

welcome!

CLONE DAY SECRETS

You're about to create GOLD inside of your business. Avoid overwhelm and scheduling conflict chaos by getting clear and creating a clone day.

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SUCCESS STRATEGIST

A CLONE DAY CAN TRANSFORM YOUR BUSINESS

It might not seem true, but the attention and forethought that's required to create a clone day is actually the magic that will help you avoid time management pitfalls.

Creating a clone day is easy, but using it your full advantage means that you're being proactive, creative, and thinking ahead. Like all great concepts, they only work if you apply them, so let's dive in so you can understand how to make a Clone Day work for you.



Stop for a Second...



You might not be ready to view this training. Adding a clone day to your CEO Schedule if you still haven't gotten a handle on your basic CEO Schedule could overwhelm you.

Especially if your time versus tasks ratio is still out of balance, proceed with caution so you don't get discouraged. Or, come back when you're ready!



Quick Check In

WITH A BABY OLIVIA APPEARANCE



- > **DO YOU HAVE A CEO SCHEDULE?** If you haven't already created your personal framework, that's the first step. Jumping into a clone day without the foundation might discourage you.
- > **ARE YOU WILLING TO BE A CREATIVE THINKER?** If you're already feeling overwhelmed with to-dos, bring an open mind to this process. You might need more time to implement, but know that it will really serve you when you're ready.
- > **CAN YOU EMBRACE RIGID FLEXIBILITY?** A clone day is the keystone of rigid flexibility. If you're willing to be flexible, a clone day can transform your business.



Clone Day Fundamentals

**BY THE END OF THIS
TRAINING YOU'LL
UNDERSTAND:**

WHAT is a clone day?

WHY do you need one?

HOW do you set one up?

WHAT are the potential pitfalls?

HOW can you use a clone day inside of your business?

EXAMPLES of clone day rules and usage...



WHAT IS A CLONE DAY?

CLONE DAY FUNDAMENTALS

WHAT IS A CLONE DAY?

- IT'S AN INTENTIONALLY UNSCHEDULED PERIOD OF TIME IN YOUR WEEKLY SCHEDULE THAT YOU HOLD AS SACRED SO YOU CAN "CLONE" THINGS INTO IT WHEN YOU NEED TO. (THINK OF IT AS A PROMISE YOU MAKE TO YOURSELF.)
- IT CAN BE A FEW HOURS, OR AN ENTIRE WORKDAY, BUT YOU NEED TO BE ABLE TO GET SOMETHING DONE IN THE AMOUNT OF TIME YOU DESIGNATE.
- IT IS NOT MEANT TO BE A DUMPING GROUND FOR YOUR LACK OF MOTIVATION, UNWILLINGNESS, OR LAZINESS. IT CANNOT SERVE ITS PURPOSE IF YOU USE IT TO AVOID THINGS.



W H Y D O Y O U N E E D O N E ?

CLONE DAY FUNDAMENTALS

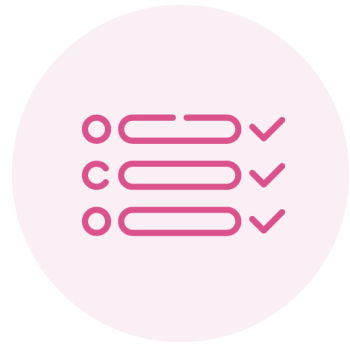
WHY DO YOU NEED ONE?

- BUSINESS GROWTH: A CLONE DAY IS A GIFT YOU GIVE YOURSELF. IT ALLOWS FOR FLEXIBLE SPACE AND TIME IN EVERY WORKWEEK TO BE USED IN WAYS THAT GROW YOUR BUSINESS.
- GUARD AGAINST UNEXPECTED SURPRISES: LIFE HAPPENS. KIDS GET SICK. YOU GET SICK. IT SNOWS. YOUR IN-LAWS MAKE AN UNSCHEDULED VISIT. YOU DECIDE TO GO ON VACATION. A CLONE DAY KEEPS PANIC AT BAY WHEN LIFE HAPPENS.
- MAINTAIN OUTSTANDING LEVELS OF SUPPORT: A CLONE DAY HELPS YOU SUPPORT YOUR CLIENTS WITH MINIMAL DISRUPTION.



HOW DO YOU SET ONE UP?

Step by step



CHOOSE YOUR CLONE TIMEFRAME

First, choose the day of the week you'll use for your clone day. Then, the timeframe. It doesn't need to be a full day, but you need a stretch of time to actually get things accomplished. I suggest starting with at least 4 hours, but blocking an entire workday is truly ideal.



MAKE CLONE DAY RULES

What kinds of circumstances or events will you use your clone day to mitigate? A clone day is not a dumping ground for you when you're feeling lazy or unmotivated. It's not there so you can avoid things. Don't use your clone day to perpetuate bad habits.



START CREATING SPACE FOR YOUR CLONE DAY

The hardest part of using a clone day is creating the space for it in practice. Start pulling revenue blocks, appointments, and tasks off your clone day bit by bit. Stay committed to transferring things away from it until the space has been completely cleared.

CLONE DAY FUNDAMENTALS

WHAT ARE POTENTIAL PITFALLS?

- YOU COULD STRUGGLE TO FIND THE TIME, ESPECIALLY IF YOU'RE ALREADY OVERWHELMED. FINDING OPEN SPACE IN YOUR CALENDAR CAN SEEM IMPOSSIBLE, SO ITS IMPORTANT TO GET A GOOD GRIP ON YOUR CEO SCHEDULE FIRST.
- IT CAN BE EASY TO SCHEDULE THINGS ON YOUR CLONE DAY. IF YOU HAVE A TEAM MANAGING YOUR CALENDAR, COMMUNICATE CLEARLY SO THAT THEY UNDERSTAND YOUR CLONE DAY AND RESPECT THE BOUNDARY. (THEY'LL THANK YOU LATER!)
- MAINTAIN OUTSTANDING LEVELS OF SUPPORT: A CLONE DAY HELPS YOU SUPPORT YOUR CLIENTS WITH MINIMAL DISRUPTION.



Where Do You Find the Time?

BATCH TASKS. Batch your tasks by energy category. You'll stay in flow and get things done more quickly.

1

USE THE 3 D'S: Review your comprehensive list of tasks with an eye for the 3 D's: Do, Delegate, Delete.

2

ACCEPT HELP: This is a great time to lean into and accept help from your team.

3

WORK WITH LESS: Give yourself less time to start with. Tasks will expand to fill the time available, so work quickly, with greater focus, to fit everything into less time.


4



CLONE DAY RULES

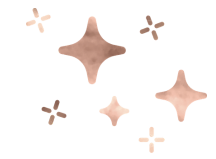
Examples to Consider

- Use Quarterly Planning Sessions to Proactively Avoid Conflicts
- Self Care Appointments Are Encouraged
- Great Day To Use For Your Coaching Appointments
- Prioritize Working ON Your Business, Rather Than IN it.
- Avoid Scheduling Standing Appointments That Aren't Flexible



Rules were made to be broken, but in this case, the more you can hold your clone day boundaries, the better. When you commit to reviewing your CEO Schedule for the quarter to come, you can see where you'll need to use your clone days proactively. With the remainder, create rules to guide how you use your time to your best advantage in business.





My Clone Day

I created the concept of a "clone day" as a way to take an entire day of my normal week, and shift it into another day of my week when something out of the ordinary happens. Travel frequently disrupts my schedule, so being able to take tasks and appointments off a travel day and clone them into another day in the week is very beneficial.

Another things that really affects my weekly schedule is when I host in-person retreats or VIP Work Days with clients. I'm totally immersed in serving my clients, so nothing else gets done.

Because we can anticipate all of these events, we can move things onto my clone day in advance, keeping disruption and chaos to a minimum.



Your Turn! Take Action!

- 1 Decide how you'll set up your clone day structure, and then integrate it into your CEO Schedule. Start to slowly move revenue work blocks off of your clone day so it can be blank space in your calendar.
- 2 Get proactive about looking at the next few weeks (or the quarter to come) and figure out where you'll need to use your clone day. Communicate as required now so everyone knows what to expect.
- 3 Start creating your plan for utilizing your very first open clone day. Having a plan will keep you from squandering the time and help you get lots accomplished.



don't forget!



YOU CAN GET SUPPORT INSIDE THE CEO TIME MASTERY SOCIETY FACEBOOK GROUP

