

# FIRED UP & FOCUSED

DAY 3

*Run Your Week*

LIKE A CEO

# FIRED UP & FOCUSED

## 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.

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			Live Q&A 1 - 2:30pm	Self-Care Appointments 12 - 4pm
1 PM	CEO Development 1 - 3pm	Client #3 1 - 2pm			
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
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					