

## Module 2 | SESSION 18

### Fast Action Step #4 - 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.