

# Calendar Check-Up Exercise

Let's take a moment to review your calendar habits.

- Is your calendar separate from your to-do list?
- Does it only include meetings, personal time, and focus blocks?
- Are you planning your week ahead and adjusting as needed?
- Have you carved out uninterrupted work time?
- Are you aligning tasks with your energy peaks?
- Have you built in short breaks?
- Are your meetings set to the appropriate privacy level?
- Are you using reminders to stay on top of commitments?

If you find yourself answering 'no' to many of these questions, don't worry - this just means you have significant opportunities to enhance your calendar management and productivity. Each 'no' represents a potential area for improvement that can help streamline your workflow and boost your efficiency.