



Your Proactive Routine

Protecting time for what matters most

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Presented to: L&D Leaders USA

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Speaker, High-Performance Habits

Protecting time for what matters most

More isn't always better....



The paradox of choice

Decision fatigue

35,000
/day

226.7
Food

How many priorities are you juggling?



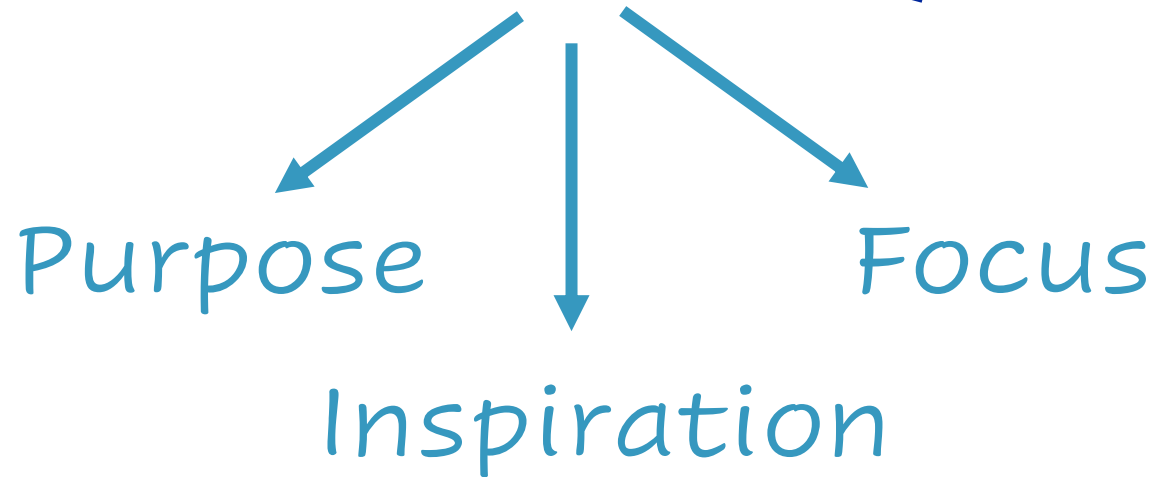
Challenge:

Work expands
to fill the time
allotted
(Parkinson's Law)



CHALLENGE

Goals \neq Success



CHALLENGE


Willpower is
limited





Habits are
the solution

We are
creatures of habit



Habits consume
less energy



Habits decrease
limbic friction

Limbic friction:

- Distraction
- Fatigue
- Anxiety
- Overwhelm
- Lack of motivation



Routines

Habits

SAMPLE

Your Proactive Routine

	Mon.	Tues. (Office)	Wed. (Office)	Thurs. (Office)	Fri.	Sat.	Sun.
7:30 - 8:00		Commute				Morning Routine	
8:00 - 8:30	Focus Work (Core Priorities)					Power Walk	
8:30 - 9:00						Personal Projects	
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00	Meetings & Follow-up					Relaxation & Family Time	
11:00 - 11:30							
11:30 - 12:00							
12:00 - 12:30	Lunch & Walk						
12:30 - 1:00	Meetings & Follow-up					Social	
1:00 - 1:30							
1:30 - 2:00							
2:00 - 2:30							
2:30 - 3:00							
3:00 - 3:30	Focus Work					Social	
3:30 - 4:00							
4:00 - 4:30							
4:30 - 5:00	Commute					Social	
5:00 - 5:30	Gym	Gym		Gym			
5:30 - 6:00	Dinner & Family Time						
6:00 - 6:30	Personal Projects					Social	
6:30 - 7:00							
7:00 - 7:30							
7:30 - 8:00	Downtime					Social	
8:00 - 8:30							
8:30 - 9:00	Sleep					Social	
9:00 - 9:30							
9:30 - 10:00	Sleep					Social	
10:00 - 10:30							

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7:00 - 7:30							
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8:00 - 8:30							
8:30 - 9:00	Sleep					Social	
9:00 - 9:30							
9:30 - 10:00	Sleep					Social	
10:00 - 10:30							

Pay yourself first

- Core priorities
- Focus work
- Optimal meeting times
- Wellbeing



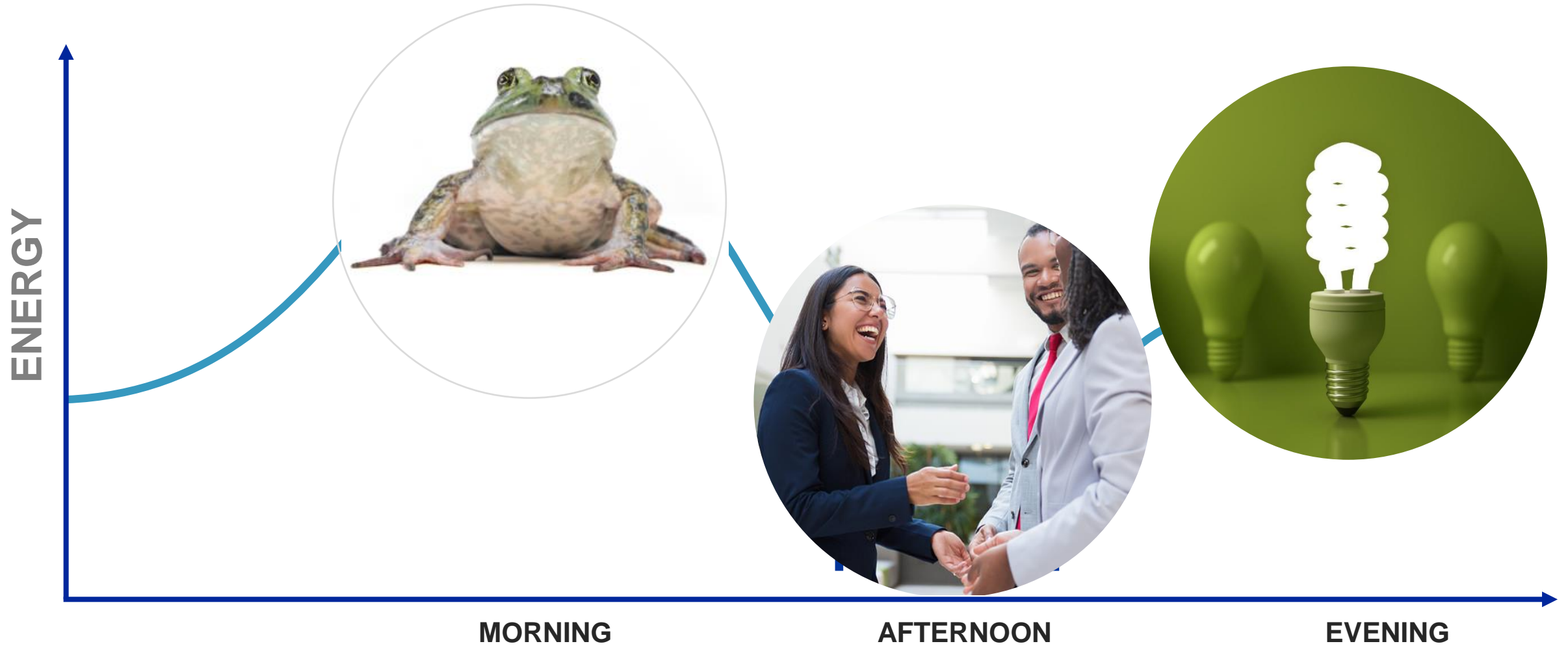
YOUR PROACTIVE ROUTINE: Work hours

When are your optimal work hours?

- Start time
- End time
- Office days
- Commute
- Breaks

	Mon.	Tues. (Office)	Wed. (Office)	Thurs. (Office)	Fri.
8:00 - 8:30		Commute			
8:30 - 9:00		Work			
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30					
10:30 - 11:00					
11:00 - 11:30					
11:30 - 12:00					
12:00 - 12:30	Lunch				
12:30 - 1:00		Work			
1:00 - 1:30					
1:30 - 2:00					
2:00 - 2:30					
2:30 - 3:00					
3:00 - 3:30					
3:30 - 4:00					
4:00 - 4:30		Commute			
4:30 - 5:00					
5:00 - 5:30					

When is the best time for you?

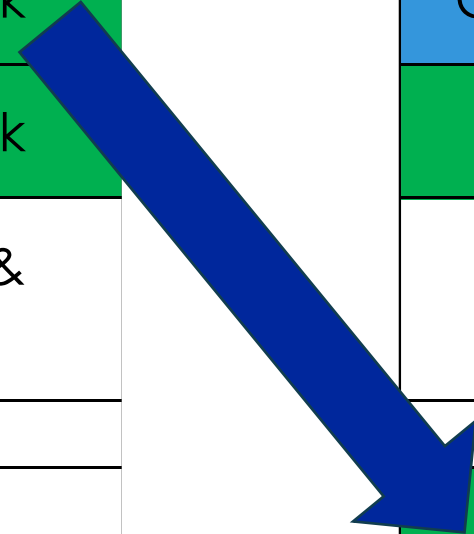


80%

➤ Be flexible as needed

8:30 - 9:00	Follow-up
9:00 - 9:30	Focus Work
9:30 - 10:00	
10:00 - 10:30	Focus Work
10:30 - 11:00	
11:00 - 11:30	Meetings & follow-up
11:30 - 12:00	
12:00 - 12:30	
12:30 - 1:00	Lunch
1:00 - 1:30	Meetings & follow-up
1:30 - 2:00	
2:00 - 2:30	
2:30 - 3:00	
3:00 - 3:30	
3:30 - 4:00	
4:00 - 4:30	Focus Work
4:30 - 5:00	

Follow-up
Client Meeting
Focus Work
Meetings & follow-up
Lunch
Focus Work
Meetings & follow-up
Focus Work



YOUR PROACTIVE ROUTINE: Meetings

Meetings: What is your sweet spot?

- Total time
- Optimal timing



Prioritize your wellbeing



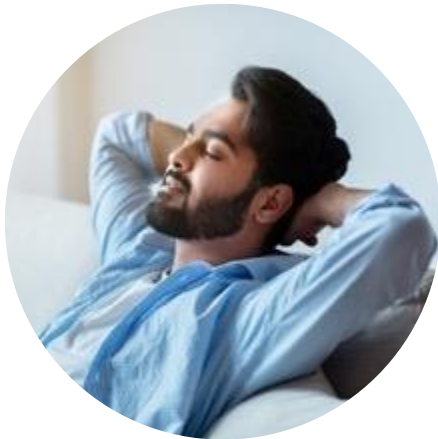
Sleep



Meditation & Mindfulness



Exercise



Relaxation



Gratitude

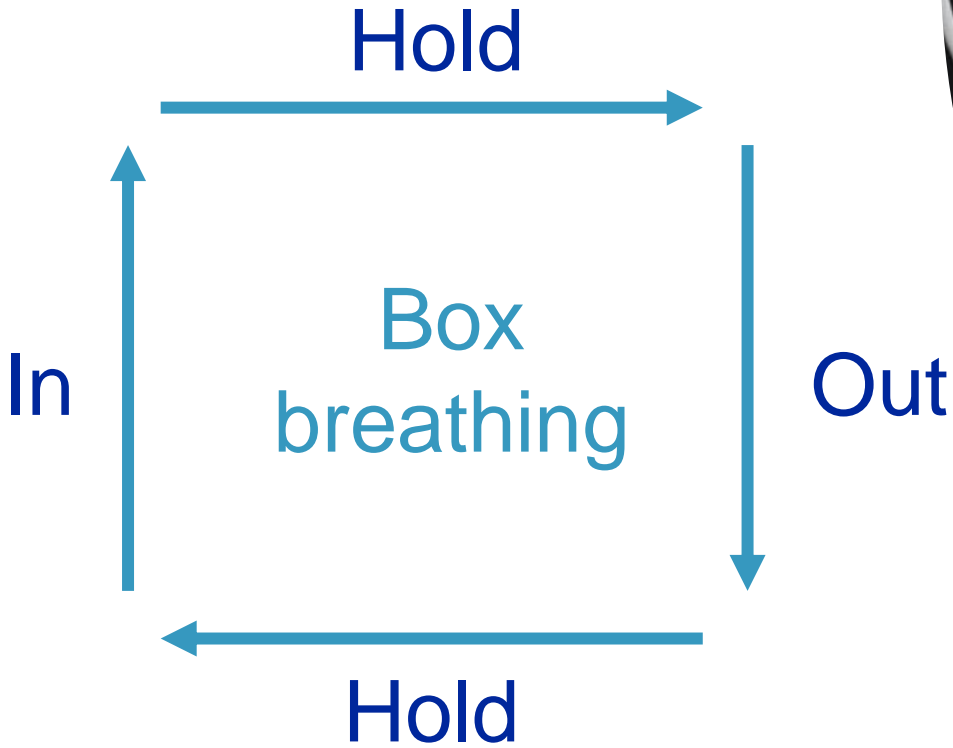


Nutrition

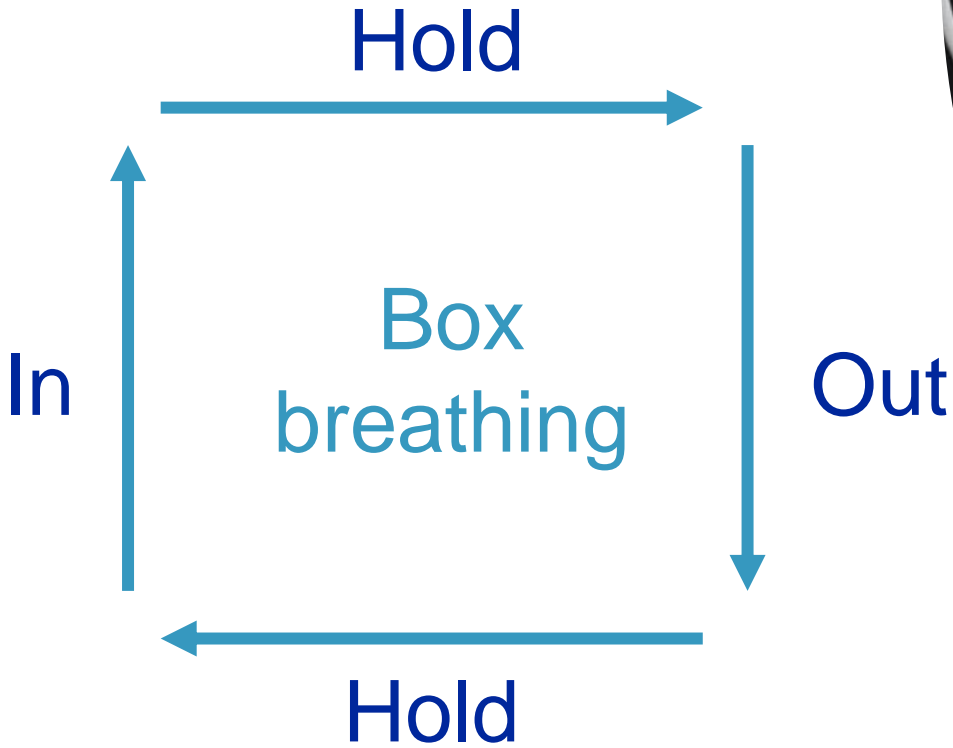


Relationships

Can you take micro breaks?



Can you take micro breaks?



**“If you want to go fast, go alone.
If you want to go to far, go together.**

- African Proverb

Would you like help
building your unique
Proactive Routine?



**“Tomorrow belongs to those people
who prepare for it today.”**

- African Proverb

Protect time for what matters most



PRODUCTIVITY • COLLABORATION • MINDSET & WELLBEING

Thank you for your time!

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