LEADERSHIP TOOL #5

THE 3 CIRCLES TIME TOOL

Insanely practical time management happens at the intersection of three circles: WHY (Purpose and Values), WHERE (Roles and Priorities), and HOW (Planning and Boundaries). Use the chart below to create a master plan for your time that defines each circle.

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| **NAME:** | | | | | | | | | |
| **WHY:**  **PURPOSE and VALUES** | **MY LIFE PURPOSE:** | | | | | | | | |
| **MY CORE VALUES:** | | | | | | | | |
| **WHERE:**  **ROLES and**  **PRIORITIES** | **ROLE #1:** | | | | | | | | |
| **3 PRIORITES:** | |  | | |  | |  | |
| **ROLE #2:** | | | | | | | | |
| **3 PRIORITIES:** | |  | | |  | |  | |
| **ROLE #3:** | | | | | | | | |
| **3 PRIORITIES:** | |  | | |  | |  | |
| **ROLE #4:** | | | | | | | | |
| **3 PRIORITIES:** | |  | | |  | |  | |
| **ROLE #5:** | | | | | | | | |
| **3 PRIORITIES:** | |  | | |  | |  | |
| **HOW:**  **PLANNING and**  **BOUNDARIES** | **TIME MANAGEMENT TOOL** | | | |  | | | | |
| **WEEKLY MEETING DAY/TIME** | | | |  | | | | |
| **MY BIG 3**  **(DAY/WEEK)** | **WHAT I’LL**  **ELIMINATE** | | | **WHAT I’LL AUTOMATE** | | **WHAT I’LL DELEGATE** | | **WHAT I’LL BATCH** |
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| **MY PRIMARY BOUNDARIES** | | |  | | | | | |
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