



CALENDAR AUDIT

Win Back Your Time & Organize Your Life

@shawnbranc
thefocuscourse.com

HELLO!

My name is Shawn and I am honored to guide you through this Calendar Audit.

I'm a margin and systems coach to entrepreneurs and creative professionals. I live in Kansas City with my wife and our three boys. And for over 20 years I have been learning and teaching about focus and margin. I've spoken about these topics at conferences and workshops; I've taught them to private groups and one-on-one clients; and we have a library of online training that has served tens of thousands of folks just like you.

I believe that your best ideas, your best relationships, and the best days of your life are still ahead. But life can get overwhelming, distractions abound, and lord knows we're all a little too good at overthinking things.

My superpower is helping you get clear on what matters most for you in life and in your work, and then helping you build a strategy to make it happen with joy and confidence.

I'm so glad your here.

— Shawn Blanc



I love camping!



20+ Years Together



Coaching & Workshops

HOW TO AUDIT YOUR CALENDAR

When doing a quick audit of your calendar, you're looking for a few things.

1. To get an understanding of where things are at right now. For example, if things are overwhelming then let's find out what's causing that.
2. Compare how things currently are to how you'd like them to be..
3. Draft a plan of how you would prefer for things to be.

This is a process that I personally go through about once every six months to help keep me on track with my schedule, goals, and values.

Side note: If you haven't already, be sure to watch the accompanying video I made to go with this workbook. I explain each section, and have a few additional things I've included for you as well.

PERSONAL MARGIN SCORE

How much margin do you feel that you have in each area? How much space is there between your load and your limit? **Circle the amount of margin you currently have in each area.**

Time

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
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My schedule is out of control. I am burning the candle at both ends. I have no time for things that matter most.

My days are spent on the things I need and want to do. I have time for resting and recharging. I am flexible.

Money

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
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I have a significant amount of debt, I struggle to live within my means, and I tend to make irrational financial decisions.

I have a healthy emergency fund, I am debt free, I live within my means, and I am planning for the future.

Emotions

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
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I have very little margin for dealing with anyone's issues. I feel frustrated, exhausted, and burnt out.

I am emotionally present and engaged. I am able to engage people and circumstances with my heart intact.

Creative

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
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I can't seem to focus on anything these days. I am lacking inspiration.

I am excited to work on challenging problems or to dream up new ideas. I know what inspires me. I am always learning.

Health

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
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I don't sleep well. I don't feel well. There is no consistency to my exercise or diet. I need coffee and stimulants to get me through the day.

I consistently get a full-night sleep. I eat well and incorporate exercise into my week. I have the energy I need to tackle life.

THE OVERWHELM AUDIT

For a few common areas of our life, where things can feel overwhelming, do you feel in control or out of control?

Family Needs

Completely Overwhelmed | Hanging on, but not thriving | Organized & In Control

I am carrying all the mental load for my family. Each day feels like a train wreck. I feel exhausted and alone.

There is health, teamwork, and shared responsibility in our home.

Home Projects

Completely Overwhelmed | Hanging on, but not thriving | Organized & In Control

Oh my gosh. I've got so many things that NEED to get done around the house and I just can't keep up. I feel so behind.

My home is home. It's not about being "clean and tidy", but it is calm and put together the way I want and need it to be.

Responsibilities at Work

Completely Overwhelmed | Hanging on, but not thriving | Organized & In Control

I am drowning in work. Deadlines are constantly looming. Priorities are constantly changing. I feel completely burned out.

I'm on top of my game and in my zone of genius. I see clear progress on the most important projects.

My Task List

Completely Overwhelmed | Hanging on, but not thriving | Organized & In Control

My task list is longer than my arm. I feel constantly pulled in multiple directions. I can't keep up. Am I failing?

I know what matters most, and I know when I'll be working on it. I'm not distracted during the day. I am focused.

Personal Growth & "Me Time"

Completely Overwhelmed | Hanging on, but not thriving | Organized & In Control

Ha! I wish. I rarely ever have time or energy for myself. I feel exhausted, burned out, and am running on empty.

I know what I need to stay healthy, happy, and thriving. I've prioritized it and I make it happen. I am growing. I am doing well.

DO I HAVE SCHEDULE-VALUE FIT?

The area of my life that is the **most important** to me right now is: _____.

.....

When I look at how I am spending my time, does it clearly reflect my values and priorities?

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How much of my day is spent on things that “speed up” or “steal” time (something that gets me lost into a black hole where I emerge on the other side not knowing how long I was out of it)?

Examples: scrolling social media, checking email, checking the news, watching TV or a movie, playing video games.

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How much of my day is spent on things that “slow down” or “give back” time (something that creates a moment; a restful pause)?

Examples: Sitting and thinking (or heck, just sitting), walking outside, reading a printed book or a magazine, listening to an audio book, putting on a record, talking with a friend on the phone, writing or journaling, making photographs, sketching or creating in some way, cleaning or organizing a space, playing cards or a board game, making dinner.

MY IDEAL DAY

It looks like, feels like, does / does not include...

First Thing	
Morning	
Afternoon	
Evening	
Nighttime	

WHAT NEXT?

Design Your Perfect Day

If you'd like to get access to our most popular program, click the website link below.

In the Life Design program that's part of the Focus Course, we'll build your entire Life Design System together. It's a simple, step-by-step, guided system to win back your day — and your life — starting now.

This is perfect for you if you're in a big life transition or you're feeling lost, stuck, or unmotivated.

special.thefocuscourse.com/life-design



Work directly with Shawn

If you'd like to work with me one-on-one for coaching or consulting, just send me an email and we can chat to see what would work best for you.

Email: shawn@blancmedia.org