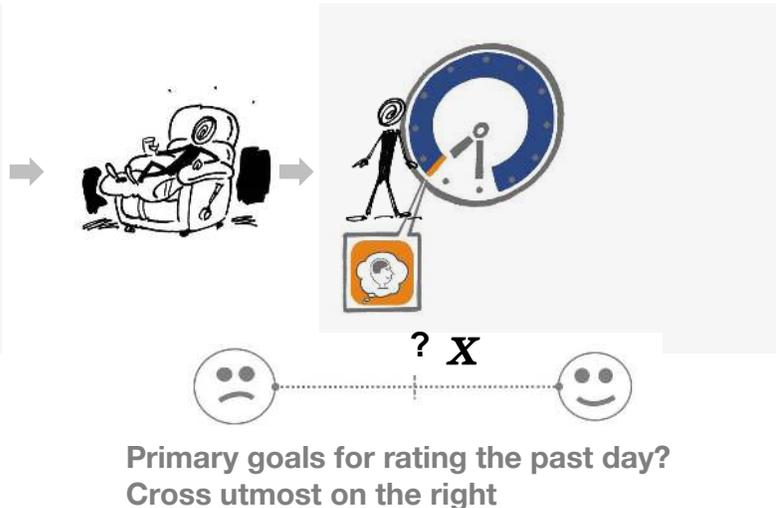
Carpe Diem - Seize the day.

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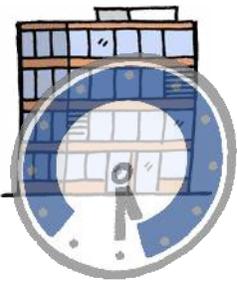
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Every day will be projected before it starts

Its starts with complete project & goals reviews of the previous work day to adjust to the newest situation.



Make personal and emotional rating of your day /week independent from coincidence and your work environment



Do I ask myself more meaningful and goal oriented questions daily?

The threshold for the accomplishment of my daily goals/projects



I will not ask anymore: „How was my day“ (it relies too much on external influence - coincidence)

instead

I ask myself: „What did I make out of my past day?“

I also will not ask myself anymore_“Have I finished everything?“

instead

„How well did I utilize time, freedom and opportunities of the past day to pursuit my goals?“

Primary SMan goals for each days

1. Feel good

Felt good at and after work. Slept well at night. Peace of Mind.

2. Pursuit of goals

Did I you my time to advance my goals and projects?

3. Investment in Future

Manged to do something for future?
Or just reactive, operational work

No.

Felt bad at work and after. Was worried,

No.

Too much time spend without meaningful purpose.

No.

Consumed „Good Will“
More backlog.

Three times No

=



Yes.

I felt good yesterday. Was at ease with myself and others.

Yes.

No time and attention wasted. Fully focussed on my goals.

Yes.

Pursued also strategic goals / projects not just operational daily work

Three times Yes =



Pursuing goals?!

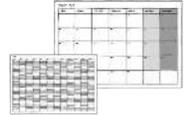
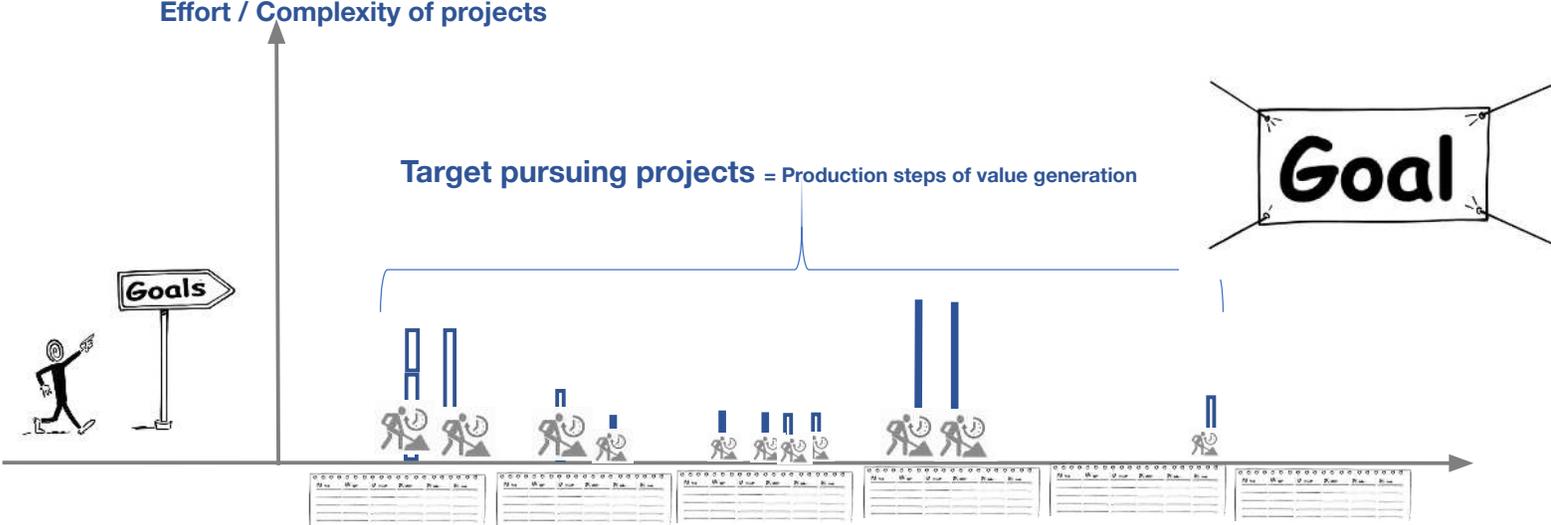
Meaning of goals in regards to manage yourself and others

Each goal has a value:

- The pursuit of a goal is value creation
- The completion of a goal is the end of a value creation= Output
- The effort needed to fulfil the goal and the value of the goal fulfillment define the productivity.

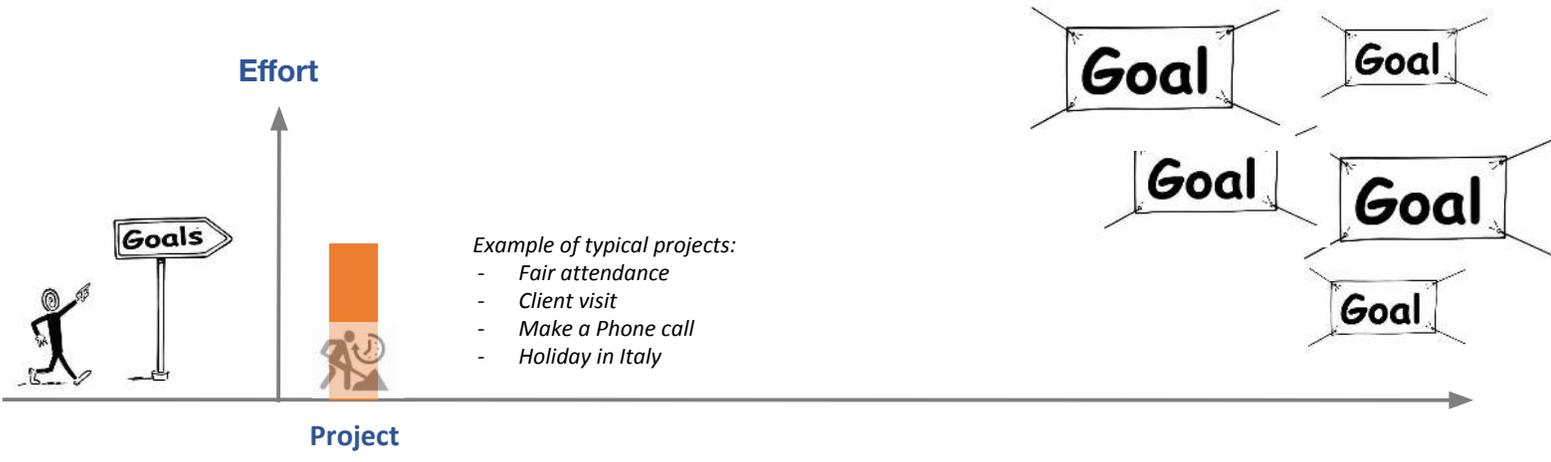


Major goals need many projects (Value creation steps)



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With one project you should work towards the completion of multiple goals => more productive

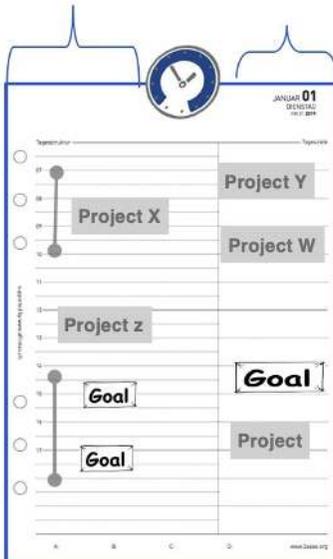


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SMan Projects

SMan projects of the day

Structural design / Work flow of day Defined project / goals
wo.-chronological order



Pursue of this projects (goals) is planned for the day.

Intend to do something = Work preparation = Defining of a project

my Project

- What to do? Which goals to pursue?
- When?
- Urgency / Necessity
- Type - Classification
- Size - Complexity
- Completion – End

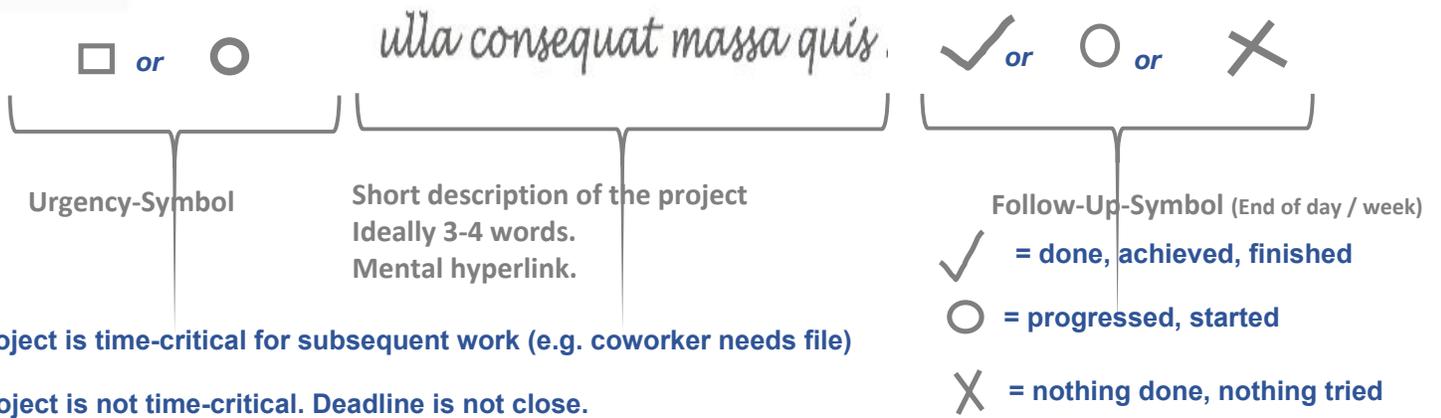


Record projects=> Set goals for the use of my time and concentration



Define and follow up SMan projects

All projects in SMan consists of these 3 compulsory parts



Projects are evaluated the morning after the day on which they have been scheduled. Uncompleted projects have to be reallocated or stopped. Thus nothing gets forgotten or lost.

Process of the daily- and weekly projecting in the morning before the operational work starts.

- 1: Finish off with previous day: Tick off all the projects and goals from the day before with a completion-symbol. Reallocate uncompleted projects
- 2: Mark all the new projects and goals with an urgency-symbol.

- The extent resp. Complexity of a project can be visualised through the size of the urgency-symbol

SMan Day Projection

To project a day = Fill your day with projects while respecting your predefined events and obligations.



To Smoff: Projecting your day early morning – Content and structures of the new work day

Reminder Smups-E Mail will be sent to you every morning (Default time 6.00 AM)
– Smoff-cycle will be recorded, analysed and visualized

Daily projecting

Basic structure SMan Project-paper

Make yourself a sketch every morning of how you want to use your day



To Smoff:
Projecting your day early morning – Content and structures of the new work day

31 DEZEMBER
MONTAG
KW 01 2019
Tagesprojekt

Motto, focal point or the profile of the day

Tagesstruktur ————— Vorhaben

07
08
09
10
11
12
13
14
15
16
17

Structure of the day

- **Obligatory Appointments** with related goals / projects and reminders
- **Time window** with related goals / projects and reminders
- **Projects that are chronologically ordered**

The important projects / goals that will influence your day

Projects / goals that come from operative and reactive everyday work.

Strategic goals / projects. Investments in the future. Security.

Tages-Review —————

😊 😊 😊 A: B: C: D: © Zease.org

Every new day will be projected (structured and filled with projects) in order to facilitate the completion of the primary SMan daily goals (in spite of all surprises, disturbances and adversities)



SMan conventions to structure your daily schedule

Fixed appointment:

- Has name / title next to starting time
- Arrow goes from start to end of the meeting
- Straight horizontal starting line
- Should include goals / projects / reminders

Zeitfenster:

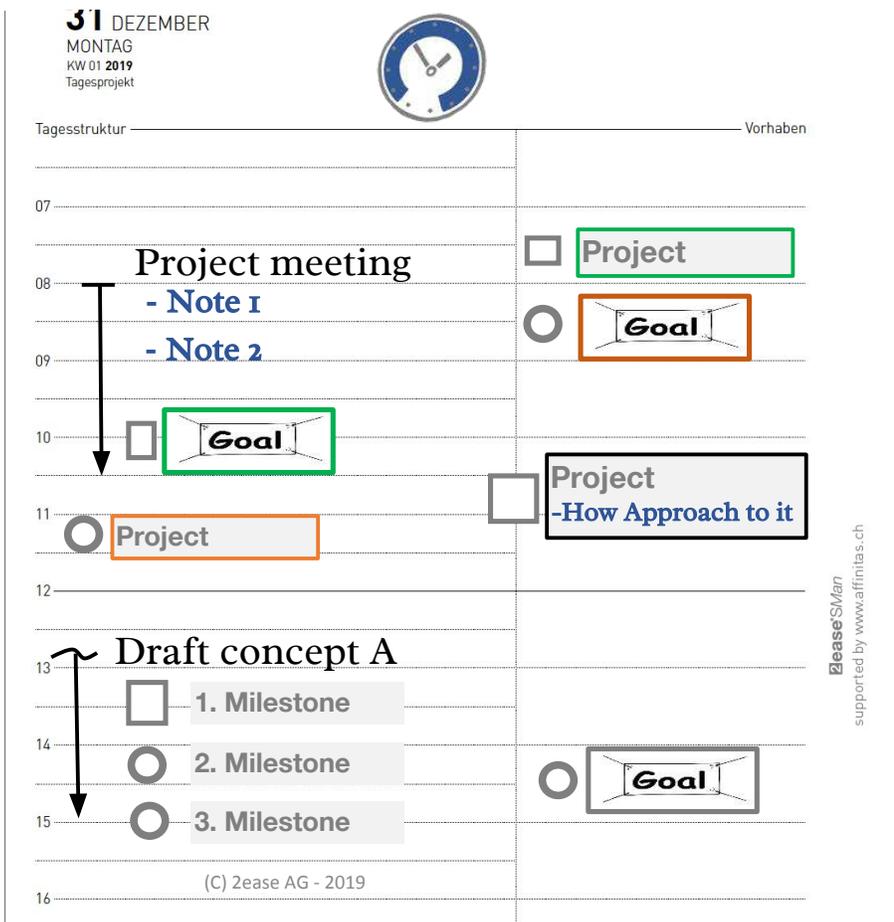
- Has name / title next to starting time
- Has curved starting line
- Should include goals/projects / reminders

31 DEZEMBER
MONTAG
KW 01 2019
Tagesprojekt

Tagesstruktur	Vorhaben
07	
08	Projektteam I Meeting
09	<i>Space for goals/ projects / reminders (-) .</i>
10	
11	
12	
13	Preparation appraisal interviews
14	<i>Space for goals/ projects / reminders (-) .</i>
15	
16	

Schematic example

Projecting of a new day while smoffing



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End of the previously projected day (day before)

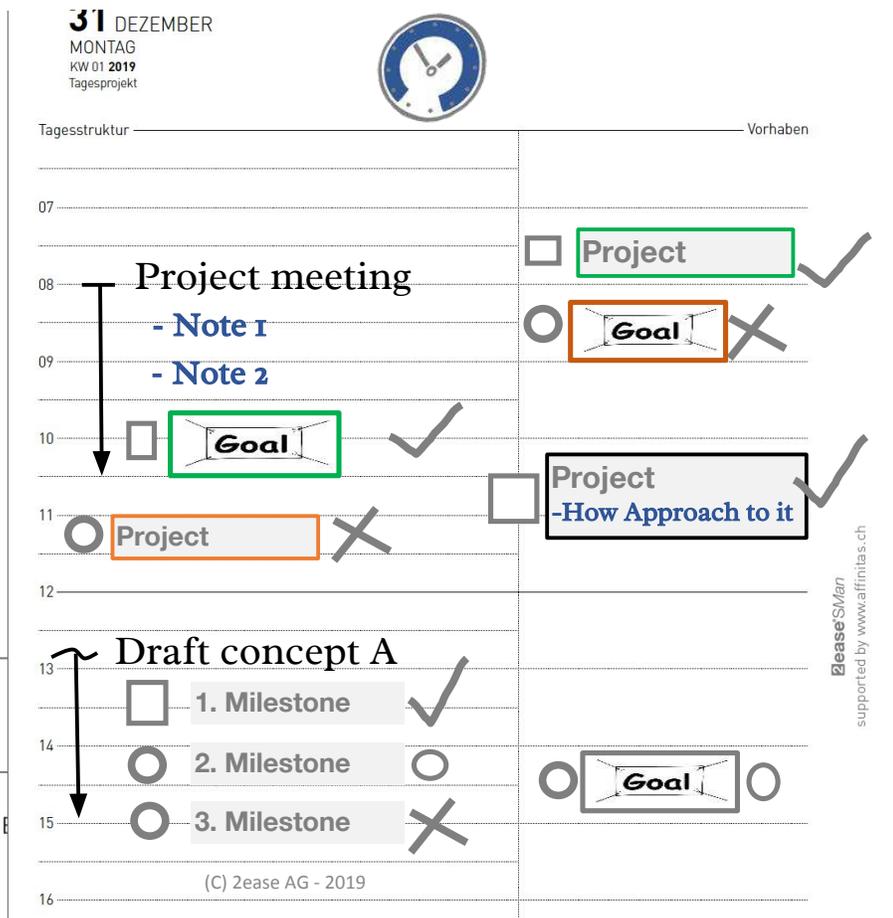
Have you met your primary SMan daily goal?

- 1. Feel good**
Felt good at and after work. Slept well at night. Peace of Mind.
- 2. Pursuit of goals**
Did I you my time to advance my goals and projects?
- 3. Investment in Future**
Manged to do something for future? Or just reactive, operational work

Tages-Review | Day Review

☹️ **X** ☺️ A: B:

Smiley Rating



2easeSMan

Tagesstruktur | Daily Structure

Vorhaben | Projects

07	
08	
09	
10	
11	
12	
X	
13	

16	
17	

Tages-Review | Day Review



A:

B:

C:

D:



© Zease.org

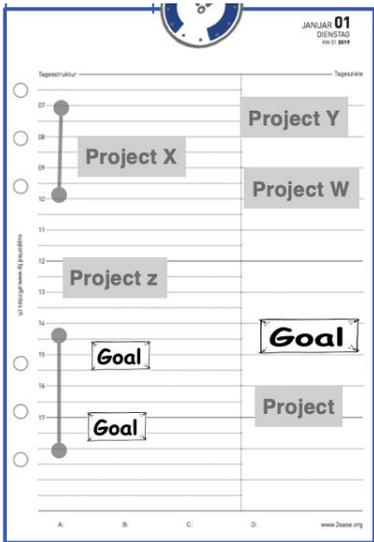
Reached none of the primary daily goals

Has reached all 3 primary daily goals

Smoff Exercise: Do a first Smoff cycle and fill out a day projection paper

Take and upload a mentoring picture of your day projection on smoff.ch

The day's portfolio of projects, goals, milestones



SMan pages is not a documentation of the work done at a given day.

The SMan page documents your goal setting, project definitions at the start of the working day. The Sman page documents your professionalism to systematically get the most out of the opportunities the day has offered you.

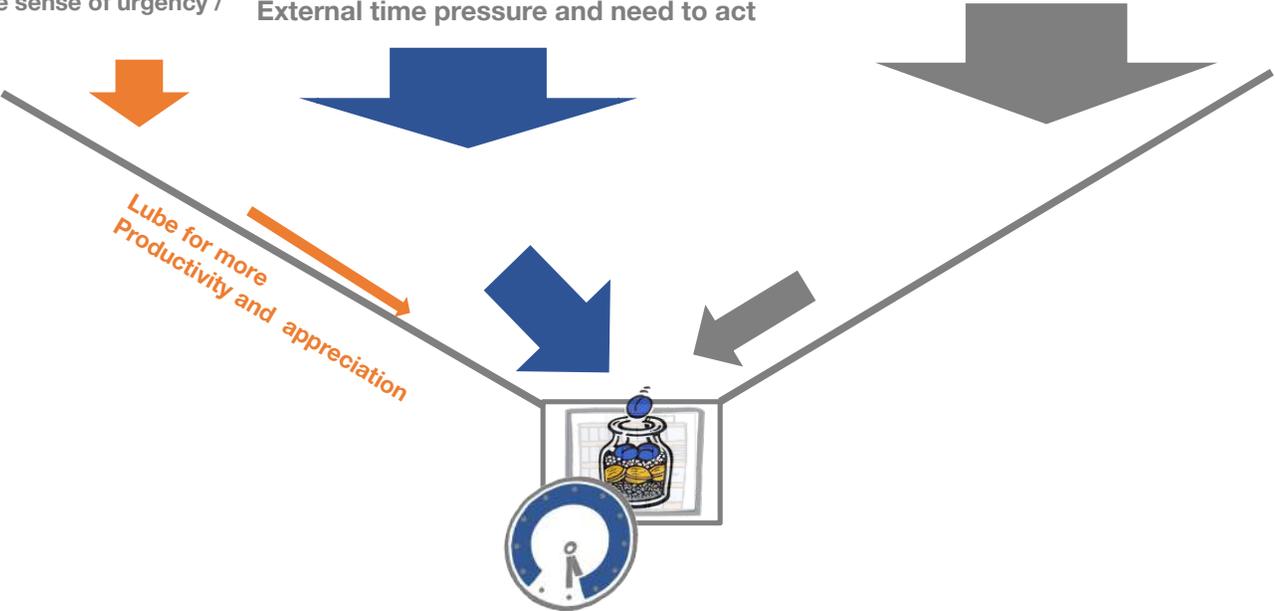


Use your brain a few minutes a day, to use your days systematically better

Strategic daily projects/ -goals : Would also go without. Originates out of rational thought (reason). There is no operative sense of urgency / pressure.

Operative daily projects / -goals : Accomplishment of already existing requirements / needs External time pressure and need to act

- Heteronomy
- Coincidence
- Reaction / Emotion



Consideration on strategic projects for single days:

Main influence for productivity and appreciation in the 21st. centuries corporate environment

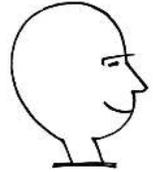
Negative factors

- Leave someone hanging
- Let something hanging
- Forgetfulness
- Errors
- Misunderstanding
- Information gap
- Stress / uncertainty
- Disorientation



Positive factors

- Offer help
- Appraisal
- Say thank you
- Make sure someone understands
- Remind your colleague of something



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31 DEZEMBER
MONTAG
KW 01 2019
Tagesprojekt

Tagesstruktur _____ Vorhaben _____

Strategic goals / projects for single days which will foster productivity, value creation and joy at work

07	
08	
09	
10	
11	
12	
13	
14	
15	
16	

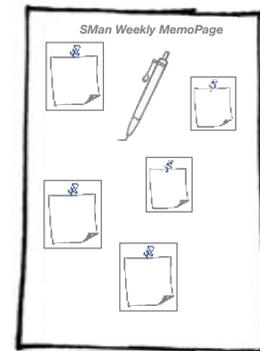
The place for the small things with enormous impact. Nice to do, but you are never obliged to do them.

- Project
- Goal
- Project

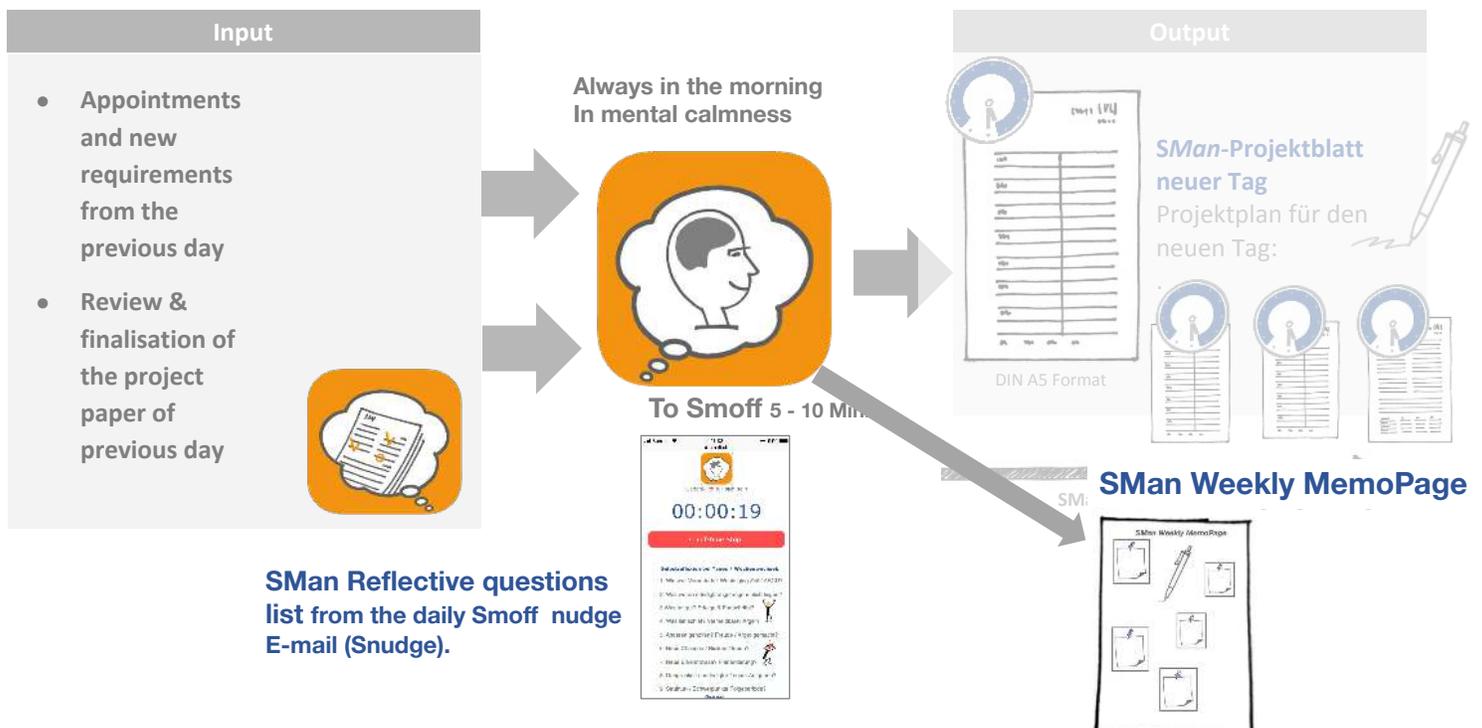
- Ensure, that your colleague has understood his task correctly
- Ensure, that the mail you have sent has been understood correctly

- Say thank you
- Say sorry
- Praise someone
- Nicely remind someone
- Give feedback to someone
- Verify the time of an appointment
- Clear up misunderstandings
- Offer help / advice
- Introduce yourself to a new starter
- Double check something
- Plan to make a decision
- Coordinate with colleague

SMan Weekly MemoPage



Every new day will be projected (structured and filled with projects) in way to best possible arrive the primary daily SMan goals (despite of all surprises, disturbances and adversities of operational business)



Work day projection pages

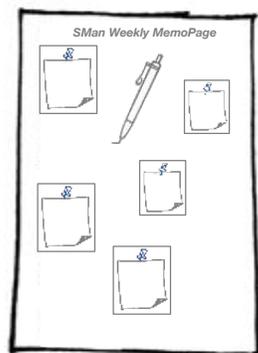
Weekly MemoPage



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Weekly memorandum as storage space for relevant ideas and informations

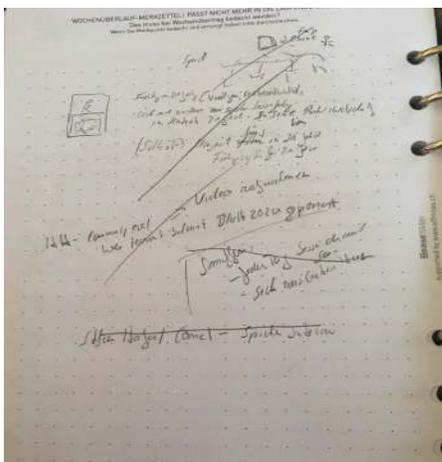
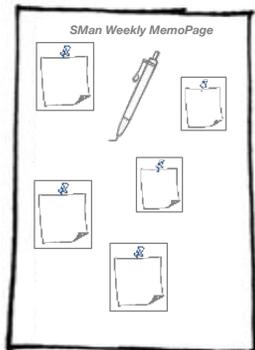
For everything that could not be treated, finished or processed, but should not be forgotten or lost sight off. This could be new tasks, chances, insights, ideas, hints ect.



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Weekly MemoPage as storage space for relevant ideas and informations

For everything that could not be treated, finished or processed, but should not be forgotten or lost sight off. This could be new tasks, chances, insights, ideas, hints ect.



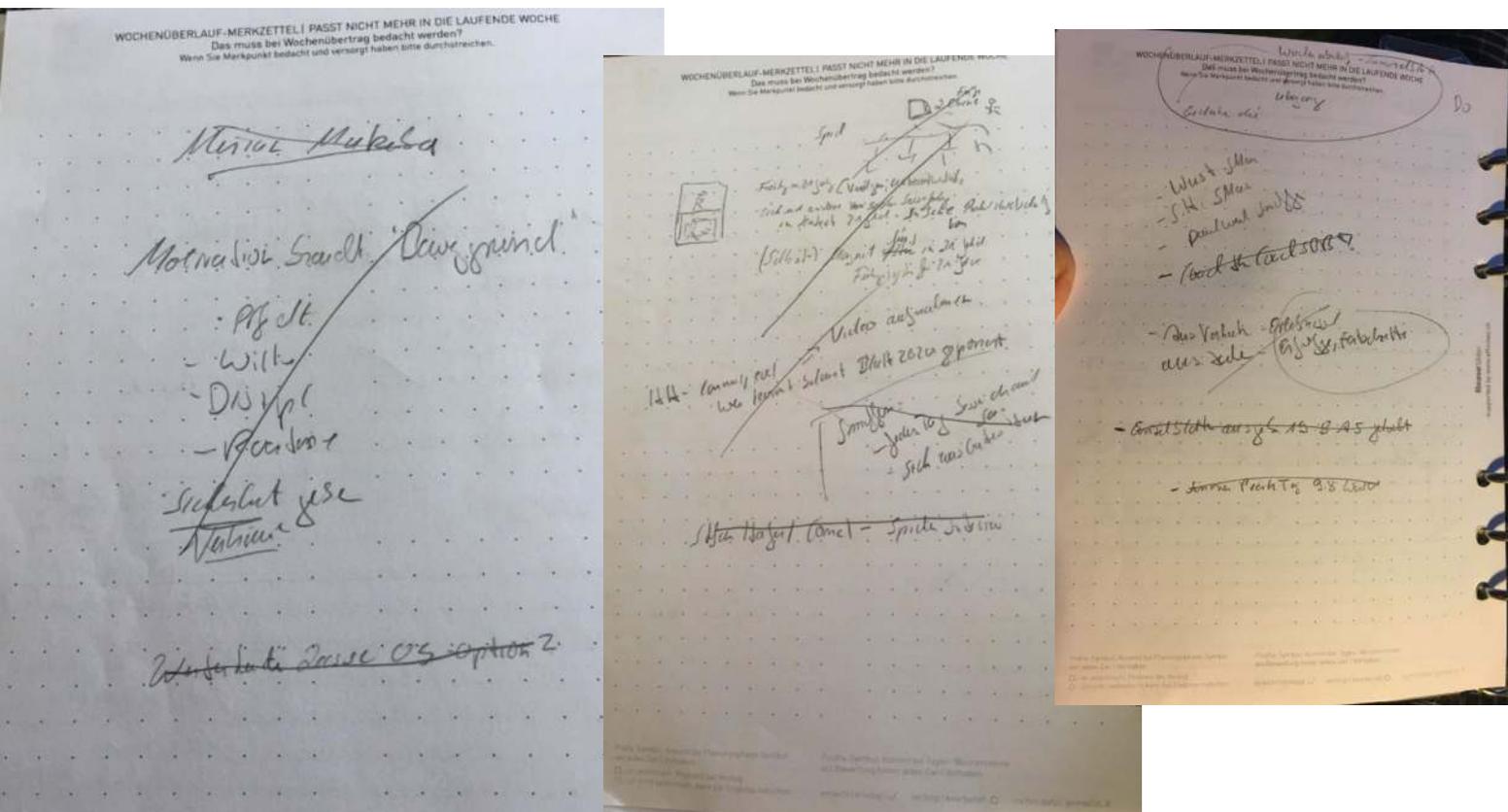
Conventions for weekly MemoPage:

On this paper you can record your thoughts in anyway that pleases you. At the Week transition you will register all your thoughts and cross them out to ensure that you have dealt with them.

Registering means putting the thought to the right place so he does not get forgotten.



Example of Weekly MemoPage after transition to following week



SMan Week Projection

Pursue of primary weekly SMan goals ?

SMan weekly project page

PROJEKTBLATT KALENDERWOCHE 01
Ziele, Vorhaben, Ressourcen

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Zielbereiche | Arbeitsfelder

Wochenzeitbilanz	A	B	C	D
Geplanter Zeiteinsatz				
Tatsächlicher Zeiteinsatz				

Primary SMan weekly goals



Primary SMan weekly goals

1. Feeling Good

Did I have last week good mood and positive feeling? Pondering, doubts and fear a weekend?

2. Pursued my goals

Did I use my attention and time to pursue consistently my goals and projects?

3. Invested in the future

Have I done something well for the future? Have I done more than just focusing on the day-to-day operative business?

How well have I used this weeks opportunities and freedoms for myself ?

Primary SMan weekly goals

1. Feeling Good

Did I have last week good mood and positive feeling? Pondering, doubts and fear a weekend?

No.

I felt bad and had a bad mood.

Yes.

Felt good and had a nice and energizing week.

2. Pursued my goals

Did I use my attention and time to pursue consistently my goals and projects?

No.

I have let myself be distracted often. Lost too much focus. Waste of time.

Yes.

Did not waste my time and attention on useless things. Resisted well to time thieves.

3. Invested in the future

Have I done something well for the future? Have I done more than just focusing on the day-to-day operative business?

No.

Consumed „Good Will“. Lost reputation. Did not progress.

Yes.

Next to fulfilling my operative duties I also pursued strategic goals

Three times NO =



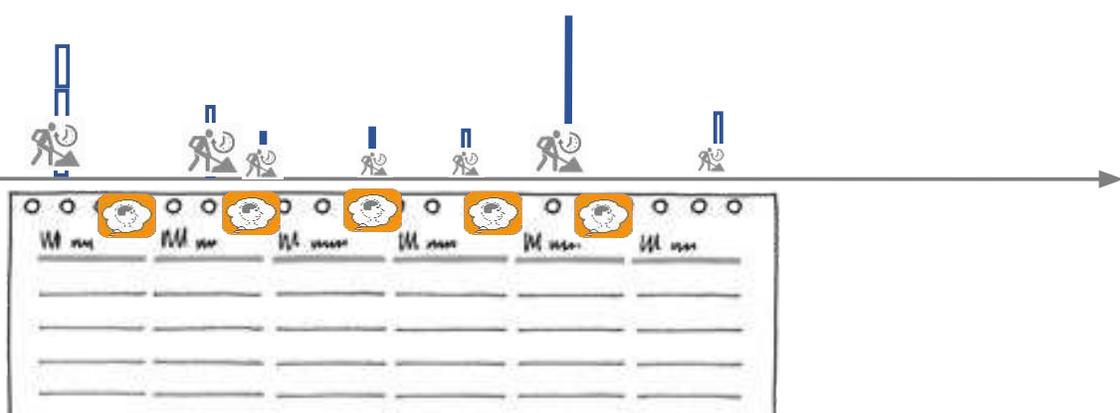
Three times YES=



SMan Kurs Unterlagen (C) Zease.org 2019

Weekly Goals: Need a daily dynamic definition of the projects and subgoals

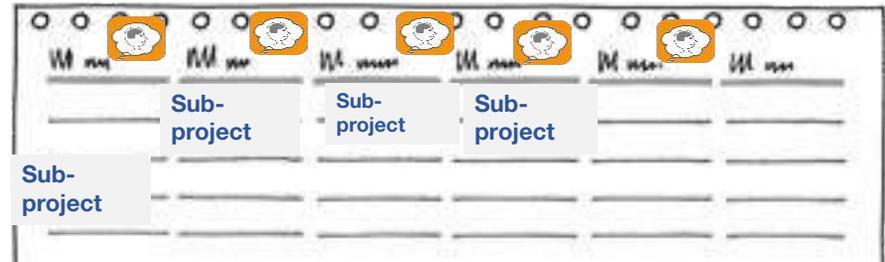
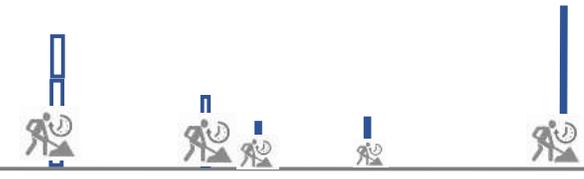
Effort / Complexity



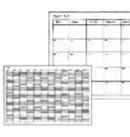
Weekly Goals: Need dynamic definition of sub-projects daily

 Effort / Complexity

Project



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SMan Weekly Project Page



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Ziele, Vorhaben, Ressourcen

ZIEL

Project

ZIEL

ZIEL

Progress

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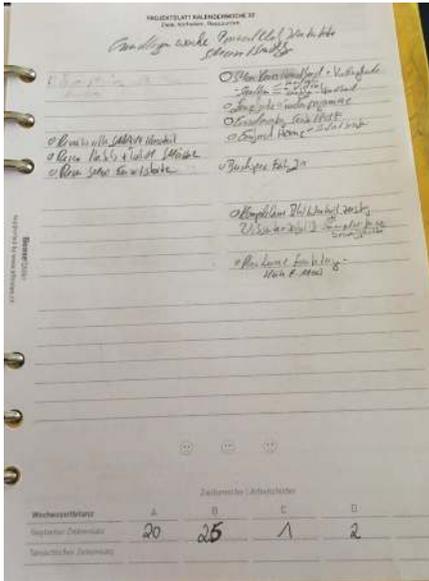
Wochen-Zeitbilanzierung





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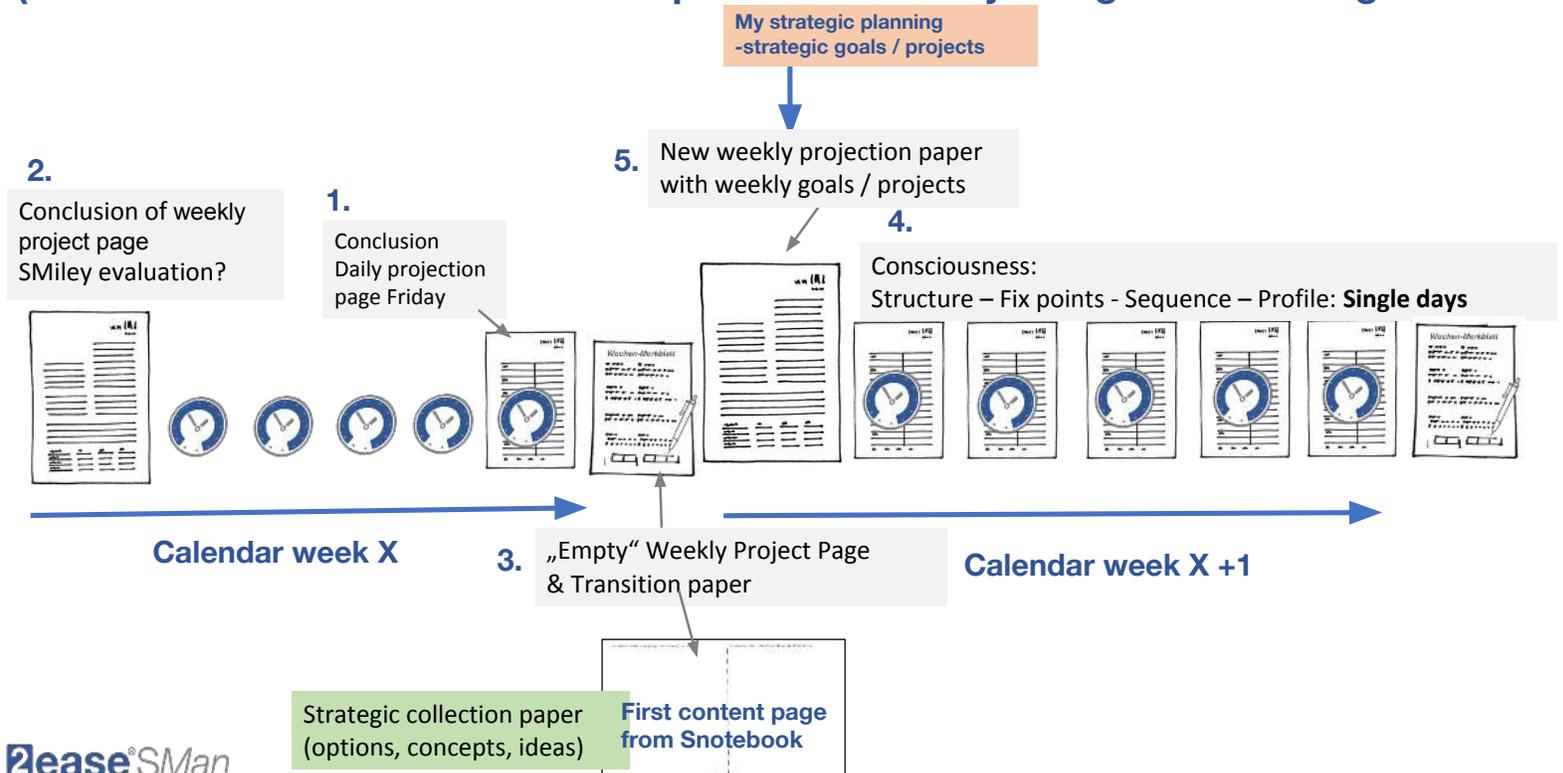
SMan Week Passage



Initialise and prethink your week
 - Raise consciousness about your goals / project

SMan Week Passage

(Conclusion and evaluation of the past week & Projecting the following week)



SMan Weekly Projection paper



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Ziele, Vorhaben, Ressourcen

ZIEL ✓ **Project** ✗

ZIEL ✓ **ZIEL**

Progress ✓

Week review / Remarkable info

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☹ ☹ ✗ ☹

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PROJEKTBLATT KALENDERWOCHE 32
Ziele, Vorhaben, Ressourcen

Grundlagenwoche Personal/HR/Verkauf
Stamm/Standort

o Neue Projekte alle 2 Wochen

o Review alle SMan Themen

o Neue Projekte & List of SMails

o Neue Seiten Einrichtete

o Neue Vorhaben/Projekt + Verbindende
- Stellen = Handbuch

o Lernzettel = Suchmaschine

o Einzelprojekte Suchfeld

o Einzelformen - Suchfeld

o Buchprojekte Folie 21

o Komplettiere 100% Handbuch

2) Suchfeld - Suchfeld

o Buchprojekte Folie 21
Klein & Klein

☹ ☹ ☹

Zielbereiche | Arbeitsfelder

A B C D

Wochezeitbilanz

Exercise:

- Start a new Smoff cycle (smoff.ch or Smups-Email)
- Evaluate your last week with SMileys and write a week review.
- Chose weekly goals and define your weeks main projects.



Exercise Weekly projection: Step 1:

If the actual week is KW X , go to weekly project Page of week X-1.

1a. Formulate a textual review of your week where you write down what served you well last week and what Could be of importance for you in the future (changes, Insights, surprises ect.)

1b. Make the SMiley evaluation of your past week

PROJEKTBLATT KALENDERWOCHE 01
Ziele, Vorhaben, Ressourcen

Don't fill this in because you have not projected this week X-1. As it is the week of the past.

Week review / remarkable infos

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in

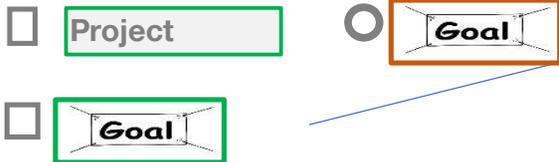
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☺ ☹ ✕ ☺



Exercise Weekly Projection: Step 2:

Fill in your SMan Conventions and the weekly goals and projects you would like to work on.



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Ziele, Vorhaben, Ressourcen

Do not fill this in as the week has not finished yet. Will be filled out while doing the weekly projection for Week X + 1

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End