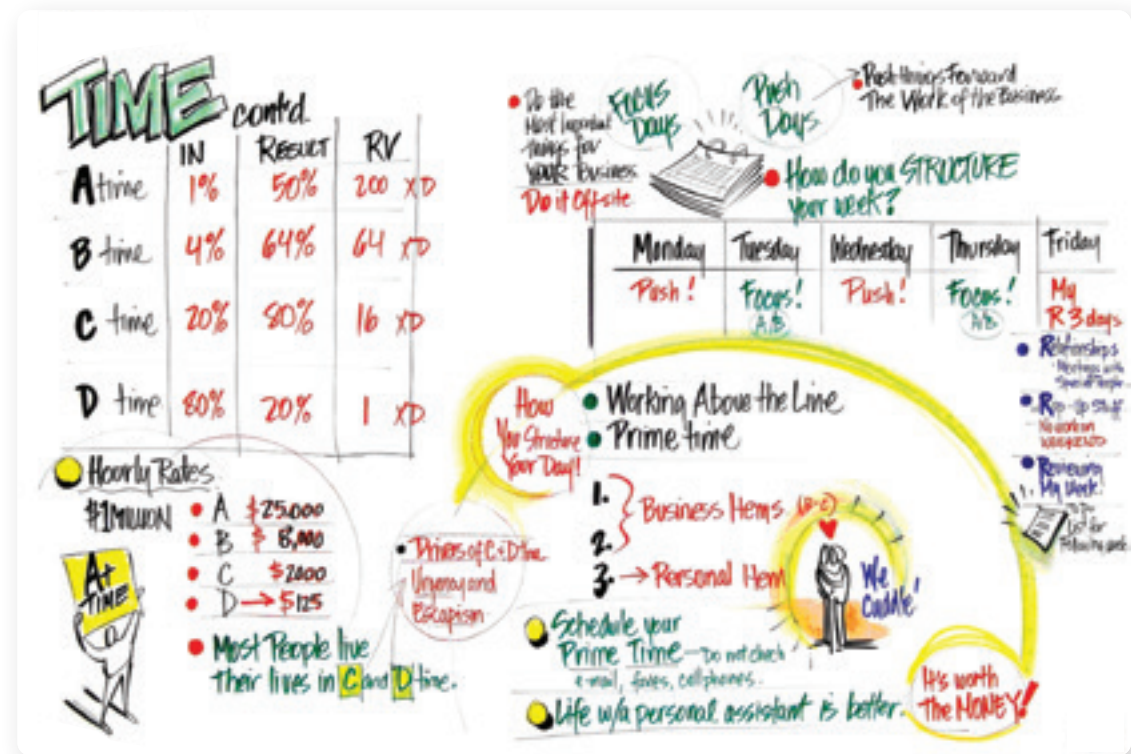


The Time Value Matrix™



Step One: Clarify the Highest Value Results You Are Responsible to Generate

Top 3 results I'm on the payroll to create:

3 most important behaviors and activities I do that generate this result:

1.	1.
	2.
	3.
2.	1.
	2.
	3.
3.	1.
	2.
	3.

Step Four: "4-D" Your Low Value D-Activities to Create More Time

My Recurring D-Activities	4-D Choice	Next Step
1. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
2. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
3. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
4. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
5. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
6. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
7. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
8. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
9. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
10. _____ Hrs/month_____	<input type="checkbox"/> Delete <input type="checkbox"/> Delegate <input type="checkbox"/> Defer <input type="checkbox"/> Design Out	
Total Hours Reclaimed / Month _____		

Step Two: Formalize Your A & B-level Activities

My "A-Time" Activities	Concrete Examples

My "B-Time" Activities	Concrete Examples

Step Three: Create Your Weekly Focus Time Plan

	Monday	Tuesday	Wednesday	Thursday	Friday
8					
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					

7 Focus Block Best Practices

1. Schedule your week with recurring Focus Block appointments. Start small and build momentum.
2. In general, schedule your Focus Blocks first thing in the day **before** the entropy of the day hits.
3. Communicate your weekly schedule to your team. Enlist their support. Explain about The Time Value Matrix™ and Focus Blocks, and encourage **them** to create their own Focus Blocks each week.
4. Filter out the world (e.g. email, apps, alerts, texts, calls, interruptions, and distractions) during your valuable Focus Blocks.
5. Concretely identify your 1-3 "Big Rocks" at the start of every week. Use your Focus Blocks to do your Big Rocks – along with any other A or B-level activity you have that week. Remember, Focus Blocks are only for A or B-level activities, not C or D-level "work".
6. Start fresh every day and week.
7. Set the stage at the end of today for tomorrow's Focus Block.