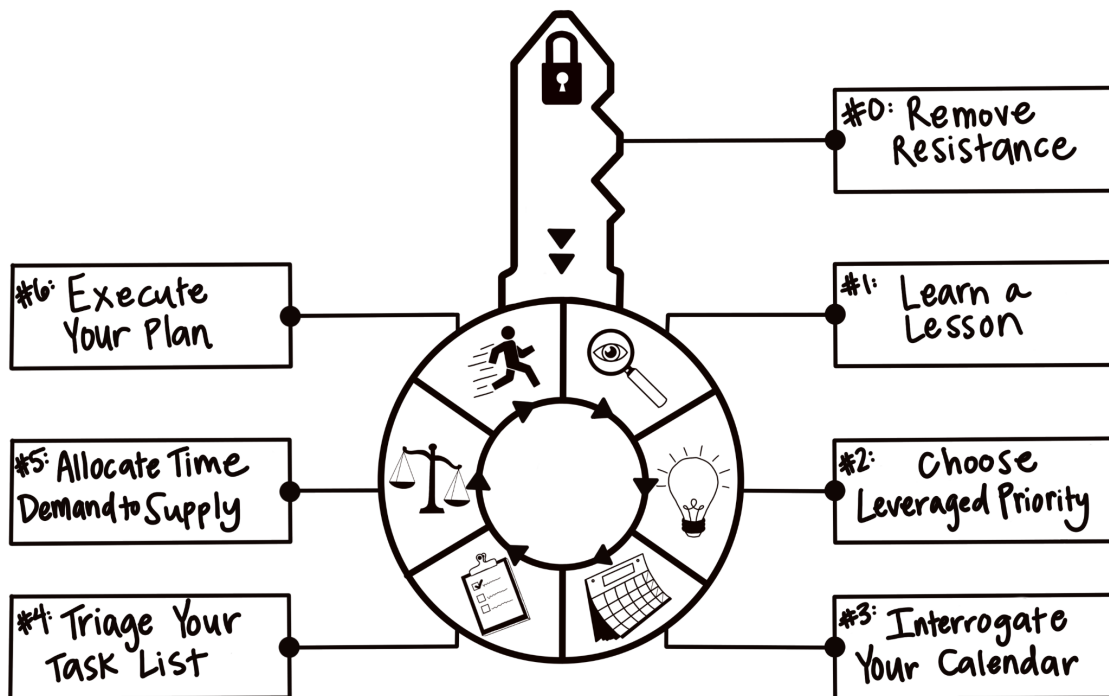


# THE WINNING THE WEEK METHOD

## Worksheet

# The Winning The Week Method





## Step 0: *Remove the Resistance*



### Step 0 - Remove the Resistance

Planning your week can be extremely anxiety-provoking. It can kick off a fight-or-flight response from your limbic brain that keeps you from *consistently* and *thoroughly* planning ahead of time.

That's why Step 0 of The Winning The Week Method is **removing this internal resistance**.

The “hack” is to create a **craveable experience** for your pre-planning that you look forward to. For example, pre-planning at a beautiful cafe, or making yourself a special treat to eat. This is something you can decide on once, and do the same way each week (or keep tweaking it until you are happy).

**Write down the craveable experience you will create for yourself while you pre-plan:**



## Step 1: Learn a Lesson



### Step 1 - Learn a Lesson

Looking for a **lesson or improvement** each week creates a positive feedback loop, wherein you get slightly better each week. The impact can be completely life-changing within one year. See this as an opportunity to try new things, evaluate your wins and losses, and fine-tune your game.

Use the following questions to find a lesson from your past week:

**Groundhog Day Question:** *If you could relive the past week a thousand times, what would the perfect execution have looked like?*

**Double Down Question:** *What worked well this week that I should double down on next week?*

**Write down a lesson from the past week:**



## Step 2: Choose Your Leveraged Priority



### Step 2 - Choose - commit to your top priority for the week

The biggest planning error is choosing the wrong priority (or choosing multiple, equal priorities instead of just *one*). This spreads your focus and dilutes your impact, trapping you in a vicious cycle of overwork.

Instead, identify the top leveraged priority that you'll aim to complete early on in the week (ideally on Monday or Tuesday).

Your success or failure at achieving this priority is a large part of what will determine if you've "won" or "lost" this week — so make it **achievable, yet highly leveraged**.

If you're drawing a blank, ask yourself the Leveraging Question\*:

***What action can I take this week that makes future weeks easier?***

\*based on Gary Keller and Jay Papasan's question in The ONE Thing, "What is the one thing you can do such that, by doing it, everything else becomes easier or unnecessary?"

**Write down your leveraged priority for the coming week:**



## Step 3: *Interrogate Your Calendar*



Your calendar represents your entire supply of time—your precious 168 hours a week. Your task in this step of The Winning The Week Method is to make sure your calendar is **accurately representing your time supply**, meaning finding every tiny error buried in your calendar and correcting them.

To be able to truly trust your calendar, you'll have to interrogate your calendar like a lawyer interrogating a witness. This goes far beyond the passive calendar “review” to reveal your true supply of time, often turning up hidden stores of time you didn't realize you had.

**Write down any landmines or errors you found in your calendar:**



## Step 4: *Ruthlessly Triage Your Task List*



The nature of human beings is to want to do more than they have time for. But in a world where you can't do it all, you need to ruthlessly triage your task list. That means letting go of the fantasy of "getting it all done," and asking a far better question...

*"How can I do the most good with my limited supply of time?"*

For this you will be scanning your task list for things you can terminate, automate, consolidate, and outsource, such that the only remaining tasks are high priority or incredibly urgent.

<b>Tasks I can terminate, automate, consolidate, outsource, move to my Someday List, or push out into a future week...</b>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.



# Step 5:

## Allocate Time Demand To Time Supply



Having interrogated your calendar and triaged your task list, you must now allocate time demands to your time supply. In practice that means allocating time in your calendar to get each task done (also known as “calendarizing” your task list). This is where your plan becomes a plan.

Have you:	Yes/No
<i>Put the good stuff in first?</i>	
<i>Planned Deep Work for your leveraged priority early in the week?</i>	
<i>Put in sufficient U UW time (Flex Time)?</i>	
<i>Stuffed Shallow Work into the cracks?</i>	
<i>Allocated all your time supply?</i>	

**YOU'RE DONE. Congratulations!**

You're well on your way to winning your week, **every week**. You'll *really* start seeing results when you make this a consistent weekly ritual.

# LIVE-OR-DIE TASK TRIAGE CHEAT SHEET

*From Chapter 7 of  
Winning The Week: How To Plan A Successful Week, Every Week*





# WHY TRIAGE?

There's the analogy: **Your tasks are your patients**, all begging for your skills and time to help them. And you're the doctor, deciding how to triage those tasks so that you can do the most good with your fixed resources. You know you can't get all these tasks done, as much as you might want to. You need a criteria similar to the triage system so that you can justify these tough choices to yourself and the people around you.

Here are your criteria:

- Your primary objective is to accomplish your number one leveraged priority because that creates the most value for everyone and makes your life easier over time.
- Secondly, you want to tackle your other essential tasks in a way that balances urgency with impactfulness.

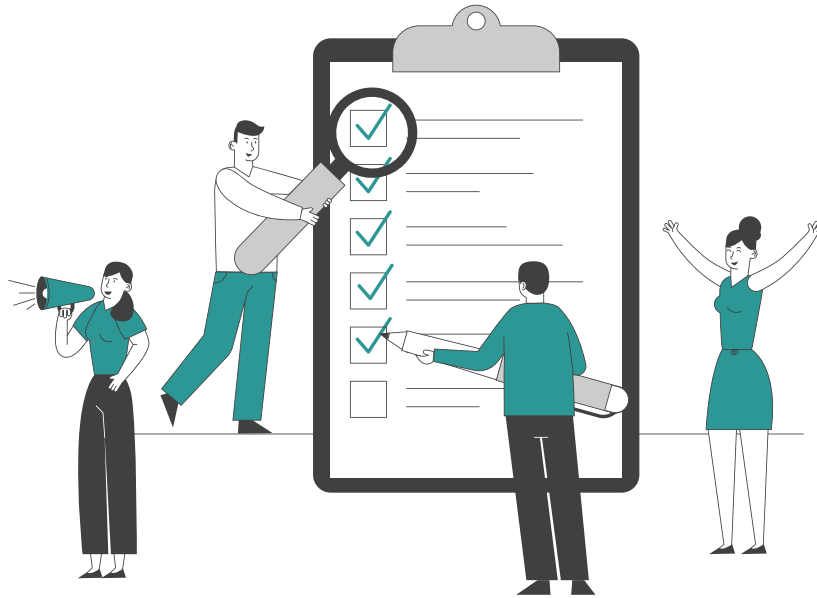
The first step is to make sure you have a full and complete to-do list. Break down your leveraged priority into its supporting sub-tasks and add them to your to-do list.

Next, scan your projects and ongoing responsibilities and think about the tasks you need to do to keep them moving forward.

And finally, write down any “brain flies” that have been annoying you — things that you've been meaning to do, but keep forgetting about. They all go on your list.

Now, it's time to triage your list.

Ruthlessly triaging your task list in five minutes using this decision tree will help you decide if a task should get done this week, has to wait, or dies altogether.



# ***1. IS IT RELATED TO YOUR NUMBER ONE LEVERAGED WEEKLY PRIORITY?***

✓ If yes, it should stay on your to-do list! Brainstorm all possible subtasks and dependencies, including tasks that other people have to do.

➔ If no, move on to the next question.

## **2. IS IT INCREDIBLY TIME-SENSITIVE?**

You likely have tasks that **have to get done** or you risk getting fired or losing business. As long as you've already put your key priority first, you can also keep these urgent tasks on your list.

✓ If yes, keep it on your task list. Ask yourself **what could be sacrificed to make room** for this urgent but unimportant task.

➔ If no, move on to the next question.





### **3. CAN THIS TASK BE TACO'D?**

Invariably, you'll find that you have more tasks than anyone could do, even if they worked around the clock. I have a fun acronym, TACO, that can help you cut down the size of your to-do list as you're processing it. It stands for Terminate, Automate, Consolidate, and Outsource. Here's how to use it:

**Start by asking yourself “*does this task truly need to be done, or can it be Terminated?*”**

You'd be shocked at how many tasks you'll find on your lists that are either already complete or that don't need to happen at all. Delete these tasks off your list. Now I get how absurd this can sound. My client Rahul laughed when I suggested that he could terminate tasks altogether. But after ten minutes of brainstorming, he suddenly came up with a great example:

“Well, I’ve been the PTA president at my kid’s school for four years in a row. Maybe it’s time to let someone else take the reins. I spend hundreds of hours a year in that role!”

Later that day, Rahul took thirty minutes to write a polite resignation email and freed up hundreds of hours in one fell swoop. That was an epic example of “terminate.”

***Can this task be Automated? Can I make this task faster using technology?***

Sometimes we overlook the fact that there could be a way to do all or part of a task using software instead of doing it yourself. There are so many new programs that make things easier to do these days. One of my favorites is Zapier, which helps two otherwise separate softwares speak to each other. In my case, it automatically creates a new row in a Google Sheet whenever someone books a meeting with me using my scheduling link. This way, my team can easily calculate the total appointments booked that month, by whom, and for what purpose.

So ask yourself: is there a technology you can use to automate all or part of a task?

***Can this task be Consolidated? Could I achieve better efficiency by doing this task alongside similar work at the same time?***

Consolidation means grouping similar tasks together on your calendar so that you can optimize your brain energy. The more task-switching you do, the less productive you are, so this strategy can really boost your productivity. If you see an opportunity for consolidation, go ahead and group those tasks together on your list.

Another example of consolidation is calls and meetings. If you're already spending most of your day in calls and meetings, it's efficient to go ahead and schedule more calls and meetings for that day. Let's be honest, you weren't going to get great work done on that day anyway, so why not pull more meetings into that day and get them done with?

***Can this task be Outsourced? Could this task be delegated to someone else?***

Ask yourself: what would need to happen to move this task to another person? Maybe you'd need to write a set of instructions or provide a decision tree to explain how to accomplish a task. Or (my favorite): film a video or a screencast showing someone exactly how you do it right, then send that to them as a set of instructions.

✓ If you can terminate, automate, consolidate, or outsource the task, then go ahead and do so now.

➔ If not, move on to the next question.



## **4. IS IT A SOMEDAY TASK?**

If this task doesn't have a specific due date in the next month, it's likely a **Someday Task**. You know it's a Someday Task if it's **not related to your key priority**, yet there are no specific timelines or consequences to not doing it this week (other than you being disappointed). These tasks muddy up the water and make it harder to see the crucial tasks. **So get them off your list!**

✓ If it's a Someday Task, move it to your Someday List and off your to-do list. Review your Someday Tasks on a monthly basis to see if any of them deserve to make it back onto your main to-do list.

➔ If not, move on to the next question.

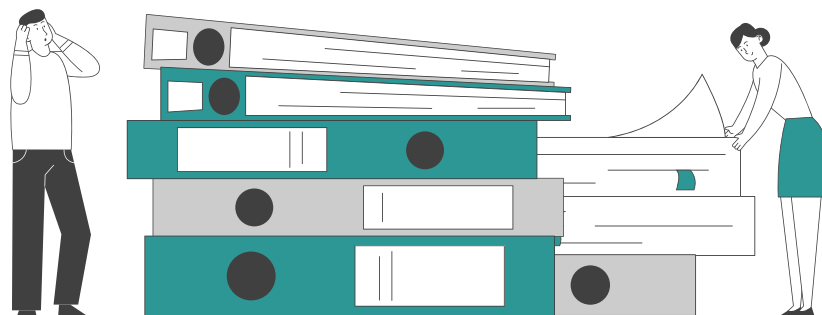
## **5. DO YOU NEED MORE INFORMATION ABOUT THE TASK TO MAKE IT ACTIONABLE?**

If the task has made it this far without being classified, it might require **additional information**. There may be things that you need to clarify, or you may need to have someone explain its priority relative to other projects.

Let's say your boss has asked you to help sell an important new client. But, as you think about this task, you realize that you need more clarity to execute it. For example, what deliverables does your boss want to see? A pitch deck, a well-crafted email, or simply your attendance at a meeting? And by when—what is the timeline for this task? Also, would this task be done before or after other seemingly time-sensitive tasks? Without understanding this, it's hard to triage appropriately.

Remember, *it's ok to send it back and ask for more information!*

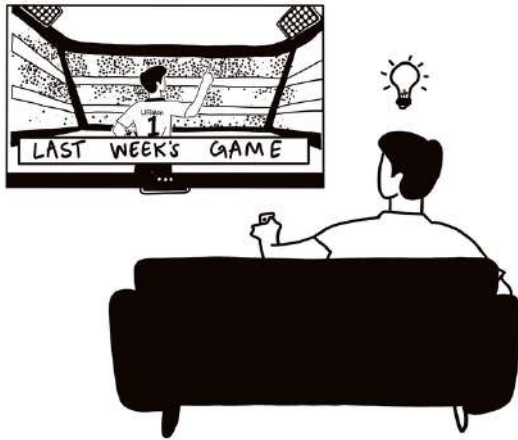
✓ If you realize you need more clarity, kick it back to the sender asking for more information.





# LEARN A LESSON CHEATSHEET

From Chapter 4 of  
*Winning The Week: How To Plan A Successful Week, Every Week*



Looking for a lesson or improvement each week creates a positive feedback loop, wherein you get slightly better each week. The impact is life-changing within one year. See this as an opportunity to try new things, evaluate your wins and losses, and fine-tune your game.

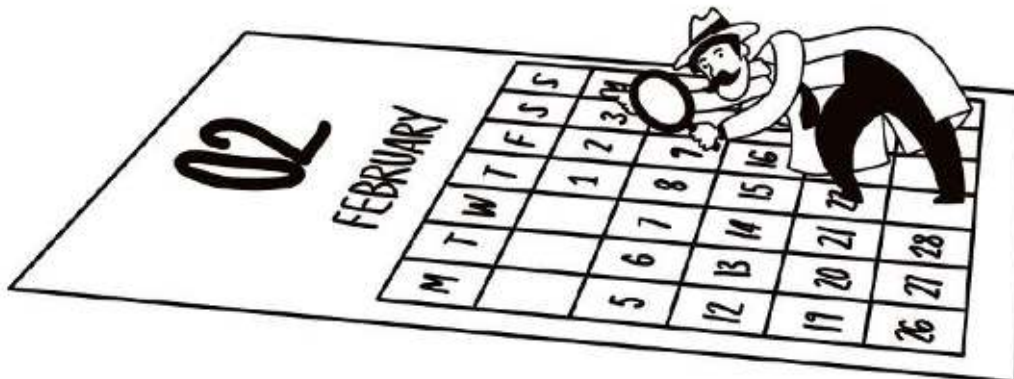
## **Use the following questions to find a lesson from your past week:**

Groundhog Day Question: *If you could relive the past week a thousand times, what would the perfect execution have looked like?*

Double Down Question: *What worked well this week that I should double down on next week?*

# INTERROGATE YOUR CALENDAR CHEAT SHEET

From Chapter 6 of  
*Winning The Week: How To Plan A Successful Week, Every Week*



In this step of The Winning The Week Method, your job is to **interrogate every hour of your upcoming 14 days**. Like a lawyer seeking the truth from a reluctant witness, your calendar isn't just going to show you the information you're seeking. You have to sweat it out of it!

Ask yourself these questions:

***1. What shouldn't be on your calendar but is?***

Decline and erase these events, so they don't clutter your calendar.

***2. What should be on your calendar but isn't?***

If it's a "hard-edged" commitment (meaning you have to be at a specific place at a particular time—even via video conference), then make sure that you block off all of the time it will take.

***3. How much "flex time" will you need to deal with emergencies this week?***

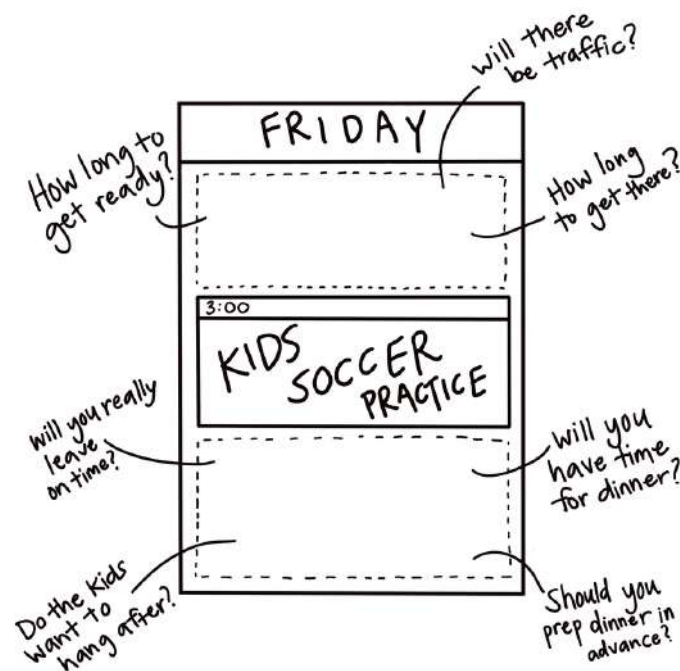
Unexpected emergencies happen to all of us in one way or another, so the intelligent move is to preemptively block off big chunks of time in your calendar to deal with unforeseen issues that are bound to come up.

***4. What could be arranged more optimally in your calendar?***

For example, if you need to do several chores around town, why not do them all on the same day instead of scattering them throughout your week?

## 5. When (exactly) will your leveraged priority get done?

Go ahead and estimate the amount of time it will take to get your number one priority done this week. Then add some buffer to that estimate. Now schedule that time directly into your calendar, ideally on Monday or Tuesday (when your energy and attention are at their peak).



## 6. Where are the landmines in my calendar?

I recommend you take a “mental walk” through every part of every day in your coming week, asking yourself where the landmines might be hiding. For each landmine, decide on a plan to diffuse that situation before it happens.

## 7. Did my calendar review unearth some hidden tasks?

Write them down and save them on the side.