

THE POWER PLAY OF THE WEEK

Shareable action-oriented ideas to help grow your business
and your leadership team.

THE PLAY OF THE WEEK

Do you feel like your days get away from you before you even get started?

Too often, we wake up and immediately let other people's priorities—emails, texts, notifications—take control of our day.

But what if you could start your day differently, on your own terms, with a clear plan?

One of the most powerful tools to regain control of your time is a '**Stop Doing At All Costs**' list.

By identifying habits that don't serve your future vision, you make room for focus time, and it all begins by owning your calendar.

The first item on my list was simple but transformative: stop checking emails first thing in the morning. Instead, I created a morning routine that set me up for success—reading, meditation, or light exercise.

But the key is blocking time on your calendar for these activities. When you commit to owning your schedule, you create space for deep, meaningful work.

GET ON THE ICE

Want to own your calendar and find focus time? Here's how to start:

- **Make a 'Stop Doing' list:** Identify two or three things that are getting in the way of your focus time. Whether it's checking emails or jumping into meetings without a plan, write them down.
- **Time block your day:** Assign specific tasks or goals to each hour. Start with just a few hours of focused, uninterrupted time and gradually build on it.
- **Stick to it:** Follow through with your time blocks, just like you would for a meeting or workout class. Consistency is what makes this practice life-changing.

QUOTE OF THE WEEK

"You will never find time for anything. If you want time, you must make it."

— Charles Buxton