

# Rule No. 18 —Your calendar reflects your priorities.

This rule confronts the lie we tell ourselves that “we didn’t have time,” when in reality, we simply didn’t make it a priority. It is not about time management tools. It’s about discipline and alignment. If you want to know what truly matters to a person, don’t ask them—look at their calendar. If it doesn’t reflect their stated priorities, they’re lying to themselves.

## Ask Yourself:

If someone audited your calendar for the last 30 days, what would they say your top priorities are—and how does that compare to what you say they are?

---

---

## The Truth Is:

Where your time actually goes is the most honest strategy document you have. If your calendar doesn't match what you say matters — that's not a scheduling problem. That's a leadership problem.

**Don't tell people your priorities. Show them your calendar.**

## Action Step:

Review next week’s schedule and remove anything not tied to your top priorities. Repeat weekly.

---

---

---

## Recommended Reading:

*The 7 Habits of Highly Effective People*, by Stephen R. Covey

“The key is not to prioritize what’s on your schedule, but to schedule your priorities.” — Stephen R. Covey

*What this week revealed:*

This week I gained clarity on \_\_\_\_\_

This week I said no to \_\_\_\_\_

# WEEK 8

## MONDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TUESDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## WEDNESDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## THURSDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## FRIDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## SATURDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

## SUNDAY

DATE \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

## STILL UNFINISHED

- \_\_\_\_\_

## TOP 3 PRIORITIES THIS WEEK

- \_\_\_\_\_  
Why now? \_\_\_\_\_
- \_\_\_\_\_  
Why now? \_\_\_\_\_
- \_\_\_\_\_  
Why now? \_\_\_\_\_

*Notes:*

## THIS WEEK I'LL PROTECT TIME FOR