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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