

SESSION 6

A great life is nothing more than a series of great, well-lived days strung together. ~ Robin Sharma

Get the Most out of Your Schedule with the *Time Tracking Journal*

The *Time Tracking Journal* helps you see objectively how and where you are currently spending time and help you evaluate how you are spending your time.

It will help you answer the questions:

1. Where is my time **spent**?
2. Does how I spend my time **make sense** for this season (of my life, work, career, etc.)?

Here is the step-by-step process for using the *Time Tracking Journal*:

1. Start with one **week**
2. Track every **10** minutes
3. Track the **full** day - from the time you get up until you go to bed, not just work hours
4. At the end of the first week, review all of the entries and create **themes**.
5. Review it with your spouse, teen or adult children, colleague or boss, assistant, close friend, or mentor
6. Get their feedback
7. Do it for two more weeks to make sure you have a solid view of how your time is spent.
8. Draft your **action** items and make the necessary changes to your schedule, *Annual Time Plan*, and *Best Week*.

Fast Action Steps

1. Track how you're spending your time using the *Time Tracking Journal* for the next three weeks.

3 Essential Reviews

1. Weekly Review
2. Quarterly Review
3. Annual Review

Weekly Review Template

1. Review SIMPLE Personal Life Plan
2. Review SIMPLE Business Vision
3. Gather all loose papers and process
4. Process meeting notes
5. Review previous week's calendar
6. Review upcoming week's calendar
7. Review action/task lists
8. Review the tasks delegated to others
9. Review project lists
10. Review Tasks in Project Management app
11. Process all email and get inbox to zero
12. Schedule next week's writing and content development
13. Look at weekend schedule
14. Plan family time for the upcoming week
15. Turn off computer and phone

Quarterly Review Template

1. **Prayer** or Meditation
2. Review SIMPLE **Personal Plan**
3. Review SIMPLE **Vision**
4. Review 4 Critical **Gauges** for a Healthy Leader
5. Write **Goals** for the Next Quarter
6. High Impact **Projects**

Annual Review Template

1. Travel
2. Evening of Arrival
 - a. **Prepare**
 - b. **Read**
3. Day One. The first full day is all about life **planning** and **scheduling**.
 - a. Work through Quarterly Review tool (5-6 hours).
 - b. Review SIMPLE **Personal Plan** (1 hour)
 - c. Review my Life 86 List (bucket list) (1 hour)
 - d. Review **Annual Plan** and fill in yearly calendars for the next 1- 3 years. (1-2 hours)
4. Day Two. The second day is about **projects** and **planning**.
 - a. Plan One-on-One Meetings for the early part of the year. (1-2 hours)
 - b. Work on high impact **projects** and planning. (3-5 hours)
5. Travel Home.

A note of caution – if you take our template and use it as it is, it probably won't be as effective for you – because we're different. You will want to customize it to fit your needs.

Everything won't work exactly right the first time. And that's ok! Make changes where they are needed, then test it again.

Decide right now that you are going to take one step today toward being more purposeful in your life and work.

Fast Action Steps

1. Place a Weekly Review on your calendar or schedule.
2. Place a Quarterly Review on your calendar or schedule.
3. Place an Annual Review on your calendar or schedule.

Your Next Step

SIMPLE Leadership Compass - 4 Greatest Challenges Leaders are Facing Today.

Time and Focus is one of the four challenges. The other three are included in the SIMPLE Leadership Compass course.

Next week, we will send you the information for how to get it at a steep discount just for members of this group. Watch for that email - it will only be available for a few days at the discounted rate.