



TURN CHAOS INTO CLARITY

SUCCESS BLUEPRINT

TAKE BACK  
YOUR TIME

5-STEPS TO TRANSFORM  
1 HOUR A WEEK INTO  
1 DAY A WEEK

Hello! My name is Frances, and I am a productivity ninja who works with time-poor business owners like you, helping them take control of their time and their business, and stop letting their business run them.

In my *done-with-you* implementation workshops and *done-for-you* virtual support services, I start by gaining a deep understanding of your business challenges, identifying the 'domino' solution that will create massive impact, and supporting you through the implementation of the solution.


I am here to help you become ridiculously efficient and effective, so you can bring your vision to life and make your mark on the world.



# ABOUT ME



TURN CHAOS INTO CLARITY



Time is free, *but it's priceless.*  
You can't own it, *but you can use it.*  
You can't keep it, *but you can spend it.*  
Once you've lost it, *you can never get it back.*

— HARVEY MACKAY



# WHAT WOULD YOU DO WITH AN EXTRA DAY A WEEK?

I bet the list is long. Write, read, surf, sleep, work, play, learn...?

Whether you would spend that extra time on yourself or your business, the impact that an extra day in each week would have to your life is undeniable.

The thing is, even if we had a magic wand to *abracadabra* an extra day each week into existence, one hard truth I have learned is that **the work always expands to fill the space**, so we have to consciously and intentionally decide where and how to use our precious time.

**Spoiler alert** - I don't have a magic wand. So rather than wishing an extra week into existence, what we can do is instead build a **framework** and a **habit** that help us **get better at using the time that we do have**.

That's what this blueprint is for. I have been iterating, refining and perfecting the tools and tips I'll share with you here for over 20 years.

I hope you can use the time it creates in your life doing something wonderful.

WOULD YOU?

SPEND

ONE HOUR  
A WEEK

TO GET BACK

ONE DAY A  
WEEK

# THE BLUEPRINT

These 5 simple and easy to implement steps will help you take back a day a week, so you can start spending it on the stuff that really matters.

## **IDENTIFY**

Be clear on what matters. What are you driving towards? What are you working on this week to move you closer to that?

## **PRIORITISE**

The list will always be too long. What NEEDS to be done this week? What will burn down if you don't do it, and how can you systemise it in the process.

## **PLAN**

We have a limited amount of processing power every day. Don't use it deciding what to do in each moment. Plan your week and then follow the plan.

## **ADJUST**

Even the best plans will never go to plan. Ever. The key is learning how to quickly adapt to the unexpected stuff and not get thrown off course.

## **REFLECT**

You can't see the trees if you never step out of the forest. Take time to step out of the day to day, consider your progress, and decide what to focus on next.

# STEP 1 - IDENTIFY



## GET CLEAR ON WHAT'S IMPORTANT

In order to reach our destination, we have to know where we are going, how we're going to get there, and who we need on the journey with us.

Clarity is the name of the game, so take a moment to step back and identify the end goal. What needs to happen to get us there? Who should own each of those things?

With this knowledge you can align yourself and your people to ensure everyone is heading in the right direction, towards a shared goal.

You can also eliminate those time-wasters that keep you busy but don't move you closer to the desired outcome.

**Bonus Resource:** [Watch this video on The One Thing.](#)



# GET MOMENTUM

1) What is the end goal we are currently working towards?

3) Who should take ownership of each of these steps, and who needs to be involved?

2) What are the activities that need to happen to reach that end goal?

4) What will we STOP doing altogether as it is distracting us from reaching our destination.





# STEP 2 - PRIORITISE



## **DON'T TRY TO DO IT ALL AT ONCE**

When we focus on everything, we achieve nothing.

Break up your activities into smaller parts. Define which are tasks or actions (can be started and finished quickly and simply), and which are projects (takes longer, requires team input, requires budget, requires testing and approval).

How long will each task, project and step take? What impact will each have to our overall success? What dependencies exist that will influence our planning? Which items are mission critical?

Consider each of these these questions, then plot your items on the prioritisation matrix on the next page. This will help immensely when we move into planning.



# GET MOMENTUM



TURN CHAOS INTO CLARITY



# STEP 3 - PLAN



## MAP THE ROAD TO SUCCESS

We don't get where we're going if we just hop in the car and start driving with no directions.

When you map out a plan for your week, you can make sure that what you have prioritised is achievable and that you have all the resources you need to achieve it.

Start always with your **mission critical** items. Next up are your **quick wins** and **worthy pursuits**. Plan focus time to progress your worthy pursuits, and quick wins on busier days. Your easy efficiencies should be used as time fillers only when the rest is done, and time wasters binned.

Where you build your plan should meet the way you work. If your day is driven by your calendar, then your plan should go in there. If you work from a task list, then this should be your source of truth.



# GET MOMENTUM

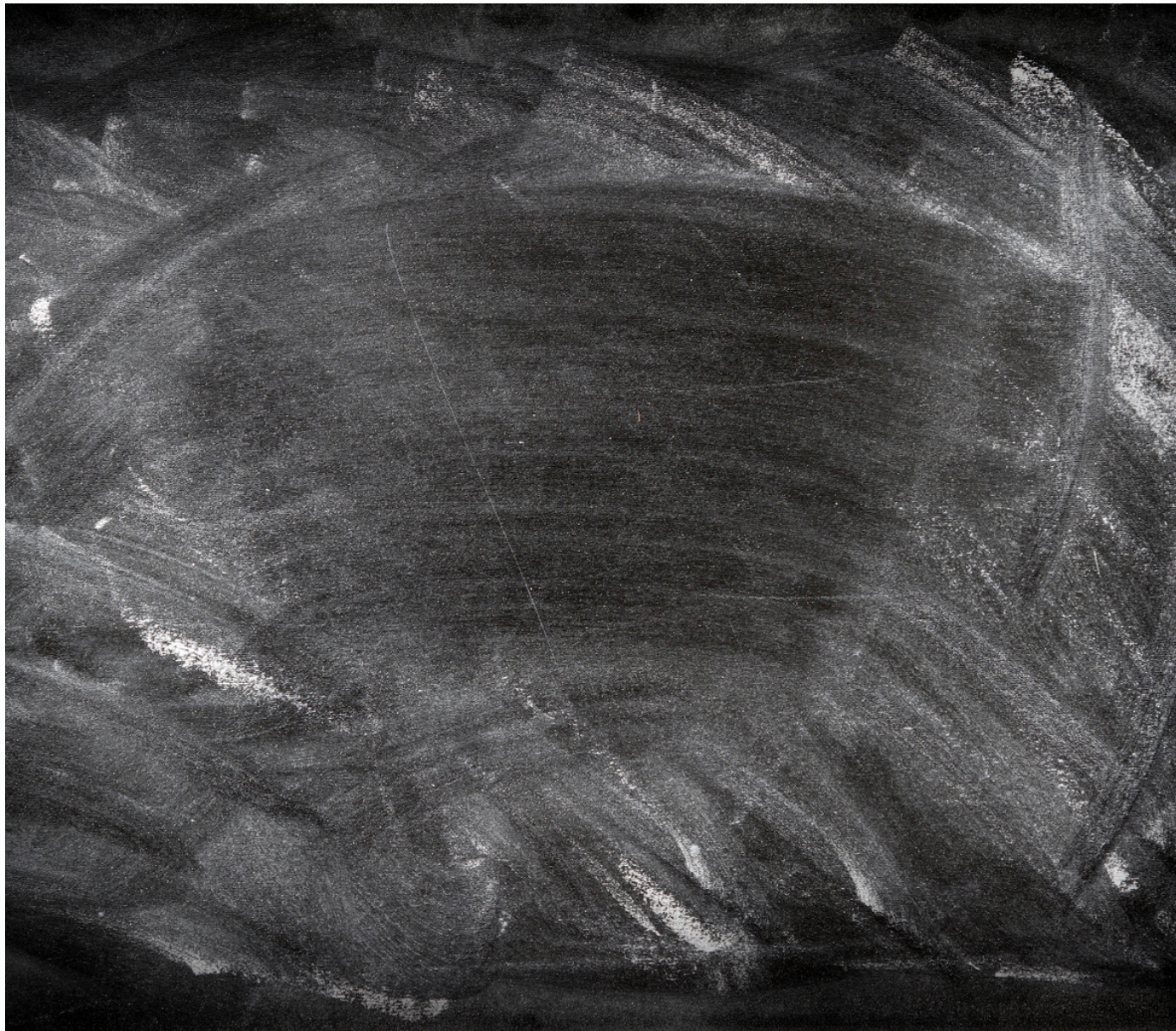
## PRO TIPS

- Plan out your 'ideal' week - this will be the base you build on each week
- Include focus time, team time, play time, and rest time
- Include your life admin, family commitments, self-care and social activities - create one plan to rule all areas of your life
- Use colours if you are a visual person, or a naming system to help easily categorise different tasks or projects
- Keep a 'this week' list separate from your 'all things' list to keep you focused

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
All day							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							



# STEP 4 - ADJUST



## GO WITH THE FLOW

No matter how well we build our plans, they will NEVER go to plan. Something unexpected will always come up that steals our focus and changes our priorities.

The trick is to work with this fact, not against it.

You could block out catch up time for rescheduled tasks, plan buffer time for all tasks to account for lost time, or plan the most critical tasks in off-peak times to minimise the risk of interruptions.

Planning only the MOST important items in each week will allow flexibility for the unexpected - and you can always add additional items if you finish everything ahead of time!

**Pro Tip:** Keep your plan somewhere digital so you can keep it updated no matter where you are.



# GET MOMENTUM



## YOUR HOUR OF POWER

Interruptions are inevitable, but we can minimise when we get interrupted, and what for. Plan for one hour of power every day. Tell your team and family members you are unavailable. Use your do not disturb feature. Get your most important task nailed and watch the rest of your day transform.



### Prepare

Have all the tools and information you'll need open and at the ready.



### Silence

Turn off all distractions. Phones, emails, social media, chat apps.



### Fuel

Make sure you have tea, water and snacks at the ready.



### Structure

Outline a structure of what you will achieve in your flow time.



# STEP 5 - REFLECT



## **PONDER YOUR PROGRESS**

Nothing is ever perfect, and our priorities, demands and preferences evolve.

Take time each week to consider the week that was.

What went well? What didn't go well? How effective was your plan? Did you hit any roadblocks? How could you avoid them next time? Did you follow the plan or fall off course?

It's through your reflections and learnings that you can refine your approach, clear the path ahead, and start to build massive momentum.



# GET MOMENTUM

1) What went well last week?

3) What could I have improved on?

2) What didn't go well last week?

4) What one thing will I do differently next week?








# MAKE IT HAPPEN



## YOUR 'ONE HOUR A WEEK' PLAN

-  **STEP 1 - 20 MINUTES**  
Reflect on the previous week.  
Decide what you will do differently next week.
-  **STEP 2 - 20 MINUTES**  
Review your 'all things' list and identify what you need to prioritise this week.
-  **STEP 3 - 20 MINUTES**  
Build your plan!

Consistently follow these steps to plan out your week each Friday afternoon or over the weekend, and start nailing your tasks and projects while still having time for the stuff that really matters. It's 100% worth it.

# FURTHER SUPPORT



Set a quick call with me to talk about solutions to your most pressing problem!



Click the button above or copy and paste this link into your browser:

<https://francesquinn.com.au/meetings/francesquinn/success-strategy-call>