THE TIME LIBERATOR – CEO EDITION

7-Day Action Plan

What to do each day to complete the full experience

— THE DAILY PRACTICE

Your Week at a Glance

Each day of the tracker builds on the last. Follow this framework to get the clearest picture of where your time and energy are actually going — and what you want to do differently.

- Set up your spreadsheet with the date and intention for the day
- Log your activities approximately four times per day (9 AM, 12 PM, 5 PM, 9 PM recommended)
- Review patterns as they start to emerge
- Identify your biggest time and energy drains
- Start dreaming about what you would do with your ideal reclaimed hours
- Review your results and celebrate your wins

— SPECIFIC ACTIONS

Day-by-Day Instructions

Take one intentional action each day. These are designed to layer — each builds on what came before.

DAY 1

Set Your Intention

Define what reclaimed time means to you

- ▸ Open your tracker and enter today's date and a personal intention in the fields at the top of your tab

- Write down in your own words what "reclaiming your time" would actually look like — be specific
- Log your first time blocks for the day using the four recommended check-in windows
- Begin noticing which activities feel draining versus energizing, without judgment

DAY 2

Block Your Tracking Time

Make the tracking habit non-negotiable

- Add four daily calendar blocks for your check-ins: 9 AM, 12 PM, 5 PM, and 9 PM
- Set a reminder or alarm for each check-in so you don't rely on memory alone
- Review yesterday's entries and note anything that surprised you
- Continue logging today's activities with energy levels — be honest, not aspirational

DAY 3

Identify Tasks to Stop or Shorten

Find three things costing more than they're giving back

- Review your first two days of data and look for recurring Drama entries
- Identify three specific tasks, commitments, or interactions you want to stop, shorten, or delegate
- Write them down by name — vague intentions don't create change; named targets do
- For each one, note which strategy applies: Eliminate, Delegate, Automate, Contain, or Prevent

DAY 4

Make One Small Change

Act on what you're seeing – don't wait for the week to end

- Choose one insight from your first three days and take one concrete action on it today
- Move a high-priority task into your identified peak-energy window
- Say no to, reschedule, or shorten one low-value activity

- Log how that change affected your energy and focus — the data will show you if it worked

DAY 5

Share Your Progress

Add accountability to accelerate your results

- Tell one person — a colleague, coach, partner, or friend — what you're working on and what you've discovered
- Share one specific insight or change you've made this week
- Ask them to check in with you at the end of the week
- Notice whether naming your intentions out loud makes them feel more real and more likely to stick

DAY 6

Evaluate Your Week

Use The Enjoyment Framework to assess your Drama-to-Joy Ratio

- Review your full week of data and calculate the total time in your Drama category vs. your Joy category
- Identify your peak-energy window and your low-energy slump based on the patterns you've logged
- Ask: Is drama appearing daily? Is joy appearing daily — even briefly?
- Identify the single biggest drama source from your week and decide which reduction strategy you'll apply

DAY 7

Draft Your Ideal Week

Use your new data to design what comes next

- Using your energy pattern, schedule your most important work into your peak window for next week
- Block at least one intentional joy activity per day — small counts, but it must be real
- Remove, delegate, or contain your top drama source before the week begins
- Write one sentence about what success looks like for you in the next 30 days — your tracker has given you the data to make it real

— THE PROMISE

The goal is not a perfect schedule.

The goal is a life where the work you're doing energizes more than it depletes — where drama shrinks and joy expands. That is the Time Liberator promise.

Track again. Review. Adjust. Repeat.