



The Leader's Find Time Process™

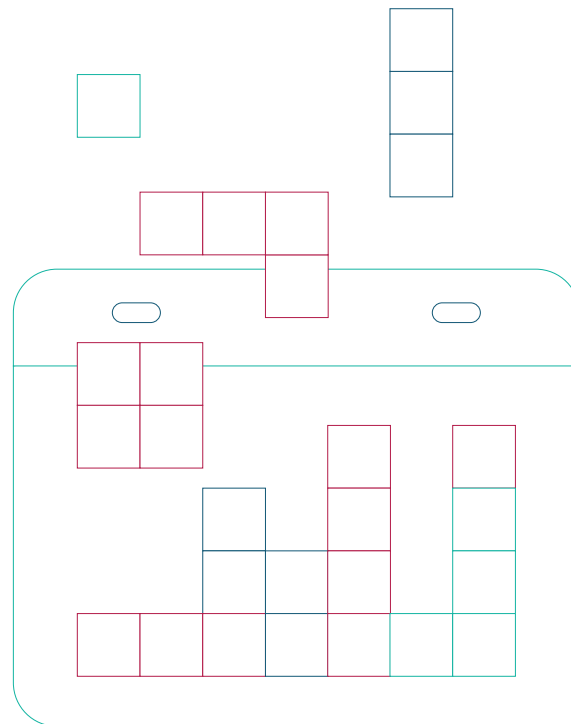
What is it?

The Leader's Find Time Process™ is a way to define the ideal way of using your time. While you may have travel or others commanding your time, this process takes advantage of your optimal way of working. It will use your favorite online calendar (like Outlook or Google Calendar) and create blocks of time for work that best fits your priorities, focus, and energy. The outcome helps you execute more strategically.

How is it Used?

This method is used in conjunction with the Calendar Hammer Process™¹ which helps you identify the most essential work that only you can and should be doing. The Leader's Find Time Process™ takes into account strategic categories of work, then creates blocks of time that will allow you to maximize your internal energy. This process gives you the opportunity to reflect on your own biorhythms (the time of day you are most productive for certain activities) and assigns those times to the areas of work that align best. For example, the best time for me to write is in the morning when I am fresh and have the greatest focus, ease, and flow.

While it is not always possible to strictly adhere to this process, it will guide you. If you have an assistant, it will enable both of you to align on how to best use your time. For example, you will no longer have to



think about when to schedule your meetings as it will be blocked off as well as critical thinking and planning time.

Steps to Create Your Strategic Calendar

Part 1: Categorize

1. Brainstorm the categories of work that only you can and should be doing, the things that have the highest impact and bring you the most energy. List these items in the first column.



- List the percent of time that you currently spend on each category in the second column.
- Assign the level of impact and if each category is energy building or draining in the next two columns.

	Category of Activity	% of Time	High/Low Impact	Energy Building /Draining
1				
2				
3				
4				
5				
6				
7				

Part 2: Quadrant Positioning

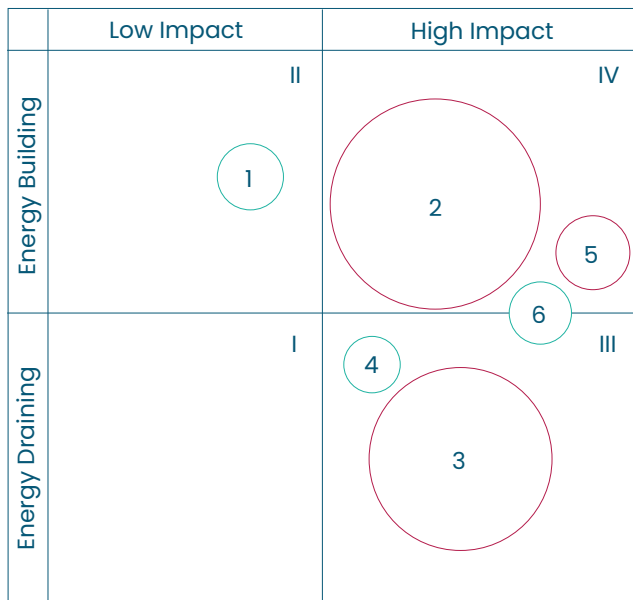
- On the quadrant grid, mark a circle of a relative size in the appropriate quadrant. This will help you see the categories of work in their relationships to one another.
- Note the items in quadrants I, II, and III that would be high impact and energy building for other individuals on your team. Think about how you can shift this work to others and outline next steps.
- Identify that work that only you can and should be doing. Indicate those with a star and add them to your list.
- Re-evaluate this in three months, and realign work as needed.

	Low Impact	High Impact
Energy Building	II	IV
Energy Draining	I	III



Example

	Category of Activity	% of Time	High/Low Impact	Energy Building /Draining
1	Project X	7%	Low	Building
2	Engineering Management	50%	High	Building
3	Process Improvement	20%	High	Draining
4	Platform Architecture	5%	High	Draining
5	Department Alignment	13%	High	Building
6	Customer Troubleshooting	5%	High	Draining





Part 3: Block Off Ideal Times

1. Assign ideal times of day for each category. You may wish to do this in a separate document first.
2. Similar to the way you make a recurring meeting invite, block off time in your electronic calendar for each category of work. If someone else is managing your calendar, include them in this process.

Example Ideal Calendar

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!!!	Play, Spiritual time & Family
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						Groceries, errands Prep for week	
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

Make Iterative Improvements

Remember, this is an ongoing process. Even a 5% shift (approximately 2 hours/week) has enormous impact. Regularly revisit your calendar,

every three months or so, to assess your progress and adjust your work allocation as needed



What would your ideal calendar look like? How would this way of working make you feel and what results could you achieve?



— Laura Stone

Resources:

¹ The Calendar Hammer Process – www.laurastone.com/calendar-hammer