

# The Calendar Hammer Test: Current State

1. Review your calendar and brainstorm how you spend your time (ex. Working with your team, strategic planning, answering emails...)
- 2 . What are the major categories and % of time spent on the above?

# The Calendar Hammer Test: Future State

1. Given where you want to be in the future what are the top 3-5 activities that ONLY YOU can and should do?
2. What % of time should you be spending on the above?
3. Compare and contrast the current way you are spending your time vs. where you want to be spending your time.
4. What insights are surfacing? What are 1-2 actions you can take to shift the way you are spending your time?
5. When you are successful what is the X factor impact? What will you be freed up to do that you can't seem to get to now or spend enough time on?

# The Leader's Calendar Sample

My Ideal Calendar	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Early Morning (6:30-8:30)	Prime, read, workout	Prime, read, workout	Prime, read, workout	Prime, read, workout	Prime, read, workout	PLAY!!!		
Morning (8:30-10:30)	Review the week, ASANA	Write & connect on social media	Project Time	Project Time	Review the week, how did I do compare to what I said I would do, scan next week			
Late Morning (10:30-noon)	Team Alignment	Expansion	Project Time	Project Time	Strategic time, Accountability partner mtgs.			
Healthy lunch, break, 6 min cardio and email								
Early Afternoon	Client Time	Financials & 100-1000x value work	Client Time	Client Time	Bullet journal, ASANA prep ...catch al			
Later Afternoon								
Healthy Dinner								
Early Evening		Learning Night	Yoga/class					Yoga/class
In bed by 9:30 no electronics 10:15 lights out								In bed by 9:30

Play, Spiritual time & Family

Groceries, errands Prep for week

My Ideal Calendar	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Early Morning (6:30-8:30)</b>	Exercise, walk dog, get kids off to school	Exercise, walk dog, get kids off to school	Exercise, walk dog, get kids off to school	Exercise, walk dog, get kids off to school	Exercise, walk dog, get kids off to school
<b>8:30-9:00</b>	Check in w Mary M (OT)	Commute/chat w team, Erica (OT)	Commute/Chat w Team (OT)	Connect with Tom O on production (OT)	Open (MT)
<b>Morning (9:00-10:30)</b>	Review Business from LW (TT)	Staff Meeting @10, AIM, PASE Breakfasts, Production Strategy Meetings	OFFICE HOURS (DT)	Review WTD for concerns. MBS Meeting, I&D Meetings, Big Rocks meetings	Morning connect with team on miscellaneous stuff, review to-do list (OT/TT)
<b>Late Morning (10:30-noon)</b>	Production Call, Shipping Call (TT)	Walk around Time, Stores with GMMs (OT)	Store time with my team 1:1, or just alone (TT/MT)	Open (MT)	Production Call, TB with team (OT)
<b>LUNCH</b>	Erica Team noon call, Lunch, SWOT meeting (TT)	In-person Lunch (GMM/exec or team) (OT)	In-person Lunch (GMM/exec or team) (OT)	LUNCH/WALK DOG (MT)	LUNCH/WALK DOG (MT)
<b>12-2</b>		Store Visits with AVP teams, 1:1s with Team/Erica (DT)	Store Visits with AVP teams, Sr. Team Meetings, I&D Meetings (OT)	Business Meetings, Funding meetings (OT)	Block/Open Time (MT)
<b>Later Afternoon</b>	Staff Meeting, Misc Calls, Walk dog 3PM (TT)				
<b>Early Evening</b>	Make Dinner, Walk Dog, Family Time, Sports Driving	Make Dinner, Walk Dog, Family Time, Sports Driving	Make Dinner, Walk Dog, Family Time, Sports Driving	Make Dinner, Walk Dog, Family Time, Sports Driving	Make Dinner, Walk Dog, Family Time, Sports Driving
In bed by 10:30					

# Actual Client Leader Idea Calendar

## Priorities (& Legend)

- Develop Team (DT)- YELLOW
- My own Reflection/Think time (MT)- PURPLE
- Sharing observations with others (OT)- BLUE
- Team Time/Business time: Keeping team focused, removing obstacles aside from right product, right stores, right time (TT)- GREEN

# Biggest Leader Insight

## Current & Ideal

- Develop Team – Current ;12% Ideal 17%.
- My own Reflection/Think time – Current 22%; Ideal 22%
- Sharing observations with others – Current 15%; Ideal 27%
- **Team Time/Business time: Keeping team focused, removing obstacles aside from right product, right stores, right time – Current 40%; Ideal 27%**
- Other/Misc– Current 12%, Ideal 7%



**BEFORE:** Quick to do the work of others, thinking she was helping them but was actually limiting the team's growth

**AFTER: Used her time to help develop her team – the work ONLY she could do.**