

TIME MANAGEMENT TOOLKIT

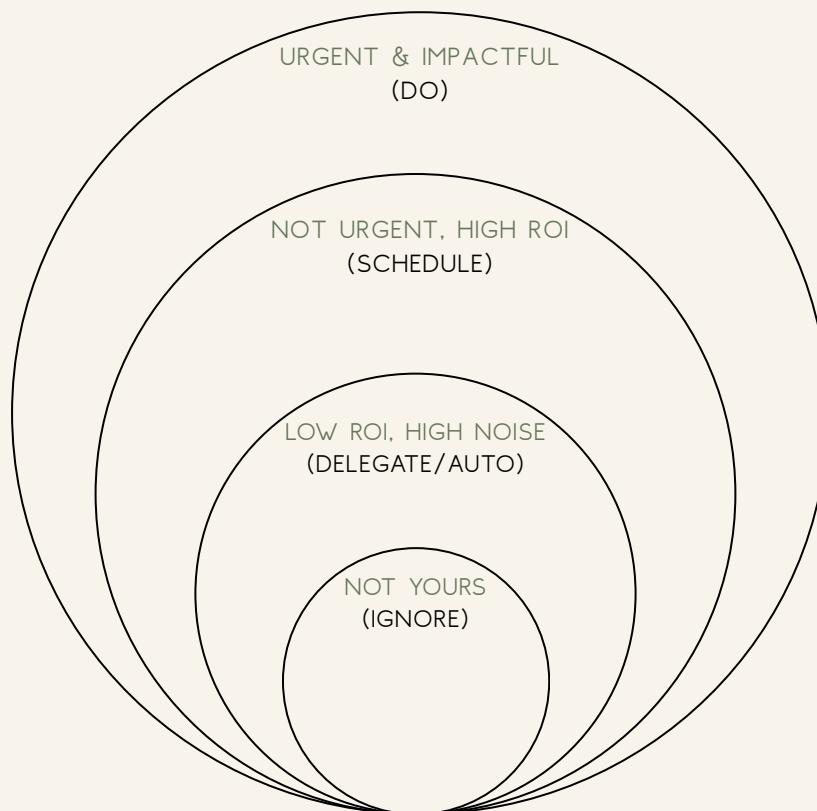
WEEKLY FOCUS MAP

WHERE DOES YOUR ENERGY = HIGHEST IMPACT?

| | DEEP WORK BLOCK | MEETINGS/ ADMIN | ENERGY CHECK | 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 ().USE TRENDS TO SCHEDULE YOUR HIGHEST-VALUE TASKS DURING YOUR FOCUS ZONES. |
| TUE | | | | |
| WED | | | | |
| THU | | | | |
| FRI | | | | |

DECISION FUNNEL

STOP SAYING YES TO EVERYTHING.



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

NOTES

