



Meeting with CEO - Weekly Calendar

CLARITY
IS POWER

“Clarity starts with knowledge but always ends in action.”

- Ruth Saw

Welcome and congratulations on planning and investing in your time!

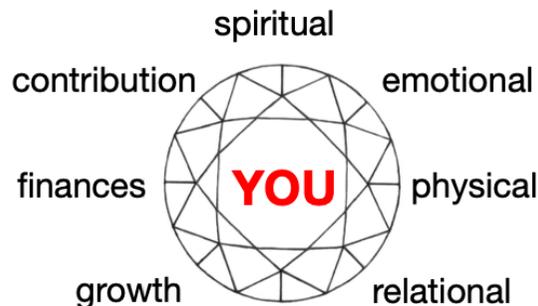
The aim is for you to find clarity in what habits you need to build long term and to schedule time in your calendar so that you will stick to it! These will become the non-negotiables like how you are required to turn up at work at a certain time. You may use an electronic calendar as well, this one allows you to print one and stick in your room/study to remind you every day!

Remember that you are the CEO of your life. Do remember to schedule time with your CEO too!

"LIKE A DIAMOND, THE MORE CLARITY YOU HAVE, THE MORE VALUE YOU BRING"

What makes a diamond shine brilliantly? It shines brilliantly when there are different facets. Likewise, when we manage our time or set our goals, it helps when you consider different aspects of your life so that you can thrive holistically in your body, mind, soul and even spirit. Before you manage your weekly schedule, I'll like you to think about your goals for the next 12 months in the different facets of your life. Take these goals as the KPIs set by your CEO. They are non-negotiable. From the goals you have set, then break it down into daily or weekly activity that will help you achieve your goal. For example, if you want to read 12 books per year, it means 1 book per month, which can mean either 3.5 hours of reading per week or 30mins per day. Be specific, anchor in the time of the day and do it rain or shine.

7 facets of your life



Area	Your Goal for the next 12 months
Spiritual	
Physical	
Emotional	
Relational	
Growth	
Financial	
Contribution	



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“The key is in not spending time, but in investing it.”

- Steven R. Covey

INSTRUCTIONS:

- 1. First list down your goals in each of these areas in the table on page 1.**
- 2. Determine your most creative time, most focussed and productive time of each day**
Then schedule relevant activities to maximise your time! For example, for me, I find that I am most creative and learn best in the morning, so I schedule my mornings for learning and creativity work. What about you?
- 3. Determine the habits daily you need to achieve your goal, list them in the boxes below**
For example, if you want to lose weight, then you may decide you want to exercise XX times a week.
- 4. Determine what are the morning and night habits and schedule them in.**
For example, part of my morning routine is to exercise, part of my night routine is to read and write grateful journal so I sleep with a good emotion. When we lock it in and turn them into habits, we won't spend unnecessary energy deciding if we should do it or not.
- 5. Schedule a time for Meeting with your CEO!!!**
- 6. Colour code them if you like, so that you can colour code the weekly calendar on page 3**
- 7. Review & amend this regularly.**

Spiritual Time	Physical Time	Emotional Time	Relational Time	Growth Time	Financial Time	Contribution Time
Example: meditate, pray, read	Example: fast, take protein shake, gym, run, walk	Example: gratitude journal, choose to forgive yourself and others before you sleep	Example: schedule time for those close to you as well as for networking	Example: read 1 chapter per day, listen to podcast	Example: pay your bills, review stocks, property, tax	Example: Do something that gives to others, it will do wonders for your soul

