High Performance Planner



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Richard's High Performance Planner



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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 AM	Wake Up - initiate morning routine	Wake Up - initiate morning routine					
7:00 AM	Deep Work - Systems building for business	Relax, go on walk outside or read a book.					
9:00 AM	Work - Operations Management Duties	Preparing for LIVE training	Sunday Church Service				
11:00 AM	Workout, then quick snack break	Workout, then quick snack break	REST day - responding to emails / messages	Workout, then quick snack break	Workout, then quick snack break	Preparing for LIVE training	Bible Study, then lunch
1:00 PM	Sales Calls	Preparing for LIVE training	Watch movie, relax with friends				
3:00 PM	Sales Calls	LIVE TRAINING	Walk to the park, leisure activities				
5:00 PM	Dinner, then evening work session	Dinner, then evening work session	Dinner, then evening work session	Dinner, then evening work session	Dinner, then evening work session	LIVE TRAINING	Dinner, and more leisure activities.
7:00 PM	HARD STOP - End of day routine, then relax						
9:00 PM	Non-negotiable -In Bed						

The High Performance Time Matrix



Please follow the following prompts:	Write ONE plan of action of how you will: Delegate, Reschedule, Decrease in Frequency, or Eliminate.	Once this is accomplished, how will this affect your emotional, mental, and physical energy levels?
What do you hate doing?		
		Hours Saved:
What are the "busy" things in your life that trick you into thinking you are productive, but don't contribute to your mission?		
		Hours Saved:
What is NOT your job?		
		Hours Saved:
What are your distractions?		·
		Hours Saved:

Total # of hours saved IF you implement all of this: _____ Hours