

### My personal priorities for this week

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### My energy habits

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### My business priorities for this week

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### and remember...

- your personal priorities are on the left side and should be connected with your personal purpose and goals as you have defined in step 1, 2 and 5.
- your business priorities are on the right side and should be connected with your company purpose and business goals.
- it's important to invest in yourself and renew your energy by establishing new habits as you have defined for yourself in step 7.
- it will take you about 30 days to build your new habits, and it will take you about 90 days to build your new lifestyle. Stick to them whatever happens.



## MONDAY

agenda

actions

connections

## TUESDAY

agenda

actions

connections

## WEDNESDAY

agenda

actions

connections

## THURSDAY

agenda

actions

connections

## FRIDAY

agenda

actions

connections

## SATURDAY

agenda

actions

connections

## SUNDAY

agenda

actions

connections

### and remember...

- each day has its own purpose and fits into the great plan of our life. Focus on 'what matters most!' It's now up to you to start making choices where you want to put your time and energy.
- your 'agenda' should cover your key appointments, block your high energy hours and be free from 'waste'. How we spend the first early hours will completely affect the rest of our day, one does not accumulate but eliminate, and 'Interrupting Interruption'.
- your 'actions' are connected with your personal and business priorities from your week start. 80% of your output results from 20% of your input, the time and energy matrix and the Art of Refusal.
- your 'connections' should be linked with your stakeholder analysis and all the roles you have defined in step 4. Try to write down a maximum of 5 names for the day.

