

TAKE BACK YOUR CALENDAR

Your Reference Kit
To Master Your Time



PART 1

RESOLVE THE ROOT CAUSE

YOU RULE THE CALENDAR, OR IT RULES YOU

If busyness is your default mode but you're not sure it's making a difference...

If back-to-back meetings, leave you with no time to work on what really matters...

If you find yourself constantly toggling between tasks with high switching costs...

If you are always on call, responding in real-time to questions and requests...

The solution is not more hours in the day, it's leading differently.

Here's the root causes behind these patterns. Scan for these in your day and the inadvertent outcomes:

- Busyness feels productive and valuable, but it indicates that your time and tasks are mismanaged
- Everything is important so you try to do it all, but no one thing is a true priority with due attention
- People-pleasing appears the way to keep everyone happy all the time, but it makes your results suffer
- Saving the day as the hero, but you approach burnout and the team misses out on opportunities

This is the new mindset to practice, what is more true and constructive, that prevents you from falling back into old routines:

IMPACT > EFFORT

I am rewarded based on the quality of my impact, over the quantity of meetings and tasks or busy, invisible work

IMPORTANT > URGENT

To deliver on what's most important, I say no to what's less important and constrain to priorities

COURAGE > PLEASING

I say the difficult thing for the good of the business, even if it disappoints and even if it's uncomfortable

SCALE > MARTYRDOM

I leverage my team to scale my impact and train people how to access me, setting boundaries and honoring them

PART 2

LEAD DIFFERENTLY

TAKE CONSISTENT ACTION NOW

Valuable leaders value their time in favor of being ultra-responsive, inside every room, at every meeting, and overextended.

Now it's your turn.

- **Streamline your schedule** by evaluating and rationalizing meetings, seeing exactly where your time is going and learn from what worked and what didn't to inform tomorrow
- **Design your calendar** with intention by scheduling your priorities in rank order and giving every important task a home
- **Optimize when you do what** by time blocking around peak performance zones to minimize switching costs and create more impact with per each hour of time
- **Protect your time by prioritizing the schedule** you have set and planning for the unexpected, training people around you how to communicate with you and access your time

STREAMLINE

- **Evaluate Meetings** - Decline, shorten, reduce frequency, delegate, cancel, & merge meetings
- **Create a To Done List** - Track wins and see where your time went to learn and adjust to improve tomorrow

DESIGN

- **Schedule Priorities** - Place activities in rank order into your calendar to keep first things first (e.g. health, relationships, career)
- **Eliminate The To Do List** - Place to do list items directly in calendar and forget about them until then

OPTIMIZE

- **Book Your Golden Hour** - For the critical few objectives that make each day have a high ROI scheduled during your peak concentration time
- **Time Blocking** - Group like activities together based on when you do what best and to minimize switching costs

PROTECT

- **Flex Time** - Hold time for the unexpected each afternoon, returning calls and inquiries
- **Emergency Protocol** - For urgent access only, to eliminate scanning multiple modes of communication
- **Powerful Pause** - Evaluate requests to designate as now, never, later, or someone else



IMPLEMENTATION SUPPORT



EXPLORE ONE-ON-ONE COACHING SUPPORT

Well done on upgrading your time management skills. Let's apply these tools to your unique situation together. Your next step is to schedule your free consultation with me at **www.CheriGregov.com**.

This is our agenda for the consultation:

- 01 Bring your most pressing career challenges, including unmet goals or heavy stress.
- 02 I show you the root causes behind those challenges and how to overcome them.
- 03 If coaching would help you get the results you want faster, learn how it works.