

MY Idea WEEK

EXAMPLE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

6:00	Morning Ritual		
6:30			
7:00		Morning Ritual	Morning Ritual
7:30			
8:00		Team Prep	Morning Off
8:30	Church		
9:00		Weekly Flow Page	Walk the Dog
9:30			Write a Blog
10:00		Momentum Mtg	Team Prep
10:30			Available For Mtgs
11:00		Payroll e/o Week	
11:30	Lunch with Family		
12:00			1 on 1 Mtg
12:30			Lunch
1:00		Floor Time	Floor Time
1:30		-	Support Team
2:00		-	
2:30		-	
3:00		-	Management Team
3:30		Trainer	1 on 1 Mtgs
4:00			Trainer
4:30			
5:00			
5:30	Weekly Meal Prep		Walk the Dog
6:00			-
6:30		Digital Scrapbook	Dinner with Friend
7:00			
7:30			
8:00	Evening Ritual		Evening Ritual
8:30			Evening Ritual
9:00		Evening Ritual	
9:30			
10:00			
10:30			
11:00			

WEEKLY TASKS: Emails

- Return messages
- Review tracking performance
- Momentum meeting
- Categories of improvement

MY INTENTION FOR THE WEEK:

Be present for myself and my team with clear boundaries for work time v. connected time.

	THURSDAY	FRIDAY	SATURDAY
6:00	Morning Ritual	Morning Ritual	Morning Ritual
6:30			Free time: Shop/Play!
7:00			
7:30	Strategic Planning		
8:00		"Hot Topic"	
8:30	Available for Mtgs	(last monthly Friday)	
9:00		1 on 1 Mtgs	
9:30	Operations Mtg e/3 Weeks	Life Coach (monthly)	
10:00		-	
10:30	Team Prep		
11:00			
11:30	Floor Time		
12:00	Lunch		
12:30		Massage e/o Week	
1:00			
1:30			
2:00	1 on 1 Meetings	Wrap up Top Priorities	
2:30		-	
3:00	-	-	
3:30	-	-	
4:00	-	-	
4:30	-	-	
5:00	Groceries		
5:30			
6:00	Game Night	House Cleaning	Night Out w/ Friends
6:30			
7:00		Weekly Reflection	
7:30			
8:00	Evening Ritual	Evening Ritual	
8:30			
9:00			
9:30			
10:00			
10:30			
11:00			

OVERVIEW:**1ST WEEK:**

Previous month performance
Guest count
Target
Measurement

2ND WEEK:

Marketing "why"
What's working?

3RD WEEK

Financial review

4TH WEEK

Operations
1 on 1 mtgs
hot topic mtg

COACHING

Ongoing
Tuesdays & e/o other Friday

QUARTERLY

Shareholders mtg

BLOCK TIME: Sales
Marketing
Finance
Inventory
Reflection

Operations
Social media
PR
Communications

FLOOR TIME: Connect with team

MY Idea WEEK

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MONDAY

TUESDAY

WEDNESDAY

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It's OK if it does not happen perfectly each week.
Prioritize and be flexible and gentle with yourself.

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THURSDAY**FRIDAY****SATURDAY****OVERVIEW:**

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