

ACCOMPLISH MORE. STRESS LESS.

YOUR GUIDE TO CALENDAR MASTERY



Imagine looking back on your day as the sun dips below the horizon and thinking, "Wow! I accomplished everything I needed to do today. I'm in great shape for tomorrow!"

Impossible? Nope. You can do it!

This little workbook holds the key to your time mastery success...calendarizing.

It's true! Master your calendar, master your day.

"Time is on my side,
yes it is."

~said no entrepreneur ever



Complete the steps on the following pages and be on your way to working smarter, planning better, and becoming your own superhero...

TIME MASTER.

1

List out all the things you do for work – start with what you do each day, then write down weekly, monthly, and even quarterly tasks.

Think through a typical day in your mind to capture all of the work-related tasks you handle on a regular basis. If you are drawing a blank, get a good baseline by tracking what you do for a week using one of the worksheets included here.

Here are some ideas...



Categories can include, but aren't limited to:

Marketing efforts for your business

- Social media posting/commenting/interacting
- Copy creation
- Ad placement

Networking

- Linked In, Facebook, other social media outlets to meet potential clients
- In-person networking, such as coffee meetings, co-working space, etc

Sales activities

- Meeting with prospective clients
- Meeting with referral partners

Working for your clients

- Time spent working on deliverables (creating products, intellectual property, thought leadership)
- Time spent meeting with your clients to gather information, provide updates, etc

Team oversight/management (for those who have employees or contractors)

- Team meetings – time spent in the meeting as well as preparing for the meeting
- 1:1 conversations with individual team members on performance, mentoring, etc
- Mentoring with others not on your employee/contractor roster

Personal development

- Training
- Certifications
- Webinars / Seminars
- Reading

Administrative work

- Payroll
- Bookkeeping
- Meeting minutes/agendas

Strategic planning

- Quarterly or annual goals planning
- Progress towards quarterly or annual goals
- 3-year or 5-year plan
- New products or services

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Estimate how often you do each task, i.e. daily, weekly, monthly, quarterly, annually.

Then estimate how long you spend working on each task (if you're not sure, make a reasonable guess and go with your gut).

Then think about the relative priority of the task.

*You can format it like the table below or in whatever way makes sense to you.

Task Description	Frequency	Duration	Priority

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Do you have any "set in stone" activities (work or non-work related) that MUST be done at a certain time on a certain day? If so, list those.

The idea is to see that your blocks of work time fall between your "set in stone" activities.

*Again, you can create a grid like this or lay it out any way it makes sense to you.

Task Description	Start Time	Stop Time	Day of Week

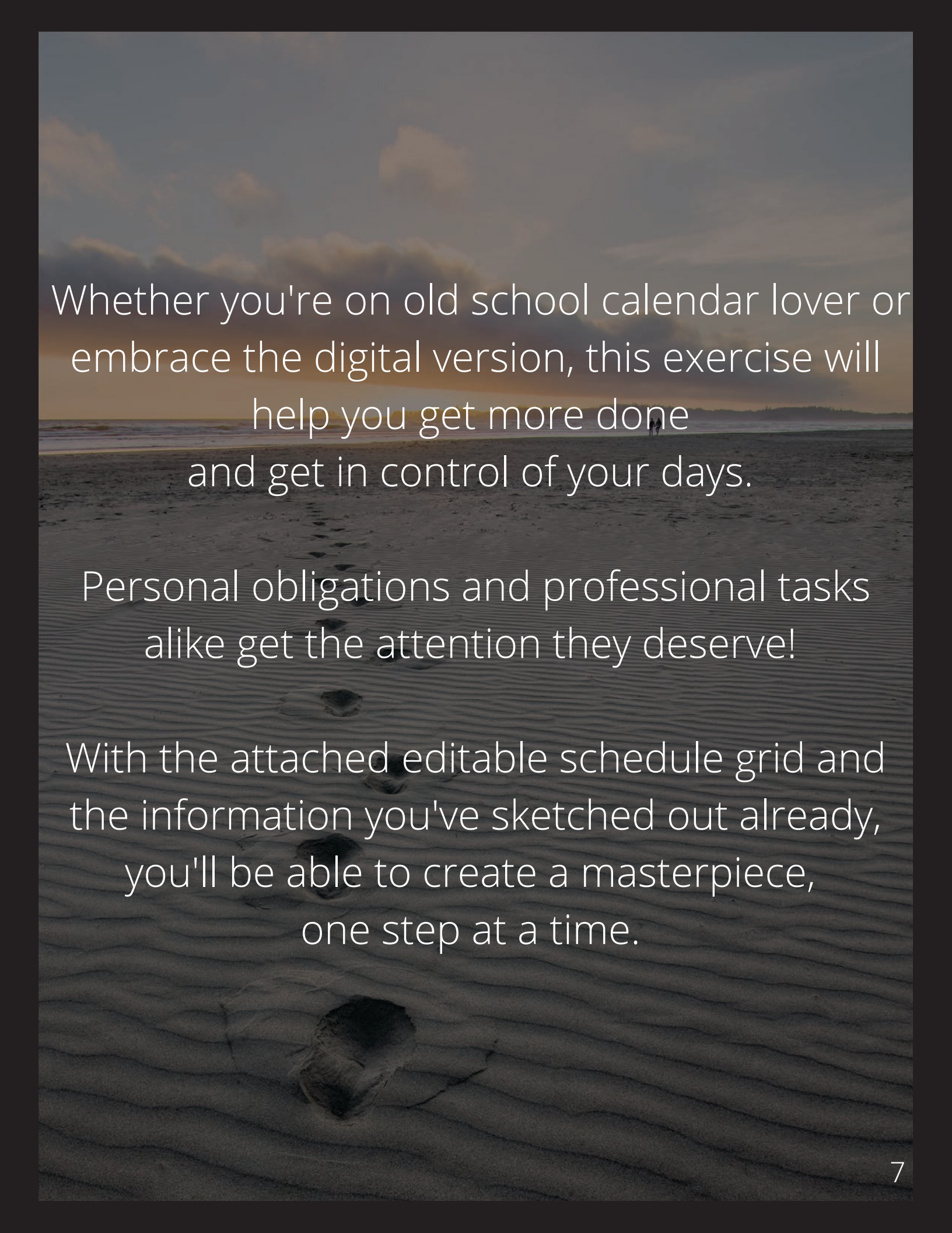
4

Now for the fun part!

Let's use all of this to create a schedule that helps you hit your goals!

Bonus: You'll get to embrace your inner kindergartner by coloring your calendar! Choose colors for each task type so you can see where you're spending your time at a glance.



A photograph of a beach at sunset. The sky is filled with soft, golden light and scattered clouds. The ocean waves are visible in the distance. In the foreground, the sand is dark and has several footprints leading away from the viewer towards the water. A small figure of a person is visible on the beach in the distance.

Whether you're an old school calendar lover or embrace the digital version, this exercise will help you get more done and get in control of your days.

Personal obligations and professional tasks alike get the attention they deserve!

With the attached editable schedule grid and the information you've sketched out already, you'll be able to create a masterpiece, one step at a time.



Start with your “set in stone” activities that cannot move, no matter what – add those to the grid on the appropriate day and timeslot.



Then, add at least 2 short (10-15 min) breaks and a lunch break into each day – it doesn’t have to occur at the same time every day, but you do need to allow yourself time to step away and recharge during your workday!



Next, add your High Priority tasks in – make sure you pay attention to how long the task takes and how often you need to do that task every week!



Do you have any space left? If so, add your Medium and Low Priority tasks in and see where you end up!



If you run out of room, look at the remaining tasks that didn’t make it into the grid – are these tasks that really only need to be done once a week/month or quarterly?

Tips for your Schedule Grid:



Don't fill it up for the sake of filling it up! Aim for quality vs. quantity in your days



Make sure you put in 2 breaks and a lunch EVERY DAY – this NON-NEGOTIABLE if you want to remain productive and not burn out!



If it works for you, try having the same start and stop times for work every day and filling in your tasks based on priority within those times



Try your newly created, super-productive schedule out for ONE WEEK to see how it goes. Make changes after that one week based on how things went.



Share with your family, friends, co-workers that you are trying out a new schedule so they can help hold you accountable for sticking to it!

I hope this workbook
makes your life easier,
your days more productive,
and your load a little lighter.

If you have questions or would like to
explore more ways to further your business
goals, I'd love to chat with you!

Helping entrepreneurs like you is
my superpower!



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Time Master Worksheet

SAVVY



MAVEN

[Click here to visit Savvy Maven](#)

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