

Module 1 | SESSION 7
Setup Your Calendar for Success

If your priorities do not fill your calendar, someone else's priorities will. ~ Matt Sexton

Fast Action Step #4 - Setup your calendar for success

Those who maximize their influence and effectiveness, do so because they have a very intentional _____ for life and a bold, compelling _____ for their work.

4 tips for managing your calendar more effectively:

1. Create your _____.
2. Create your _____.
3. Get Some _____.
4. Only one person _____ the calendar.

Boundaries, priorities, and expectations for managing your calendar with an assistant.

1. Only the _____ sets appointments.
2. _____ go to the assistant.
3. Schedule a _____ meeting.
4. Assistant _____ how I spend my time.
5. Setup _____ for calendar activities.

Fast Action Steps

1. Who could help you review or manage your calendar? (i.e. spouse, assistant, mentor, coach, friend, etc.)
2. What boundaries, priorities, and expectations should guide how you shape your calendar?
3. Add the items from your *Annual Plan* into your calendar.
4. Add the items from your Best Week into your calendar. The weekly repeatable items can be set to repeat automatically.