

BOOKLET BY CAROLINE DRURY



BEYOND

BEFORE AND AFTER

THE GIFT OF TIME

*How to Create More Time to Focus
on Your Fitness*



IDEAL WEEK

Remember, the ideal week is about YOU and donning your own oxygen mask before putting on anyone else's. The Ideal Week is the blueprint for your priorities to SHOW UP in your life daily. So, this is where we start this journey. It doesn't have to be perfect, and it will keep evolving over time, but **keep the focus on designing it in a way that brings you a sense of ease, peace, and calm--and ownership!**

A PDF on the next page will help you scribble away at this task. Doing this on paper is sometimes fun before transferring it to a digital calendar. It's up to you!

I've also included a screen grab of my most basic ideal week for your reference to get you started.

ADDITIONAL RESOURCES:

1) [Here is a YouTube video](#) that talks more about the process.

2) Below are more digital resources on the topic that might also help!

[Podcast](#) – *how to set up your ideal week*

[Podcast](#) – *how to protect your ideal week*

[Article](#) – *How to Better Control Your Time Using the Ideal Week*

Youtube Video



Podcast 1



Podcast 2




Article



April 2022

< Today >

| | Mon 18 | Tue 19 | Wed 20 | Thu 21 | Fri 22 | Sat 23 | Sun 24 |
|---------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| all-day | | | | | | | |
| 6 AM | 6 AM TRAINING & MY TIME | 6 AM TRAINING & MY TIME | 6 AM TRAINING & MY TIME | 6 AM TRAINING & MY TIME | 6 AM TRAINING & MY TIME | 6 AM TRAINING & MY TIME | |
| 7 AM | | | | | | | |
| 8 AM | | | | | | | |
| 9 AM | | | | | | | |
| 10 AM | | | | | | | |
| 11 AM | | | | | | | |
| Noon | 12 PM LUNCH BREAK | 12 PM LUNCH BREAK | 12 PM LUNCH BREAK | 12 PM LUNCH BREAK | 12 PM LUNCH BREAK | 12 PM GROCERY SHOPPING | 12 PM WEEKLY MEAL PREP |
| 1 PM | | | | | | | |
| 2 PM | | | | | | | |
| 3 PM | | | | | | | |
| 4 PM | | | | | | | |
| 5 PM | | | | | | | |
| 6 PM | 6 PM FAMILY DINNER TIME | 6 PM FAMILY DINNER TIME | 6 PM FAMILY DINNER TIME | 6 PM FAMILY DINNER TIME | 6 PM **DATE NIGHT :) | 6 PM FAMILY DINNER TIME | 6 PM FAMILY DINNER TIME |
| 7 PM | | | | | | | |
| 8 PM | | | | | | | |
| 9 PM | | | | | | | |

 FULL FOCUS PLANNER

YOUR IDEAL WEEK™

| | MON | TUE | WED | THU | FRI | SAT | SUN |
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| 8:30-9:00 | | | | | | | |

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Creating your...

DAILY RITUALS AND HABITS

Daily rituals and habits cannot be underscored enough when working to create peace and calm in our lives, and not feel like we are constantly chasing our days, but instead happening TO our days!

Morning & Evening Rituals & Habits!

1) Examine your morning and evening rituals and asses them from the perspective of "am I doing the things that I hear I "should" be doing, or can I rework my rituals to make them feel better and more like mine? Do I love the feeling of my morning and evening rituals? Can I tie them to a reward?

2) Write them in the planner and see how much time you have to do them. Are you trying to cram too much in? Do you feel excited about them?

3) You will also see a section in the planner for your workday start-up and closing rituals. Building these out ensures that we don't mindlessly jump into our workday. The workday closing ritual, especially, ensures that we FINISH the day at an appropriate time and in a way that allows us to feel like we can put the day to rest – even if it wasn't perfect :)

4) To tie this back to your Ideal Week, build in time for your morning and evening rituals, as well as your workday start-up and closing rituals.

Below are some resources to deep dive into this topic as well:

Article – The Surprising Power of Daily Rituals

Video – How to use the attached PDF pages to create your daily rituals

Podcast – Two Rituals to Start and End Your Days

Book – No Fail Habits

Article



Video



Podcast



Book



Daily Rituals

Morning Ritual

[illegible]

Workday Startup Ritual

[illegible]

Workday Shutdown Ritual

[illegible]

Evening Ritual

[illegible]

Creating your...

DAILY BIG 3

Most people start the day with a laundry list of things to do. It's not uncommon for people to have 10, 20, or maybe even more items on their to-do list. No one can accomplish that many important tasks in one day.

As a result, they usually work on the most immediate or easiest tasks first. That means high-leverage work gets ignored or pushed into the future. As a result, their most important priorities never seem to be achieved. That's frustrating for the individual and detrimental to our transformation progress.

Everyone needs a way to focus on the things that matter most every day. **That's where the Power of 3 comes in.**

The idea behind the **Power of 3** is that we achieve more by doing less. When we focus our attention on just three things, just three high-leverage tasks that help us work toward the people we want to become, we are more likely to complete them.

The **Daily Big 3** refers to the three most important, high-leverage, big-picture tasks to be completed on a given day. Other items of lesser importance may also be completed, but it's important to concentrate on the Daily Big 3 first.

Real progress is made on important priorities when those three tasks are completed. And as a bonus, we are left with a sense of accomplishment. 🌟😊

Your mission/homework is to write down three important tasks that you **MUST** do every day. Do this as part of your daily start-up ritual, OR write them down for the next day when you do your evening workday shutdown ritual. This way, you can finish your workday and let your mind be clear for the evening!

Creating your...

DAILY BIG 3

Podcast Links!

[How to maximize your daily big 3](#)

[Complete your daily big 3 with two simple questions](#)

[Leveraging the power of less – your daily big 3](#)

[Hacking the daily big 3 – 4 tips to help you own the day](#)

Podcast a



Podcast b



Podcast c



Podcast d



HOW DOES THIS ALL FLOW TOGETHER?

- 1) **The Ideal Week** = the ideal, big picture of your week
- 2) Your morning and evening **habits & rituals** book-end your days that make up your ideal week
- 3) Your **Daily Big 3** ensure that within the book-ends of your morning and evening rituals, your individual days are executed with intention.

Monday

DAILY BIG 3 / List your top three tasks.

○ _____

○ _____

○ _____

OTHER TASKS & NOTES

[illegible]

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

- ☐ MORNING RITUAL
- ☐ WORKDAY STARTUP RITUAL
- ☐ WORKDAY SHUTDOWN RITUAL
- ☐ EVENING RITUAL

Tuesday

DAILY BIG 3 / List your top three tasks.

○ _____

○ _____

○ _____

OTHER TASKS & NOTES

[illegible]

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

☐ MORNING RITUAL
☐ WORKDAY STARTUP RITUAL
☐ WORKDAY SHUTDOWN RITUAL
☐ EVENING RITUAL

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Wednesday

DAILY BIG 3 / List your top three tasks.

☐ _____

☐ _____

☐ _____

OTHER TASKS & NOTES

[illegible]

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

- ☐ MORNING RITUAL
- ☐ WORKDAY STARTUP RITUAL
- ☐ WORKDAY SHUTDOWN RITUAL
- ☐ EVENING RITUAL

Thursday

DAILY BIG 3 / List your top three tasks.

○ _____

OTHER TASKS & NOTES

[illegible]

- ☐ MORNING RITUAL
- ☐ WORKDAY STARTUP RITUAL
- ☐ WORKDAY SHUTDOWN RITUAL
- ☐ EVENING RITUAL

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10 _____

1112 _____

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3 _____

5 _____

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

Friday

DAILY BIG 3 / List your top three tasks.

☐ _____

☐ _____

☐ _____

OTHER TASKS & NOTES

[illegible]

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

- ☐ MORNING RITUAL
- ☐ WORKDAY STARTUP RITUAL
- ☐ WORKDAY SHUTDOWN RITUAL
- ☐ EVENING RITUAL

Saturday

DAILY BIG 3 / List your top three tasks.

OTHER TASKS & NOTES

- ☐ MORNING RITUAL
- ☐ WORKDAY STARTUP RITUAL
- ☐ WORKDAY SHUTDOWN RITUAL
- ☐ EVENING RITUAL

6 _____7 _____

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12 _____2 _____3 _____4 _____5 _____6 _____7 _____

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

Sunday

DAILY BIG 3 / List your top three tasks.

○ _____

○ _____

○ _____

OTHER TASKS & NOTES

[illegible]

✓ = DONE / = WAITING FOR ○ = DELEGATE

→ = DEFER X = DELETE

☐ MORNING RITUAL

☐ WORKDAY STARTUP RITUAL

☐ WORKDAY SHUTDOWN RITUAL

☐ EVENING RITUAL

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THE WEEKLY REVIEW & PREVIEW

The Weekly Review & Preview consists of six steps that help us start our week right, enable us to keep track of our tasks, and ensure we're in control all week long.

Completing the Weekly Review and preview is an opportunity to get ahead of the chaos and line up our tasks so they best fit our schedule and responsibilities. The key to a successful week is staying on top of everything proactively instead of always making a reactive pivot.

How It Works:

The Weekly Review & Preview is to be completed at the end of every week, before the beginning of the following week

Step 1: List 3–5 wins from the previous week

The first step of the Weekly Preview is My Biggest Wins. This is where the individual takes a moment to reflect on three to five things they are the most proud of from the previous week and that have made the biggest impact on their life and work.

It can be all too easy to carry junk from one week to the next. But dwelling on what you didn't accomplish only kills your confidence going into the following week. This step creates a positive outlook at the start of a new week, puts the individual into a better frame of mind, and cultivates gratitude.

Step 2: Evaluate progress and challenges from the past week

The second step of the Weekly Preview is the After Action Review. Here, you will spend some time reflecting on the week before, taking stock of any lessons learned and ways you need to pivot to improve in the future. This step isn't here to make you feel bad about where you missed the mark. Instead, it's to help you learn how you can correct any missteps to grow!

-How far did you get?

Looking back at your Weekly Big 3, how far did you get on the major tasks from the prior week?

-What worked, what didn't?

Were there interruptions or distractions that threw things off? What caused them? Was the time budget well managed? What approach was taken this week that was different? Did it yield the desired results? The goal is to identify what strategies were effective and then note anything wrong with the approach so you can adjust your performance next week.

-What will you keep, improve, stop or start doing?

This should be answered based on what was identified in the last question. It's about distilling learning into an actionable lesson. Take what you can learn from their experience and use that lesson to make a positive change, ensuring they take steps toward advancement.

Step 3: Conduct a review of weekly notes and task lists

The third step of the Weekly Preview is the Full List Sweep. We often keep mental notes or actual notes scattered throughout the week; this is the time to review it all. Did you/your family like your recipes? Did you save any meal prep Instagram hacks that you want to review – this is the time to review it all so it doesn't stay in a folder somewhere!

This is also the time to review your annual and/or quarterly goals! This ensures that yearly goals and other high-priority items are visible every week. It's also an opportunity to reconnect with key motivations and identify the next steps toward completion, which virtually guarantees progress.

Step 4: Review goals and deadlines, events and projects for the coming week

Significant events, deadlines, and critical upcoming tasks will be listed here, like weekly macro planning, grocery shopping, etc. This might feel mundane, but the act of writing them out emphasizes to your brain the importance of the task. You can use the weekly view on the next page if you prefer a more visually helpful view. There are two sections for this: personal and professional. This step is all about gaining the upper hand in one's work – in life/fitness and professionally, because the need to make money to live is real!

This space should also be used to list and reinforce what wellness tasks are non-negotiables.

This is also the time to review all appointments and family/work obligations for the coming week. Do you need to move anything around to ensure your fitness tasks are met? They can be adjusted/moved but NOT deleted.

What's needed for the best performance in each commitment? Is there any prep that needs to happen? Is there anything that you can delegate or ask for help with to take some things off your plate? Are there any loose ends that need to be confirmed?

Step 5: Outline the Weekly Big 3

The fifth step of the Weekly Preview is the Weekly Big 3. The Weekly Big 3 are the three most important things that must be accomplished in the coming week to progress toward your primary goals. This sets things up for a highly productive week.

Examples are:

- 1.Meal prep
- 2.Plan macros in advance each day
- 3.Date night with hubby

Step 6: Plan the ways you want to relax and recharge (#SelfCare)

The sixth and final step of the Weekly Preview is the Self-Care Planner. This step is about rejuvenation planning and helps us think of self-care as a VERB! It can be a fun step, but it can also be a challenging step. It's easy for us women to think that it's indulgent or can be put off until we've taken care of everyone else.... well, it can't! Been there, done that, visited that place, and have the t-shirt :) It's time to be intentional about taking care of ourselves.

There are five key actions to consider in self-care:

1) **Sleep.** How much sleep are you getting versus how much you want to get? And what can you do at night to ensure you're getting that sleep?

2) **Eat.** Are there any restaurants you'd like to try for the first time? Would they like to have some new culinary experiences? Or are there new recipes they'd like to try cooking at home? Maybe you want to learn to get better at dining out and staying on track – think about what serves you best!

3) **Move.** Strength training, cardio, steps...sticking to your fitness plan!

4) **Connect.** Who do you want to spend time with? What does that quality time look like? What activities could you do together to strengthen your connection?

5) **Relax.** Are there hobbies we like or new ones to pursue that will help calm and center us? Is there a way to rejuvenate the mind and heart, like walking or journaling? What steps can you take to create some distance from work, such as not checking work email or being intentional about not thinking or talking about work?

Creating your...

THE WEEKLY REVIEW & PREVIEW

That's the Weekly Preview! —a place and opportunity to get a 30,000-foot view of everything. It enables us to see where we've been and where we're going. Everyone gets somewhere in life – let's make sure we get where we want to go :)

I have attached some worksheets for you to complete this OR:

Order the Full Focus Planner here [using this link](#).

Order the Full Focus Wellness Planner is new! [LINK HERE](#)

RESOURCES:

- Weekly Preview – [video](#)
- Ways to use the Weekly Preview Pages – [podcast](#)
- Unlock the "Fresh Start" effect with the Weekly Preview – [podcast](#)

Weekly Preview



Podcast a



Podcast b



Full Focus Planner



Full Focus Wellness Planner



Weekly Preview

STEP 1 MY BIGGEST WINS / List 3–5 major accomplishments from the past week.

STEP 2 AFTER ACTION REVIEW / Refer to your last Weekly Big 3.

How far did you get?

COMPLET

What worked? What didn't?

What will you keep, improve, start, or stop doing?

STEP 3 LIST SWEEP / Process action items and consider next steps.

- ☐ DEFERRED TASKS Add any Big 3 or Other Tasks you didn't complete to your task manager.
- ☐ DELEGATED TASKS Add unassigned tasks or desired status updates to your task manager.
- ☐ DAILY NOTES Add any assignments or action items to your task manager.
- ☐ JOURNAL Add any action items to your task manager.
- ☐ GOALS Review your goals.

STEP 4 WEEKLY OVERVIEW / List events, deadlines, and tasks in the coming week. Use weekly view on the next page if helpful.

PERSONAL

PROFESSIONAL

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

STEP 5 WEEKLY BIG 3 / List three objectives to advance your goals and projects this week.

STEP 6 SELF-CARE PLANNER / Brainstorm below, then schedule your rejuvenation on the Daily Pages.

SLEEP

EAT

MOVE

CONNECT

RELAX



BEYOND

BEFORE AND AFTER

THANK YOU!

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