



# Become More Productive With One Simple Rule.

## Fill Your Calendar To The Brim.

Create a calendar you are excited about. Start with your priorities, then do responsibilities, and then on to dreams.

Take these steps to fill it up:

1. Trust the process.
2. Leave openings to bookend “have to” items with “want to” items.
3. Start with meaning in mind.
4. Add your priorities (such as health and relationships).
5. Add your current responsibilities (such as work or school).
6. Add reenergizing items (before and after draining ones).
7. Fill any open times with “planning”, “dreaming”, “organizing”, etc.



🕒	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

A full schedule gives two great benefits:  
 One, you own your time and create more energy for what you care about.  
 Two, it gives you more power to say “no” to the good and “yes” to the great.

**You Define Success. We Will Help You Get There.**

