



CEO
SCHEDULE +
secrets

TIME-BENDING MASTERY

workbook + journal

Hey Time Master,

You're about to become someone who never has to use the word "overwhelmed" again. The process of creating and using a CEO Schedule in your business can be totally transformative.

Or, it can be just like everything else you've tried.

What determines whether this works?

Y-O-U

I'm going to teach you everything I know about how to manage your time as a Modern CEO. And you get the opportunity to take it all out for a spin in **your** business and life.

Will it take a bit of experimentation and trial and error to get it right? *Yes!*

But at the end of the day, the system you create will be yours. It will be built around your desires, preferences, business, family, and lifestyle.

This workbook and your content vault hold the information. You hold the keys.

So let's get to it, shall we? There's not a single second to lose.

Let's start getting you managing your time like a Modern CEO.

xx, Eryn



Assignment Tracker

Introductory Journaling Assignment

Complete Visual Time Tracker

Choose Your Categories from Revenue Maximizer Checklist

Watch Time Bending Mastery for Modern CEOs

Watch Creative Brain Anti-Calendar Tutorial & Swipe Files Training

Create Your Anti-Calendar Visual

Watch CLONE Day Secrets Training

Review Celebration Secrets: A Guide To Birthday, Holiday, and Snow Day Thrival

Create Your Digital Anti-Calendar

List out reasons you struggle with time management and/or why you think it's hard for you. Then, decide your personal WHY. Why is it so important for you to get control of your time NOW? What is at stake in your business and life if you don't do this? Why are you making a rock solid commitment to making this process work for you?

Visual Time Tracker

This visual time tracker will help you visually see everything you're doing in your life and business. As women, we often downplay how much we're doing on the daily, but in the same breath we're exhausted and wondering why.

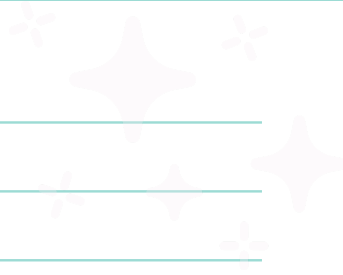
Use this two page spread (and of course, grab more paper if you need it) to do a total brain dump. I want you to list everything you're actually doing in your life on one page and your business on the other.

Hint: If you're delegating things to another person, list "managing and guiding person X" so that your role in the process is accounted for.

If this assignment seems overwhelming, try breaking it down into:

- Times of day (morning, lunch, afternoon, dinner, bedtime)
- Rooms in your home/office (kitchen, bedrooms, laundry room, your car, an extension of your home)
- The roles you play (mom, wife, chief life organizer, business owner, etc.)





Lined writing area consisting of 20 horizontal teal lines.

Notes!

NOTES FROM TIME BENDING MASTERY FOR MODERN CEOS MASTERCLASS





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✓ Revenue Maximizer Checklist

Below is a list of all the broad categories you might need in your CEO Schedule to maximize your revenue. You might be tempted to add more categories to specifically address items from your Visual Time Tracker for your business, but the idea of this exercise is to broadly capture categories. Your business may need an additional category or two, but add them sparingly, less they lose their effectiveness.

- | | |
|---|---|
| <input type="checkbox"/> ADMIN | <input type="checkbox"/> SELF CARE |
| <input type="checkbox"/> TEAM TIME | <input type="checkbox"/> SALES CALLS & OUTREACH |
| <input type="checkbox"/> CLIENT SUPPORT | <input type="checkbox"/> SALES/OFFER CREATION |
| <input type="checkbox"/> CLIENT DELIVERY | <input type="checkbox"/> MONEY/FINANCIAL |
| <input type="checkbox"/> PROGRAM DELIVERY | <input type="checkbox"/> MARKETING/CONTENT |
| <input type="checkbox"/> PRODUCT CREATION | <input type="checkbox"/> CONTENT CREATION |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |



Essential Time Tools

- > Timer (you can use your phone, a desktop app, kitchen timer, etc.) 
- > Colorful Markers 
- > Big Post Its (if you have them) *could also use a white board, chalk board, pieces of construction paper taped together, back of wrapping paper, or any other large-ish surface you can write on with markers* 
- > All Your Planners and Calendars *if you have physical ones you use* 
- > A digital calendar, we use Google, but any system where you can create a new calendar will work 

Notes!

NOTES FROM CREATIVE BRAIN ANTI-CALENDAR SYSTEM TRAINING





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After watching the Clone Day Secrets Training, reflect with these questions.

- 1.What are the biggest challenges you see with creating a clone day?
- 2.What are the biggest opportunities you see with creating a clone day?
- 3.What day of the week makes the most sense for you to use right now?
- 4.What kinds of activities will you allow into your clone day in week’s you’re not expecting to use it?

Additional Notes



A series of horizontal lines for writing notes, spanning the width of the page.