

Take Control of Your Calendar ACTION GUIDE

To-do's:

My "Big Yes" _____

The 4 "Ds" _____

Situation	Strategy

My Biological Prime Time is _____

My plan to keep my BPT sacred is _____

Activities for BPT _____

Activities NOT for BPT _____

Email adjustments _____

Hyper focus or Hopper? _____

Calendar structure take-aways:



"You deserve the opportunity to live the life of your dreams feeling in control, relaxed, and productive. Build capacity and accomplish more in less time, while still enjoying your life!" – Lisa Crilley Mallis, Capacity Coach

Ready to do more in less time? Apply for a complimentary Discovery Conversation!

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