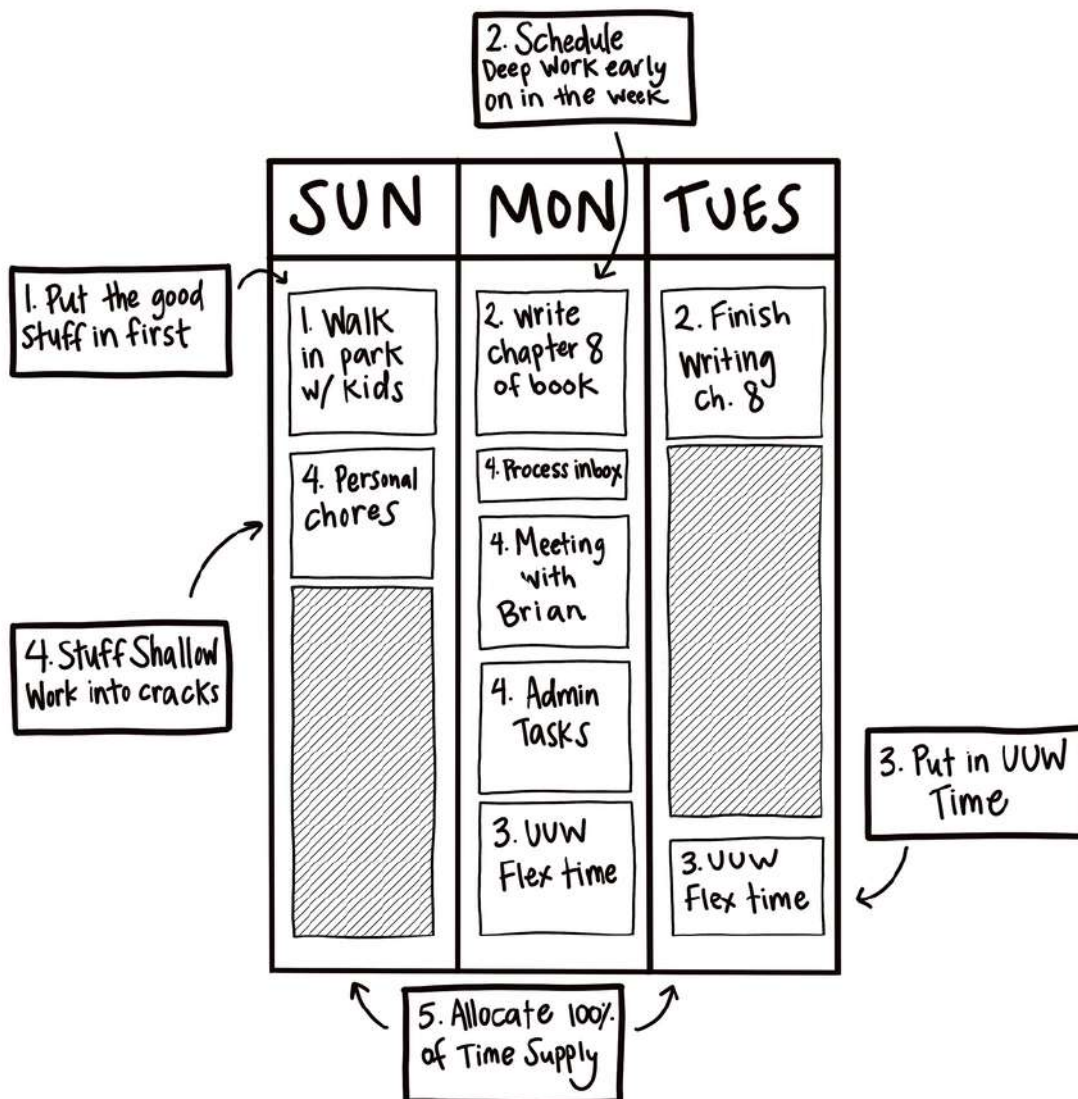


THE LIFEHACK CALENDARIZING PROCESS

From Chapter 8 of
Winning The Week: How To Plan A Successful Week, Every Week



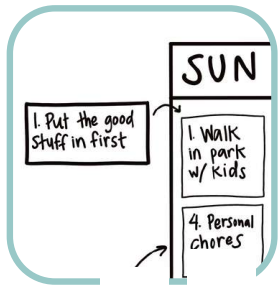


A simple but profound principle of Winning The Week is that *when you say you're going to get something done, you also block out a specific time to do it.*

This step is called "*calendarizing*" your to-do list, and it's the last (and most crucial) step of The Winning The Week Method. Calendarizing is when you take something from your to-do list and block out dedicated time on your calendar to get it done. When you've filled up all the time slots on your calendar, **you officially have a plan!**

Ideally, you should account for *all 168 hours* of your week in this step. That includes the time you spend sleeping, eating, showering, and commuting too! This is what it means to have **extreme ownership** over your time.

Open your calendar of choice (we use Google Calendar) and *your to-do list* (we use Asana), and let's get started.

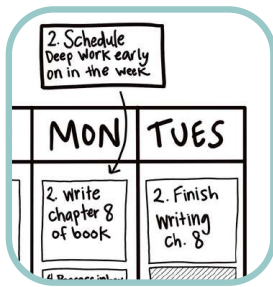


STEP 1: PUT THE GOOD STUFF IN FIRST

Start by scheduling in the "*good stuff*": the things that make life enjoyable. This is necessary because in our workaholic society, we push the good stuff off to the end, and it never happens. That's how we end up with "all work and no play" lifestyles. Winning The Week is not just about winning at work—it's about **winning the whole enchilada of life.**

Here are some categories of activities you might consider slotting in first:

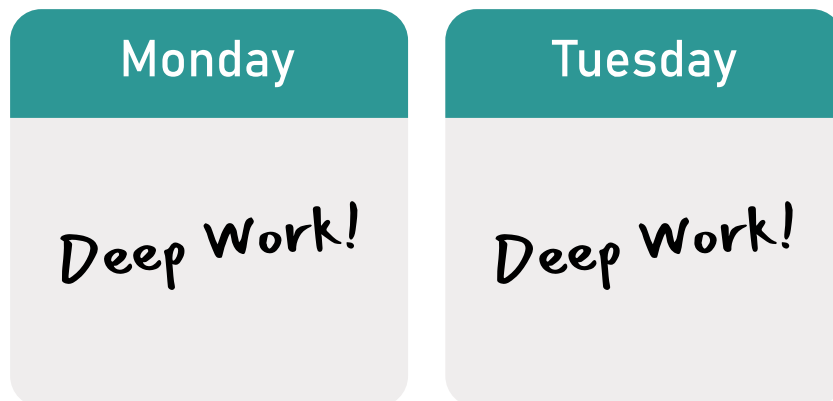
- **Self-care:** going to the gym, jogging, getting a massage, or getting a haircut.
- **Play time:** Hobbies, gaming, going to a movie, or dance lessons.
- **Social time:** Hanging out with the people who matter to you, like friends, family, or work colleagues.
- **Quiet time:** Setting aside time to take a walk through nature or sit on the couch and listen to an entire album (one of my personal favorites).
- **Creative time:** Time to write, paint, draw, or otherwise exercise your creativity.
- **Significant other time:** Especially when you have kids, quality time with a partner seems to evaporate—unless it's in the calendar.

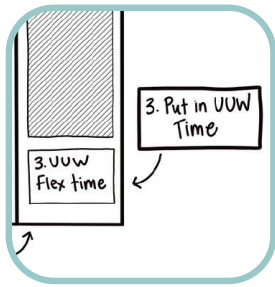


STEP 2: SCHEDULE YOUR DEEP WORK

Deep Work is any work related to your number one leveraged priority that you set earlier in your planning session. Once you've estimated how much time you think your Deep Work will take, add at least a 30% buffer onto that.

I recommend scheduling it on Monday or Tuesday, at a time of day when your energy is the *highest* (for most people, that is the morning).





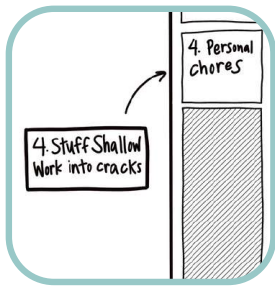
STEP 3: PUT IN UUW TIME

UUW stands for **Unplanned, Unwanted Work**. It's work that will hit your plate, but you don't yet know what it is.

UUW time is a placeholder that you put into your calendar to deal with these issues as they come up. It's flex time you know you'll need, but you don't yet know precisely what you'll need it for (yet).

Start by putting in one hour a day, sometime after 2 pm. It's also wise to schedule your UUW towards the end of the week. Some of our clients reserve all day Friday for UUW that builds up throughout the week.



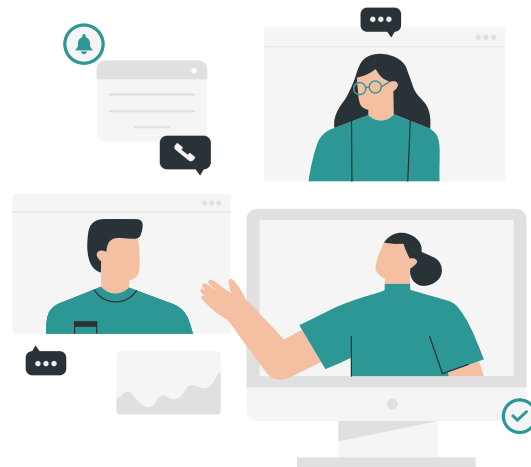


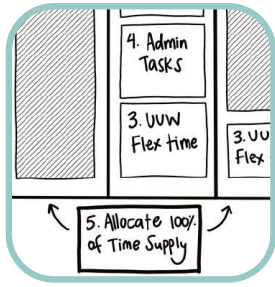
STEP 4: STUFF SHALLOW WORK INTO THE CRACKS

Schedule your shallow work tasks (basically, anything that isn't your deep work) in the gaps in your schedule. For example, a thirty-minute block of time between two meetings is perfect for shallow work.

Since you've scheduled your important work early in the week and early in the day, your shallow work will tend to fall later in the day or later in the week when your energy is lower. That's perfect since these tasks don't require your best energy to accomplish.

Meetings are nearly always shallow work, so schedule them as such: later in the day and later in the week. If you can reschedule any meetings to open up time for deep work, do that now.





STEP 5: KEEP GOING UNTIL ALL OF YOUR TIME SUPPLY HAS BEEN ALLOCATED

If you don't like what you see, feel free to start over and keep "balancing the scales" until you've got a winning plan. Negotiate with yourself and decide what gets to stay in the plan and what needs to go.

This means you get to:

- **Get creative**—are there ways you can think outside of the box to meet your needs and those of the people around you?
- **Negotiate powerfully**—are there deadlines you can renegotiate on shallow work tasks, or appointments that can get rescheduled?
- **Accept reality**—look at your life with zero wishful thinking. Be able to see when a timeline isn't realistic and accept that reality without getting emotional. Accepting life on life's terms is a rare (but valuable) skill.

- **Push tasks into next week and even next month**—if a task didn't make the cut in this week's calendar, reschedule it for a later date without anguish.
- **Communicate this newfound reality to others**—if you've made changes that impact your coworkers, family, or clients, then now is the time to inform them (especially if it's inconvenient or bad news). It's hard to disappoint people and have hard conversations, but it's much better to do it in advance than at the last minute.
- **Check your perfectionism**—ask yourself what "good enough" looks like and where you can accept a lower level of quality to serve the greater good.

This all takes practice to master, but works powerfully even for first-timers. You'll quickly find that you develop a feel for how to calendarize a week that works for you.