

Self-management based on the A-L-P-E-N method¹

Date: _____ Monday Tuesday Wednesday Thursday Friday Saturday Sunday

A – Write down Assignments, activities, tasks, and appointments	L – Estimate how Long the work will take	P – Plan buffer time (in German: <i>Pufferzeit</i>)	E – Make decisions (in German: <i>Entscheidungen</i>)	N – Review (in German: <i>Nachkontrolle</i>)
<i>What do I want/need to get done today?</i>	<i>Realistically, how much time will I need to do this work? (Approx. 60% of the total time available)</i>	<i>Things don't always go as planned (set aside about one third of the estimated time required as a buffer; approx. 40% of the total time available)</i>	<i>Set priorities! What do I have to do first? What do I have to get done today? Reschedule or cancel everything else.</i>	<i>What did I get done? What is still pending? What do I reschedule for tomorrow?</i>
•	•	•	• Work I'll do right away:	<input type="checkbox"/> All done, my planning was realistic
•	•	•	•	<input type="checkbox"/> I planned too much
•	•	•	• Work I'll do later:	I'll reschedule these tasks for tomorrow:
•	•	•	•	•
•	•	•	•	•
	• Estimated time required for the work:	• Time required, incl. buffer time:	• Work I'll have to cancel:	•
	• Time available today:	• Remaining leisure time:	•	•

¹ Cf. SEIWERT, Lothar: 30 Minuten Zeitmanagement. Offenbach, 2012¹⁸. p.43ff