FIRED UP & FOCUSED DAY 3





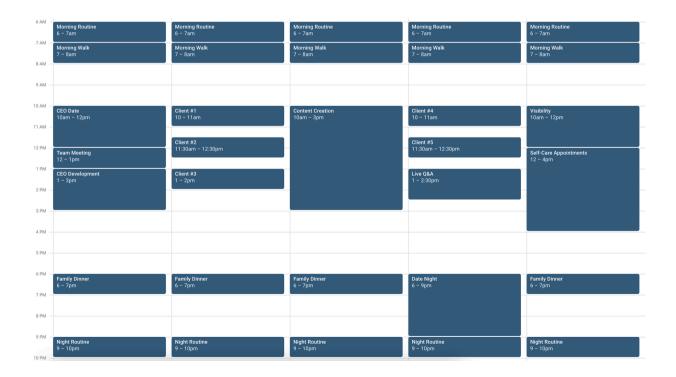
Run Your Week Like a CEO

We all have the same 24 hours a day - 168 hours a week - 8,760 hours a year! So how s 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.



FIRED UP & FOCUSED

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