

THE TIME MASTERY BLUEPRINT

How Leaders Free Up Time Without Losing Control

1 Identify What **Only You Can Do**:
Focus on **high-value, strategic** tasks



5 Audit your time
& eliminate low
value tasks

2 Delegate the rest

ELIMINATION

Cut
unnecessary
tasks and
inefficiencies



Assign
low-impact
tasks to others

DELEGATION



PRIORITISATION



Focus on
what delivers
the biggest
results

Automate
time-draining
processes

AUTOMATION



4 Set 'No Meeting'
zones for deep work
& block distractions

3 Replace manual work
with smart systems



Stop Managing Time—Start Owning It