

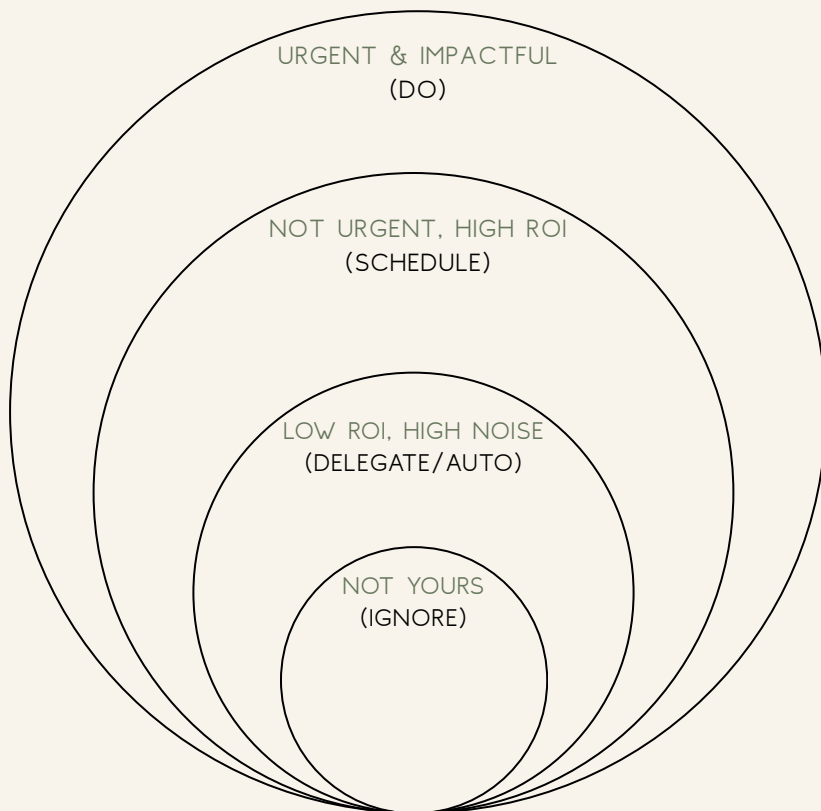
TIME MANAGEMENT TOOLKIT

WEEKLY FOCUS MAP

WHERE DOES YOUR ENERGY = HIGHEST IMPACT?

	DEEP WORK BLOCK	MEETINGS/ ADMIN	ENERGY CHECK (🟢/⚡/zZ)	INSTRUCTIONS:
MON				<ul style="list-style-type: none">CIRCLE 1 DAILY DEEP WORK BLOCK WHERE YOU'LL GUARD YOUR TIME (90 MIN).MARK WHEN YOU FEEL MOST FOCUSED (🟢), STRESSED (⚡), OR DRAINED (zZ).USE TRENDS TO SCHEDULE YOUR HIGHEST-VALUE TASKS DURING YOUR FOCUS ZONES.
TUE				
WED				
THU				
FRI				

DECISION FUNNEL STOP SAYING YES TO EVERYTHING.



ALIGNED NO BLUEPRINT BOUNDARIES ARE RESPECT IN ACTION.

STEP 1: KNOW YOUR NON-NEGOTIABLES
(WRITE 3 HERE: _____, _____, _____)

STEP 2: SCRIPT YOUR ALIGNED NO

TRY THIS TEMPLATE:

“I’D LOVE TO HELP, BUT I CAN’T GIVE IT THE FOCUS IT DESERVES RIGHT NOW. CAN WE REVISIT LATER / DELEGATE THIS?”

STEP 3: MY NEXT ALIGNED NO WILL BE...

WRITE IT HERE:

INSTRUCTIONS: WRITE DOWN 5 CURRENT TASKS ON YOUR PLATE → RUN THEM THROUGH THE FUNNEL.

NOTES

