



HOW TO REALLY MANAGE YOUR TIME

# TACTICAL – OPERATIONAL - STRATEGIC

*The Three Frames and Seven Cycles*

## The Strategic Frame: Mastering the Years and Life Stages

*Increase Intentionality & Setting Goals / Decrease: Saying Yes to Marginal Things*

Cycle 7  
**Lifetime**

Cycle 6  
**Stage**

Cycle 5  
**Year**

## The Operational Frame: Mastering the Weeks and Months

*Increase Time Blocks and Flexing to Priorities / Decrease: Doing Everything Yourself*

Cycle 4  
**Month**

Cycle 3  
**Week**

## The Tactical Frame: Mastering the Moments (Now) and Days

*Increase Focus and Important Things First / Decrease: Distractions*

Cycle 2  
**Day**

Cycle 1  
**Now**



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# TACTICAL

## *The Now & The Day*

Cycle 1  
**Now**

Three things I will do to begin to master the moment (now)...

Notes

Cycle 2  
**Day**

Three things I will do to begin to master the day...

Notes

### **Increase:**

How will I increase FOCUS?

How will I increase putting IMPORTANT THINGS FIRST?

### **Decrease:**

What are my most challenging DISTRACTIONS?

How will I reduce the effects of DISTRACTIONS?



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# OPERATIONAL

## *The Week & The Month*

Cycle 3  
**Week**

Three things I will do to begin to master the week...

Notes

Cycle 4  
**Month**

Three things I will do to begin to master the month...

Notes

### **Increase:**

How will I increase BLOCKS OF PRODUCTIVE TIME?

How will I increase FLEXING TIME TO PRIORITIES?

### **Decrease:**

What's something that I'm currently doing that someone else should be doing?

How will I reduce DOING EVERYTHING MYSELF?



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# STRATEGIC

*The Years and Life Stages*

Cycle 5  
**Year**

Three things I will do to begin to master the year...

Notes

Cycle 6  
**Stage**

Three things I will do to begin to master the life stage...

Notes

Cycle 7  
**Lifetime**

Three things I will do to begin to master the lifetime...

Notes

## Increase:

How will I increase my INTENTIONALITY?

How will I increase the number of GOALS?

## Decrease:

What's something that I'm should say 'NO' to?

How will I reduce SAYING 'YES' to marginal things?