



BE MORE CEO

EVOLUTION TO **CEO**



SET THE **VISION**

30,000 ft | 3 Years | Vision

20,000 ft | 12 Months | Goals

10,000 ft | 90 Days | Action Plan

Runway | This Week | Commitments



PLAN FOR SUCCESS

STEP 1: MAP YOUR BLOCKS		THE PERFECT WEEK PLANNING SYSTEM							
The MIP			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3	The ONE most important thing for the day								
	Time dedicated for one of your big 3 tasks	Theme	-- TBD --	-- TBD --	-- TBD --	-- TBD --	-- TBD --	-- TBD --	-- TBD --
SELF	All time dedicated to YOU. Examples include Core4, working out, self-care, meditation.	4:30 AM							
	Length = The length of the activity	5:00 AM							
FAMILY	All activities dedicated to time with your close relationships. Examples include date night, after-school activities, weekly family traditions, church etc.	6:00 AM							
	Length = The length of the activity	6:30 AM							
MARKETING	Time dedicated to your unique ability as the leader and creator. Activities that fall in the IMPORTANT but not URGENT quadrant.	7:00 AM							
	Length = 90 minutes to 3 hours / 2x to 4x a week	7:30 AM							
SALES	Time dedicated to strategy sessions, qualification calls and daily sales activities	8:00 AM							
	Length = 45 min call slots / Min 6x a week	8:30 AM							
FULFILLMENT	Time dedicated to group coaching calls, onboarding calls and existing blocks where you'll do existing client work.	9:00 AM							
	Length = 90mins / Min 2x a week	9:30 AM							
MANAGE	Time dedicated to working on other peoples projects and priorities.	10:00 AM							
	Length = 90mins / Min 2x a week	10:30 AM							
MEET	Open blocks where your team can meet with you and schedule external meetings without having to ask.	11:00 AM							
	Length = 60mins / Min 2x a week	11:30 AM							
BUFFER	Things won't go to plan. Buffer are the blocks in your week you to keep open for whatever comes up.	12:00 PM							
	Length = 90mins / Min 2x a week	12:30 PM							
PLAN & LEARN	Your weekly review and planning session to setup next week and customize the calendar.	1:00 PM							
	Length = 60-90 minutes, on Sunday	1:30 PM							
STEP 2: TRANSFER TO A DIGITAL CALENDAR		2:00 PM							
STEP 3: CUSTOMIZE THE WEEK		2:30 PM							
STEP 4: PLAN THE DETAILS		3:00 PM							
		3:30 PM							
		4:00 PM							
		4:30 PM							
		5:00 PM							
		5:30 PM							
		6:00 PM							
		6:30 PM							
		7:00 PM							
		7:30 PM							
		8:00 PM							
		8:30 PM							
		9:00 PM							
		9:30 PM							
		10:00 PM							



PLAN FOR SUCCESS

STEP 1: MAP YOUR BLOCKS		THE PERFECT WEEK PLANNING SYSTEM							
			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURAY	SUNDAY
The MIT	The ONE most important task for the day #unsexy work	<i>Theme</i>	— Team —	— Create & Serve —	— Action —	— Sales & Mtgs —	— Money & Momentum —		
3	Time dedicated for one of your big 3 tasks	4:30 AM	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up		
SELF	All time dedicated to YOU. Examples include Core4, working out, self-care, meditation. Length = The length of the activity	5:00 AM	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —
FAMILY	All activities dedicated to time with your close relationships. Examples include date night, after-school activities, weekly family traditions, church etc. Length = The length of the activity	6:00 AM	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —
MARKETING	Time dedicated to your unique ability as the leader and creator. Activities that fall in the IMPORTANT but not URGENT quadrant. Length = 90 minutes to 3 hours / 2x to 4x a week	6:30 AM	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —	— The MIT —
SALES	Time dedicated to strategy sessions, qualification calls and daily sales activities Length = 45 min call slots / Min 6x a week	7:00 AM	— Morning Fam Routine —	— Morning Fam Routine —	— Morning Fam Routine —	— Morning Fam Routine —	— Morning Fam Routine —		
FULFILLMENT	Time dedicated to group coaching calls, onboarding calls and existing blocks where you'll do existing client work. Length = 90mins / Min 2x a week	7:30 AM	— Dropoff —	— Dropoff —	— Dropoff —	— Dropoff —	— Dropoff —		
MANAGE	Time dedicated to working on other peoples projects and priorities. Length = 90mins / Min 2x a week	8:00 AM	— Buffer —	— Buffer —	— Buffer —	— Buffer —	— Buffer —		
MEET	Open blocks where your team can meet with you and schedule external meetings without having to ask. Length = 60mins / Min 2x a week	8:30 AM	/	/	/	/	/		— Family Mtg —
BUFFER	Things won't go to plan. Buffer are the blocks in your week you to keep open for whatever comes up. Length = 90mins / Min 2x a week	9:00 AM	/	/	/	/	/		— Family Mtg —
PLAN	Your weekly review and planning session to setup next week and customize the calendar. Length = 60-90 minutes, on Sunday	9:30 AM	— Mgmt Meeting —	— Podcast Recording —	— Team Huddle —	— Marketing Meeting —	— Team Huddle —		
		10:00 AM	— Mgmt Meeting —	— Podcast Recording —	— SALES CALLS —	— Blocked For MKTG —	— SALES CALLS —		
		10:30 AM	— Team Mtg —	— Podcast Recording —	— SALES CALLS —	— Blocked For MKTG —	— SALES CALLS —		
		11:00 AM	— Buffer —	— Podcast Recording —	— SALES CALLS —	— Blocked For MKTG —	— SALES CALLS —		
		11:30 AM	— Buffer —	— Podcast Recording —	— SALES CALLS —	— Blocked For MKTG —	— SALES CALLS —		
		12:00 PM	LUNCH	LUNCH	— SALES CALLS —	— Blocked For MKTG —	LUNCH		
		12:30 PM	— Buffer —	— Buffer —	LUNCH	LUNCH	— Buffer —		
		1:00 PM	— Buffer —	— Buffer —	— Buffer —	— Buffer —	— EA Meeting —		
		1:30 PM	— SALES CALLS —	— FP COACHING/TRAINING —	— Blocked For 3 —	— SALES CALLS —	— SALES CALLS —		
		2:00 PM	— SALES CALLS —	— FP COACHING/TRAINING —	— Blocked For 3 —	— SALES CALLS —	— SALES CALLS —		
		2:30 PM	— SALES CALLS —	— LP COACHING/TRAINING —	— Blocked For 3 —	— SALES CALLS —	— SALES CALLS —		
		3:00 PM	— SALES CALLS —	— LP COACHING/TRAINING —	— Blocked For 3 —	— SALES CALLS —	— SALES CALLS —		
		3:30 PM	— SALES CALLS —	— Blocked For 3 —	— Blocked For 3 —	— SALES CALLS —	— SALES CALLS —		
		4:00 PM	— SALES CALLS —	— Blocked For 3 —	— Buffer —	— SALES CALLS —	— SALES CALLS —		
		4:30 PM	— END DAY RITUAL —	— END DAY RITUAL —	— END DAY RITUAL —	— END DAY RITUAL —	— END DAY RITUAL —		
		5:00 PM	— PICKUP —	— PICKUP —	— PICKUP —	— PICKUP —	— PICKUP —		
		5:30 PM	— Buffer —	— Buffer —	— Buffer —	— Buffer —	— Buffer —		
		6:00 PM	- Family Time -	- Family Time -	- Family Time -	- Family Time -	- Family Night -		
		6:30 PM	- Family Time -	- Family Time -	- Family Time -	- Family Time -	- Family Night -		
		7:00 PM	- Routine -	- Routine -	- Routine -	- Routine -	- Routine -	- Routine -	- Routine -
		7:30 PM	— Buffer —	— Buffer —	— Buffer —	— Buffer —	— Buffer —		- Plan The Week -
STEP 2: TRANSFER TO A DIGITAL CALENDAR		8:00 PM	— EVENING ROUTINE / BED —	— EVENING ROUTINE / BED —	— EVENING ROUTINE / BED —	— EVENING ROUTINE / BED —	— EVENING ROUTINE / BED —	— EVENING ROUTINE / BED —	— EVENING ROUTINE / BED —
STEP 3: CUSTOMIZE THE WEEK		8:30 PM							
STEP 4: PLAN THE DETAILS		9:00 PM							
		9:30 PM							
		10:00 PM							



DAILY HITLIST

DAILY BIG 3 - List your 3 most important tasks

1.
2.
3.

OTHER TASKS

Day: _____ Date: _____

Event Todo

