

# THE DO LESS TO ACHIEVE MORE™ BUILDER

Name: \_\_\_\_\_

THINK CLEARLY



Date: \_\_\_\_\_

## MORE ISN'T BETTER - BETTER IS BETTER

In today's society, we think we need to work harder, put in more hours, and get less sleep to be successful. However, this is leading to us to become sick, die from lifestyle-related diseases, and be unhappy. Remember that more isn't better - better is better.

## URGENT VS. IMPORTANT

One of the first steps in achieving your dreams means knowing the difference between "important" and "urgent," because that allows you to set the right priorities and allocate your time and resources well. Urgent activities demand immediate attention, and are usually associated with achieving someone else's goals. Important activities have an outcome that leads to us achieving our goals.

## SWITCH FROM TIME MANAGEMENT TO PRIORITY MANAGEMENT

The key is to switch from doing time management to priority management. Instead of focusing on urgent activities that are usually associated with someone else's goals (such as responding to emails), focus on activities that lead to achieving your goals and dreams.

## THE DO LESS TO ACHIEVE MORE BUILDER

This tool can help you make sure that you're allocating time every day and week towards your important activities, whether these are professional or personal. By shifting from time management (living by the calendar) to priority management (doing the most important things well), you can create a wave of focus and wellness.

## HOW TO USE THIS TOOL

Use this tool to map out your responsibilities and prioritize them to reflect your goals. You can then start to build your ideal day and week. At the end, you can look back and see how your ideal day and week differ from your current reality, and then see what tactics you can use to align your life with your priorities.

## STEPS

### The time check

In the table on the back side of this sheet:

**List the roles, tasks, and time commitments that you are responsible for in your life now.**

*Can be responsibilities at work, home life (e.g. spending time with family), or personal life/goals (e.g. hobbies, exercise).*

**Rank these responsibilities from most important to least important to you.**

**Write if you feel that you are currently spending enough time on the things that are important to you.**

*Give yourself a checkmark if yes.*

### Build your ideal day

Look back at your time check, paying attention to your most important priorities and if you're allocating enough time to them.

Then in the next table, construct your ideal day, moving from time management to priority management. Allocate time to the most important priorities and defend that time on a daily basis.

### Build your ideal week

**In the next table, construct your ideal week. Looks for blocks of time that you can dedicate to certain tasks.**

*E.g. One complete day can be dedicated to one aspect of your work (strategic planning), mornings can be dedicated to working out, etc.*

### Post-assessment

**Look back at your ideal day and week and ask yourself a few questions.**

*How does this differ from your current reality?*

*What tactics do you need to execute to bring your life into alignment with your dreams and priorities?*



# THE TIME CHECK

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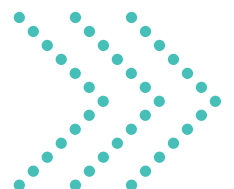
ROLES, TASKS, COMMITMENTS	RANK THESE RESPONSIBILITIES	ENOUGH TIME?

## EXAMPLE

ROLES, TASKS, COMMITMENTS	RANK THESE RESPONSIBILITIES	ENOUGH TIME?
Spending time with family	1	✗
Spending time with friends	4	✗
Exercise (training for a triathlon)	3	✓
Meetings	7	✓
Household chores	9	✓
Responding to emails	8	✓
Studying for course that will further my career	5	✗
Work projects that require total focus	2	✗
Art project	6	✗



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# BUILD YOUR IDEAL DAY

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## EXAMPLE

TIME	TASK(S)
6:00am-7:00am	
7:00am-8:00am	
8:00am-9:00am	
9:00am-10:00am	
10:00am-11:00am	
11:00am-12:00pm	
12:00pm-1:00pm	
1:00pm-2:00pm	
2:00pm-3:00pm	
3:00pm-4:00pm	
4:00pm-5:00pm	
5:00pm-6:00pm	
6:00pm-7:00pm	
7:00pm-8:00pm	
8:00pm-bed	

TIME	TASK(S)
6:00am-7:00am	Training (run, swim, etc.)
7:00am-8:00am	Get kids ready for school
8:00am-9:00am	Breakfast, commute to work
9:00am-10:00am	Daily meeting, respond to emails
10:00am-11:00am	Power work (total focus on one project)
11:00am-12:00pm	Power work
12:00pm-1:00pm	Lunch, walk
1:00pm-2:00pm	Power work
2:00pm-3:00pm	Power work
3:00pm-4:00pm	Emails
4:00pm-5:00pm	Phone calls, communication with team
5:00pm-6:00pm	Training
6:00pm-7:00pm	Study for course
7:00pm-8:00pm	Dinner with family
8:00pm-bed	Bedtime routine



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# BUILD YOUR IDEAL WEEK

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	MON	TUES	WED	THURS	FRI	SAT	SUN
6-8am							
8-10am							
10am-12pm							
12-2pm							
2-4pm							
4-6pm							
6-8pm							
8-10pm							



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# EXAMPLE

	MON	TUES	WED	THURS	FRI	SAT	SUN
6-8am	Training, Family time	Training, Family time	Training, Family time	Training, Family time	Training, Family time	R&R	R&R
8-10am	Meeting, Emails	Meeting, Emails	Meeting, Emails	Meeting, Emails	Meeting, Emails	Training	R&R
10am-12pm	Power work	Strategic planning	Power work	Strategic planning	Power work	Family time	Family time
12-2pm	Lunch, Power work	Strategic planning	Lunch, Power work	Strategic planning	Lunch, Power work	R&R	Family time
2-4pm	Power work, Emails	Strategic planning	Power work, Emails	Strategic planning	Power work, Emails	Art project	Chores
4-6pm	Study for course	Phone calls, Training	Study for course	Phone calls, Training	Study for course	Spend time with friends	R&R
6-8pm	Family time	Family time	Family time	Family time	Family time	Spend time with friends	Family time
8-10pm	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine





How do your ideal day and week differ from your current reality?

What tactics do you need to execute to bring your life into alignment with your dreams and priorities?

## EXAMPLE

How do your ideal day and week differ from your current reality?

*I am not good at blocking off time to do Power Work. Ideally I would like to do about 4 hours each day (with a couple days per week dedicated to strategic planning).*

*I also need to get better at making a hard time cap to put away all other distractions and spend time with my family every night.*

*I'm not prioritizing studying for my course.*

What tactics do you need to execute to bring your life into alignment with your dreams and priorities?

*When I'm in Power Work, I need to remove all distractions (turn off phone and email notifications, close my door, put in headphones) so I can focus on the task that requires all of my attention.*

*I will set a daily alarm that will remind me to put away work for the night at 6pm.*

*I will put it in my calendar to study for my course three times per week. Once it's in my schedule, it will be easier to stick to it instead of putting it off.*

