

Time block for leaders

Protect two hours for high-value work. Your calendar is a confession of what you actually value.

WEEK OF

THE ONE OUTCOME THAT WOULD MAKE THE WEEK MATTER

This week’s blocks (write them, then put them on the calendar)

DAY	HOURS	PROTECTED WORK	WHAT I DECLINED OR MOVED
Mon			
Tue			
Wed			
Thu			
Fri			

Meetings that exist from politeness, not purpose

What shipped because of a block that would not have shipped in fragments