

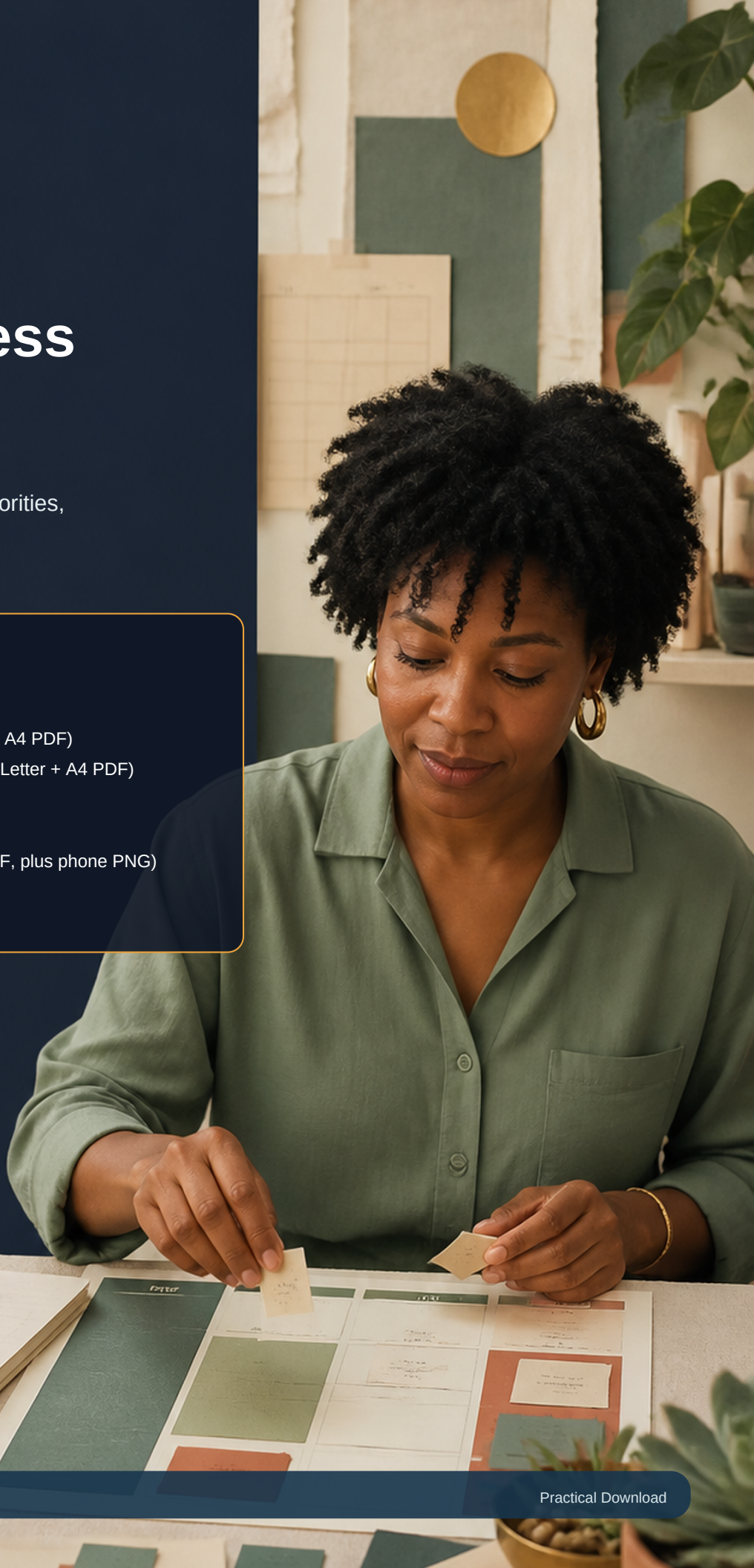
More Time, Less Stress

A capacity-first system for realistic priorities, resilient calendars, protected buffers, boundaries, and weekly resets

FREE PREVIEW**What's included in the full kit**

- 17-page time-management guide (Letter + A4 PDF)
- 6-page planning workbook, 6 worksheets (Letter + A4 PDF)
- Practice tools: 5 printable tools (PDF)
- Two-week time audit (CSV)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview • Full kit at kitandfile.com



1. See Where the Week Actually Goes

Module 1 of 6

Why This Matters

A calendar shows scheduled time, not the full cost of preparation, follow-up, switching, errands, and recovery.



When You're Done

You have a realistic picture of fixed, flexible, and hidden time demands.



Do This Now

- 1 Record one normal week in broad categories.
- 2 Add preparation, travel, follow-up, and recovery time.
- 3 Mark interruptions and task switching.
- 4 Compare the observed week with the week you thought you had.

Worked Example

A 30-minute client call consumes 70 minutes after preparation, notes, and transition. The weekly plan is updated to reflect the real block.



Reflection

Which recurring commitment costs more time than its calendar block suggests?