

Organize Your Week Like a CEO: Smart Structures & Systems to Stay in Control



Hi CEO,

Welcome back to Section 4 of this free training!

I don't know about you, but sometimes by the end of the week, I feel that the week has gotten out of control and I didn't get anything accomplished. And I bet you've felt like this more than once?

In this section, I'll share the structures & systems that I use to help stay in control – to help stay proactive instead of reactive to my business.

You can do this!!!



DAY 4 Organize Your Week Like a CEO: Smart Structures & Strategies to Stay in Control

Despite the fact that we all have the same 24 hours in a day, 168 hours in a week and 8,760 hours in a year, how do some business owners consistently hit their goals while everyone else struggles to FIND the time?

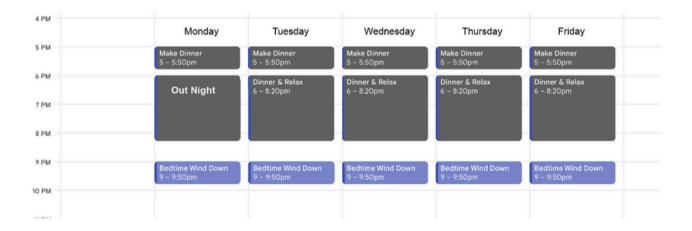
Simple - you MAKE the time for what matters most!

To create your model agenda, open up an hourly calendar (I love 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 I hour for your Weekly CEO Date (to start with).
- 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. Depending on your business, and stage of growth, you may consider alternating client facing weeks with content/marketing weeks.
- 6. Give yourself some BUFFER time between each time block.

Here's my own current model agenda:





	MON	TUES	WED	THURS	FRI
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					

NOTES

