Rose Coaching
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My Notes:

TIME MANAGEMENT MONTHLY CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Clarify and write your goals	Clarify the "why" or reason for goals	Be at ease with where you are	Make quick decisions on items that are easily reversible.	Outline tasks from major steps	Take plan in increments or segments	Focus on "next Logical steps"
Use reasonable forcing functions and accountability partners	Stay future focused - daydream	Breathe, pause, and appreciate how much you've already achieved.	"Progressive refinement approach". Release early and often	Review your "why". Tasks mutate "	Time box, prioritize, ROI items against your goals	Review ROI on your todo items
Critical path your dependencies and bottlenecks	Break your tasks into sprints and buffers	Give the gift of asking for help	4 – D's in decision making	Delay, Delegate, Delete, Diminish	Review tasks with the 4-Quadrants	Is this really Urgent? Or is it just happening NOW?
Is this propelling me forward? Or stalling me	Decisions are neither "wrong" nor "right". They merely give you results. Those results better clarify your next steps.	Review your "why" because tasks mutate	Am I still excited about my future? Or stuck in my "what is"	Stay feeling forward, excitedly anticipating where you're heading.	"What is" is only a starting point. "What was" is irrelevant	A Place for Everything. Actually place ToDo items in calendar with Date/Time
Nail the hook for your Cap. Achieve reliability through accountability	Use risk analysis to feel better about your plan	Avoid worry by reviewing the impact and probability	3-column Todo List approach: Focus on only 2-3 "**Must DO**" a day	Review your "why" because tasks mutate	Give frequent BODs (Benefit of the Doubts) to others and you	Fall back on your recovery protocol when things go sideways