

FIRED UP & FOCUSED

DAY 4

Run Your Week

LIKE A CEO

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Run Your Week Like a CEO

We all have the same 24 hours a day - 168 hours a week - 8,760 hours a year! So how is it that some people consistently hit their goals while everyone else struggles to FIND the time?

Simple - you MAKE the time for what matters most.

To create your model calendar, open up an hourly calendar (I use Google Calendar) -

1. Block out time for family and personal time.
2. Block out YOUR office hours. They do not have to be 9-5! They just need to work for YOU and your life.
3. Block out 1 hour for your Weekly CEO Date.
4. Use time blocking or theme days for your most important tasks! This could include blocks of time for clients, content creation, marketing, sales, admin/operations, etc.
5. Consider alternating client facing weeks with content/marketing weeks.
6. Give yourself some BUFFER time between each time block.

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|-------|----------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------------|
| 6 AM | Morning Routine 6 - 7am | Morning Routine 6 - 7am | Morning Routine 6 - 7am | Morning Routine 6 - 7am | Morning Routine 6 - 7am |
| 7 AM | Morning Walk 7 - 8am | Morning Walk 7 - 8am | Morning Walk 7 - 8am | Morning Walk 7 - 8am | Morning Walk 7 - 8am |
| 8 AM | | | | | |
| 9 AM | | | | | |
| 10 AM | CEO Date 10am - 12pm | Client #1 10 - 11am | Content Creation 10am - 3pm | Client #4 10 - 11am | Visibility 10am - 12pm |
| 11 AM | | Client #2 11:30am - 12:30pm | | Client #5 11:30am - 12:30pm | |
| 12 PM | Team Meeting 12 - 1pm | Client #3 1 - 2pm | | Live Q&A 1 - 2:30pm | Self-Care Appointments 12 - 4pm |
| 1 PM | CEO Development 1 - 3pm | | | | |
| 2 PM | | | | | |
| 3 PM | | | | | |
| 4 PM | | | | | |
| 5 PM | | | | | |
| 6 PM | Family Dinner 6 - 7pm | Family Dinner 6 - 7pm | Family Dinner 6 - 7pm | Date Night 6 - 9pm | Family Dinner 6 - 7pm |
| 7 PM | | | | | |
| 8 PM | | | | | |
| 9 PM | Night Routine 9 - 10pm | Night Routine 9 - 10pm | Night Routine 9 - 10pm | Night Routine 9 - 10pm | Night Routine 9 - 10pm |
| 10 PM | | | | | |

FIRED UP & FOCUSED

| | Mon | Tues | Wed | Thurs | Fri |
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