Creating Your PERFECT Day

A GUIDE TO YOUR IDEAL TIMEBLOCK

vykon.us

Guide to your Ideal Time Block

For the next 2 weeks we are going to guide you through an exercise to find out how you are spending your time.

The purpose of this exercise is to help you recognize the things that you do that you no longer want to do.

The end result with this exercise will be your perfect Time Block. Honesty is the key in this exercise.

Use the following pages to write down what you do every 15 minutes for the next 2 weeks.

Below is what my perfect day looks like:

- PMR = Pre- Meditation routine
- Listen = Book or Podcast
- Coffee Time = Morning spouse time
- PWN = Pre-Post work nap
- HOT = Hour of Trust (partner calls)
- On Time = (implementation)
- PWR = Post Work Routine (clean it Up)
- EOD = End of day routine

5:00	PMR
5:30	Meditation
6:00	Workout / Listen
7:00	Coffee Time
7:30	PWN
8:00	Get Ready
8:45.	Drive / Listen
9:00	Email / Vmail
9:15	HOT
10:15	Team Huddle
10:30	Set Meetings for the week
12:00	Lunch (partner)
1:00	On Time
2:00	Consultation
3:00	Consultation
4:00	Email / Vmail
4:45	PWR / Drive / Listen
9:45	EOD

Daily Tracker

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Now WHat

Ok now that you have completed this exercise. Let us dissect the details. Your long term goal here should be pushing towards GREEN activities.

These are the steps.

1. Highlight in GREEN all of the activities that make you money.
2. Highlight in YELLOW all of the activities that lead to money. For example: Team Huddles, Education, Research, Self Improvement, Implementation.
3. The rest will stay white. White is now red. Red is important these are things that you either can delegate or things that have no monetary value but you love doing them.
4. Create a Not To Do List.
5. Create your perfect day.

Use the next 3 pages to help.

The Details

Green Activities	Yellow Activities

The Details

Red Activities

Your Perfect Day