



Boss Minute: Week 1 Training Packet

Gym for the Mind™

Day 1 — Decision Fatigue

Topic: The 2x2 Rule

Concept: Decision fatigue drains leaders more than crises. Filter wisely.

Tool: - Will this matter in **2 weeks**?

- Will this matter in **2 years**?

- If no/no → delegate or automate.

- If yes/yes → full focus.

Concentration Drill:

Set a timer for **90 seconds**. Pick a pen on your desk. Stare at it without letting your eyes or thoughts wander. Each time your mind drifts, gently return.

Day 2 — Energy Audit

Topic: Protect Your Power

Concept: Your calendar is a bank account of energy. Withdrawals must multiply.

Tool: Ask: Did this add or drain? If drain → why yes?

Concentration Drill:

Close your eyes. Inhale **4 counts**, hold **4**, exhale **4**, hold **4**. Repeat for 3 minutes. Reset your OS.

Day 3 — The 5x Rule

Topic: Momentum is Compound Interest

Concept: Tasks delayed today take 5x longer tomorrow.

Tool: If it takes < 5 minutes → do it now.

Concentration Drill:

Memorize this sequence: **7 - 4 - 9 - 2 - 5 - 1**. Recite it backwards. Add one digit daily this week.

Day 4 — Calendar Discipline

Topic: Own Your Time

Concept: Your calendar is not a prison—it's your strategy.

Tool: Block time for thinking, not just reacting.

Concentration Drill:

Visualize your entire week as a map. Zoom into today. Imagine finishing your top 3 tasks. Hold this image for 60 seconds without break.

Day 5 — Silence as a Tool

Topic: Pause Advantage

Concept: In negotiations, silence is leverage.

Tool: Don't rush to fill space. Let silence do the work.

Concentration Drill:

Pick one word: *Power*. Repeat silently for 2 minutes. When other thoughts intrude, return.

Day 6 — The 80/20 Check

Topic: Pruning the Noise

Concept: 80% of results come from 20% of effort. Prune relentlessly.

Tool: List top 3 wins. Identify which 20% created them. Cut the rest.

Concentration Drill:

Light a candle. Fix gaze on the flame for 3 minutes. Each time eyes wander, reset.

Day 7 — Self-Respect

Topic: Lead Yourself First

Concept: Teams mirror your self-discipline.

Tool: What standard have you let slip—health, focus, honesty? Reclaim it.

Concentration Drill:

Count your breaths from 1 to 20. If your mind wanders or you lose count, restart at 1. Endurance here = endurance everywhere.

Closing Note

You've completed **Week 1 of Boss Minute**. Each day: a principle + a drill. This is not just theory—this is training. Executives don't just read. They train. That's why it's called: **Gym for the Mind™**.