

Your MO

- Allow discomfort, expend effort, delay gratification
 - Allow urges and do not answer them
 - Be militant about removing distractions
 - Make decisions ahead of time so you can focus on execution during the week
 - Expect resistance and don't indulge in relief from it
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What you do

- ✓ Monday Map
- ✓ Honor Your Plan
- ✓ Friday Wrap

Monday Map



1. Do a detailed brain download
2. Break down projects into tasks
3. Ruthlessly weed out the list
4. Write down amount of time next to each thing
5. Schedule your calendar

Schedule in this order:

- Personal/leisure time FIRST
- Basics next--meals, meetings, regular occurrences
- Focus time each day
- Buffer time
- All remaining activities that make the cut from your download

Friday Wrap

- ✓ List **top 3 accomplishments** from the week
- ✓ List **top lesson learned** about how you operate
- ✓ List important things for next week