

5-SCHEDULING SUCCESS

Recipes

by
 j.cal



FROM THE FOUNDER

Welcome to the J-Cal Scheduling App, where I blended my love for schedules with a touch of fun to make your life easier and more fulfilling!

Over my years of trial and error, I've discovered that the right scheduling system can help one achieve what they truly want. I've uncovered a few secrets that have turned my days of busy work into fulfilling times.

With gratitude for joining the J-Cal Scheduling App movement, I'm thrilled to offer you a FREE PDF called "The 5 Scheduling Success Recipes." In this exclusive PDF, you'll find innovative and fun ways to master your schedule and turn it into a source of joy rather than stress.

Here's to a more organized, enjoyable, and fulfilling life with J-Cal Scheduling!



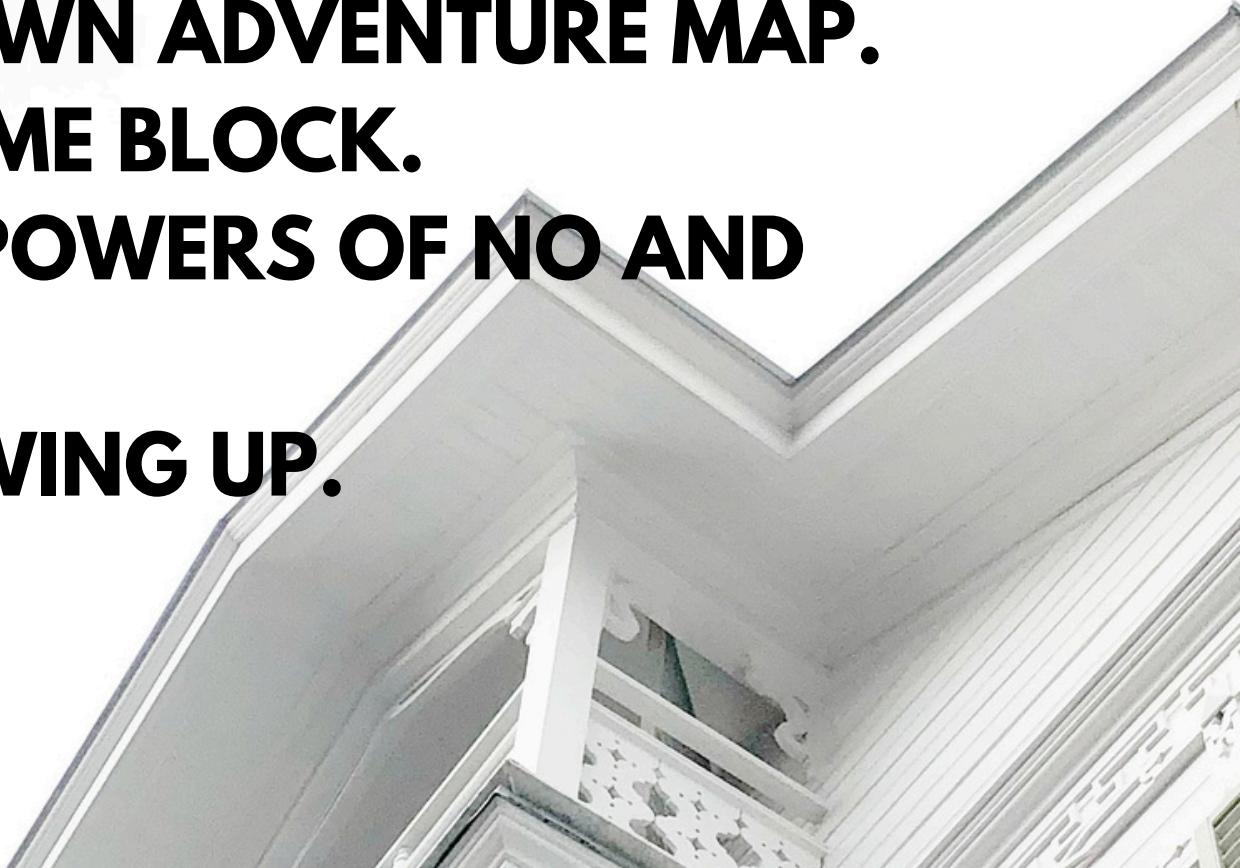
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5 SCHEDULING SUCCESS RECIPES

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- 1. WORK TOWARDS WHAT YOU WANT.**
- 2. CREATE YOUR OWN ADVENTURE MAP.**
- 3. TAKE TIME TO TIME BLOCK.**
- 4. USE THE SUPER POWERS OF NO AND
DELEGATION.**
- 5. KEEP UP FOLLOWING UP.**



WORK TOWARDS WHAT YOU WANT

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Let's Make Scheduling Fun Again!

Who said Scheduling Apps should be
boring? It's time to spice up your
schedule.

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WORK TOWARDS WHAT YOU WANT

The ultimate purpose of scheduling is not how well you can squeeze a gazillion tasks and events into your social calendar. You might feel great about checking off these items and feel accomplished for the moment, but you might not experience long-term fulfillment if your giant to-do list is not aligned with your ultimate “want(s).”

The purpose of scheduling is to be clear about your true objectives (or as I prefer to call them, wants) in your life and populate your calendar with them, period. It is not about displaying to yourself or to the world how busy you are. In fact, those who show off how busy their day is to themselves and others end up impressing neither themselves or others and only burn out at the end as their reward.

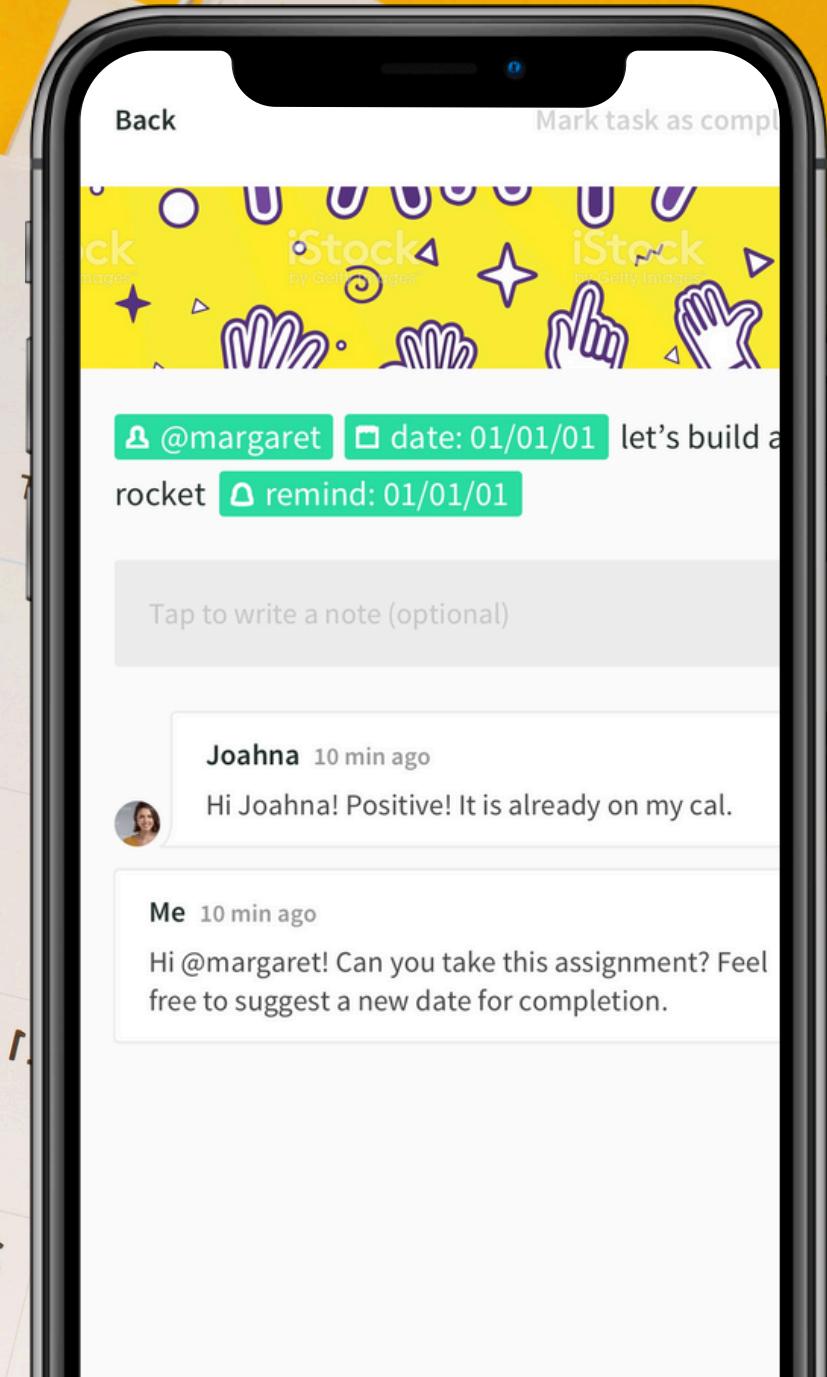
Start by visualizing how you want your life to be. For each category of your life, such as health, relationships, career, etc., write down your clear wants. Then, write down specific action items (quests) that align with those wants. The more specific those quests are, the better!

When a particular item you’re acting on is connected to an important life objective, you focus and treat it with care much more. And when it’s done, that’s when you feel true fulfillment and not that you’re wasting your days with busy work.



CREATE YOUR OWN ADVENTURE MAP

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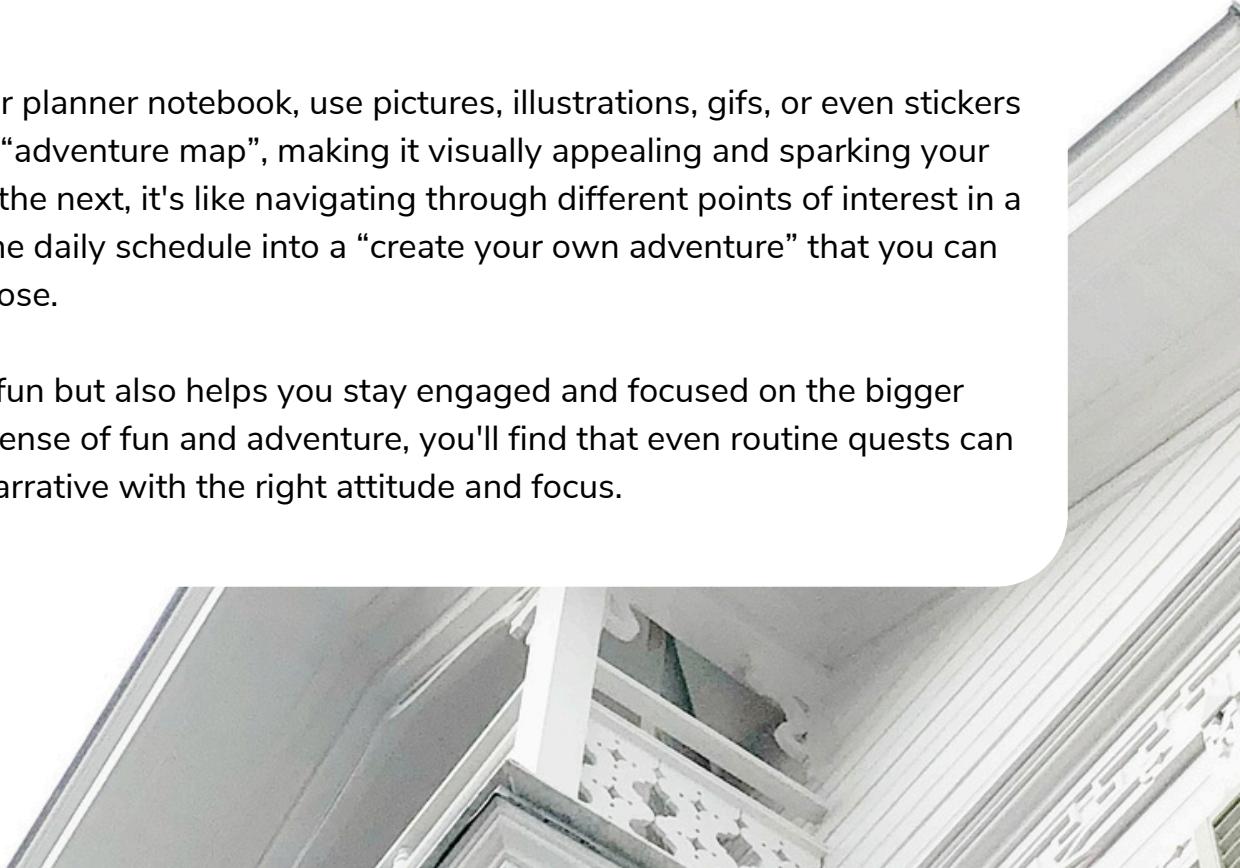


CREATE YOUR OWN ADVENTURE MAP

Visualize your schedule as an exciting adventure map. When you create your action items (quests as I call them), assign creative names to them, and transform ordinary goals into extraordinary missions. For example, don't simply label a block of time as "Lunch with Kids"- get imaginative with silly titles like "Chattin' and Eating with the Off-Spring"" or "Brunch with the Lollipop Guild"- whatever triggers your emotions. You might have thought picking up kids is just another routine with no narrative, but it is, in fact, a precious one-on-one time with your children. This quest has a whole different meaning and is aligned with your life wants- and every older parent worth their salt knows that little memories have a stronger impression than the big-ticket moments.

Whether you are using a scheduling app or planner notebook, use pictures, illustrations, gifs, or even stickers or colors to add a whimsical touch to your "adventure map", making it visually appealing and sparking your creativity. As you move from one quest to the next, it's like navigating through different points of interest in a slightly different reality, turning your routine daily schedule into a "create your own adventure" that you can look forward to that is complete with purpose.

This strategy not only adds an element of fun but also helps you stay engaged and focused on the bigger picture. By infusing your schedule with a sense of fun and adventure, you'll find that even routine quests can become part of a grander, more exciting narrative with the right attitude and focus.



TAKE TIME TO TIME BLOCK

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TAKE TIME TO TIME BLOCK

Now, you are ready to schedule your quests on your adventure map!

When you are scheduling your quests in your calendar, you must block out time for each quest. This gives each quest a sense of importance. It is not just another to-do item that can be completed anytime. It gets a specific slot in your calendar and daily schedule, and not just some loose “grocery list” of things to do.

For example, block time from 4-5 p.m. for “Me and the Munchkins” to pick up your kids and spend time with them and from 1-1:30 p.m. for “My Moment of Inbox Zen” to check e-mails.

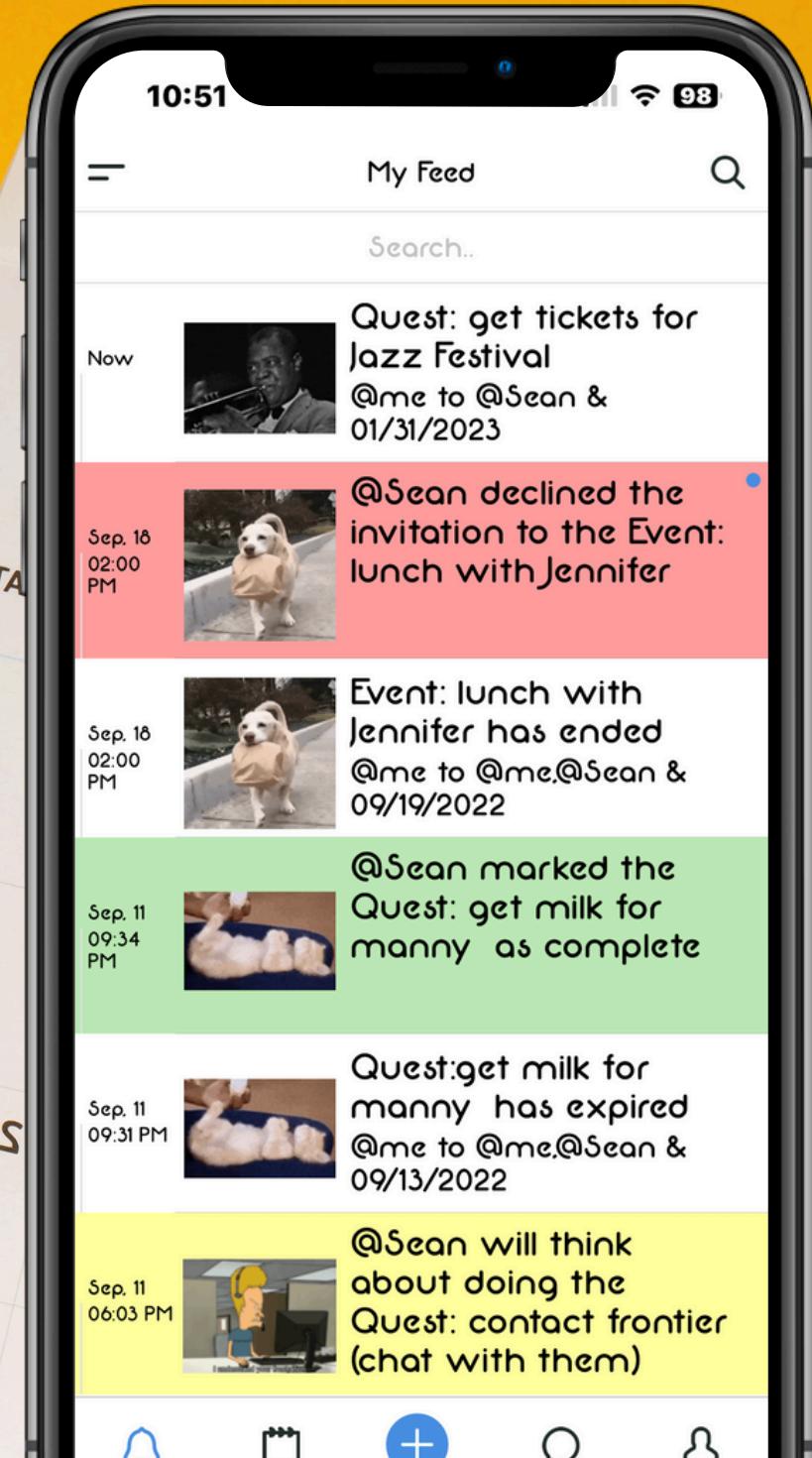
You might think, “Scheduling time to send emails? That is too much!” or even, “I need to be checking emails all the time!” But by scheduling a set time to check e-mails, you not only tend to give more focus since you have only a short amount of time, but also (and this is key, mind you) this can and will set boundaries with people since they will learn quickly when they can expect a response from you.

Scheduling a specific time to spend with your children is a practice that treats each quest with special attention. This will give you a sense of focus and fulfillment and ensure that the hour (or hours) used are no longer trivial. Items to be done are no longer “it can be done whenever.” You will be much more mindful about whether a quest deserves a real-time slot in your day.

Do you mindlessly spend time surfing the internet? Maybe. Would you mindfully block out hours to surf the internet just for fun? Maybe not. Would you block out time to spend with the family and really focus on those moments and not treat them as inconsequential? I would hope so.

USE THE SUPER POWERS OF NO AND DELEGATION

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USE THE SUPER POWERS OF NO AND DELEGATION

You must get comfortable saying No because when you say No to things that do not matter to you, it really means saying YES to things that do matter. There are only 60 seconds in a minute, 60 minutes in an hour, 24 hours in a day, and 7 days in a week. You only have so much energy and time on this planet, and if you said Yes to everything without thought and never said No, you're setting yourself up for failure and setting yourself up to be an exhausted failure. Get comfortable saying No. You're not Superman (and even Superman can't fix or deal with all- he has a whole Justice League to work with!)

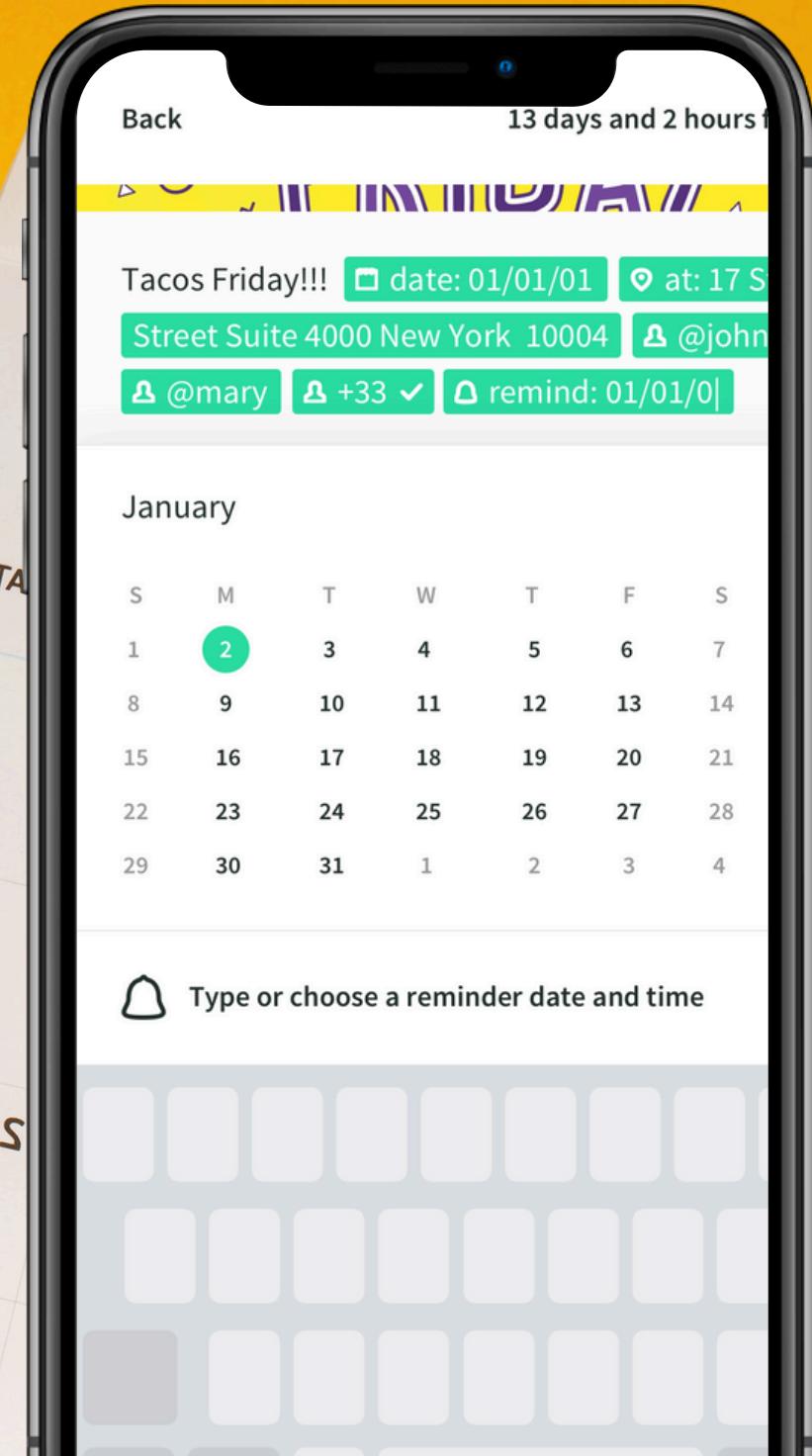
Just as Superman can't do everything, you can't either. But unless you live in a cave at the bottom of the sea, you probably have friends, family, etc. who are there for you. Guess what? You can assign them quests as well- with friends, family, co-workers, and employees (in essence, everyone inside your own little "community"). Now "assign" sounds like a military term, but for lack of a better term, if you can "assign" these quests to others, you are much more able to focus on what you and only you can really get done (which should obviously be important to you) as well as make sure you're not overstretched. Again, to use the Superman analogy- even the most powerful fictional character can't do it alone. With the constant ability to communicate nowadays through chat, and even in fun ways to get things across with the joys of internet gifs and pictures, you can ensure that "assigning" isn't handing out orders.

It's also a way of showcasing mutual affection between close friends and loved ones who can express everything from fondness to admiration by accepting what they need from each other and ensuring little side quests are completed on each other's behalf. Not only that, but when you're delegating a quest to another, you have a record of gratitude you can always look to and realize that by asking for help on a certain item, you do have help and support on the record so that you can always know how much you are truly supported.

After all, Superman wasn't the boss of the Justice League. He was just one of a team, just like you, your friends, your family, fellow workers, employees, and the community at large are part of a team. Superman always had backup, and when you delegate certain things, you'll remind yourself, consciously or unconsciously, that you do have support.

REVIEW TO REFUEL

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REVIEW TO REFUEL

Every Sunday, set up a time for yourself and review how the week went. I usually do it on a Sunday afternoon. Ask yourself: were you able to complete the scheduled quests? Do you feel fulfilled? If you could not complete the scheduled quests, ask yourself why? Did you just do mindless busywork, played around with too many video games, did you underestimate how long something will take? Did you have any unexpected events? That can happen of course (life does after all, happen). Think about improving and then set up your schedule for the new week.

If you're assigning people a quest, tell people what is for, what the point is, and ask yourself one last question: does this fulfill my wants? This isn't selfish but rather a way of keeping your eye on the ball. If you're scheduling your quests or events for the week, you must ask about this every time.

Remember, though, that in the end, it's okay if you cannot follow your "adventure map" and fall off the wagon. Just reset and go back at it. Don't expect perfection. Expect yourself to try again. The more you consistently try, the better you are at creating a map that is aligned with your wants so that you can enjoy living.

Something to always remember: Perfectionism focuses on the values of other people. Good scheduling focuses on your values. Always ask yourself: Is this aligned with my want?





lets make scheduling fun!

