



Plan your life around Salah time & write down what you'll do after each Salah

Fajr Prayer:

Dhuhur Prayer:

Asr Prayer:

Maghrib Prayer:

Isha Prayer:

THREE IMPORTANT THINGS I'LL GET DONE TODAY NO MATTER WHAT:

1. _____
2. _____
3. _____

5 Steps to have a Productive Ramadan:

1. Plan your day around Salah time: At the beginning of each day, use this sheet to plan what tasks you'll do after/before each Salah. Your life should revolve around Salah times and not the other way around and you'll see the Barakah in your day increase. Also, this means that as soon as Salah time comes, drop everything and get ready for Salah!

2. Plan your day around your Energy levels: We all have certain times during the day when we feel super energetic and times we feel pretty tired. Understanding your energy levels during a Ramadan day will help you schedule the important/hard tasks when you have most energy and the easy tasks when you have least energy.

3. Invest in your Spiritual Development during Ramadan: Remember that Ramadan is the month of worship and earning multiples of rewards, do not waste it on matters that will distract you from worshipping Allah (Subhanahu Wa Ta'ala) to the fullest. Invest in your spiritual development by reading lots of Quran, praying Taraweeh/Tahajjud every night, learning/implementing the various Sunnahs in your life and simply being more God Conscious.

4. Delegate/Delay/Delete: For every task you need to get done during Ramadan, ask yourself three questions:

1. *Can I delegate this to someone else?*
2. *Can I delay it till after Ramadan?*
3. *Can I delete it from my life?*

If the answer is "no" for all three questions, then schedule it and get it done!

5. Have a Guilt free Ramadan: Try to get through this month with a mindset that you want to reach the end of it and not feel guilty that you've wasted another Ramadan. Whenever laziness or procrastination over comes you, or you see yourself busy with errands that are not helping you develop spiritually, ask yourself: is this the best use of my time? will I regret wasting these moments at the end of Ramadan? If the answer is "yes", drop what you're doing and make the most of your available time.

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