



Kit&File

FREE SAMPLE · 6 PAGES

MORE TIME, LESS STRESS · FREE SAMPLE

More Time, Less Stress

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

IN THIS SAMPLE

1. What this is and who it's for
2. Rebuild One Realistic Week
3. See Where the Week Actually Goes (Module 1 of 6)
4. Workbook: Real-Week Audit

\$19

FULL KIT · GUIDE, PHONE REFERENCE, PRACTICE TOOLS, QUICK REFERENCE, TRACKER SPREADSHEET, FILLABLE WORKBOOK

Less content. More use.

What This Is, Who It Is For

FIT What this is

This is a guide, workbook, practice-tool set, phone reference, and time-audit tracker for capacity, commitment, priority, calendar, boundary, and weekly-review decisions.

FIT Who this is for

For professionals, managers, founders, caregivers, and busy individuals whose plans repeatedly exceed the time and energy actually available.

By the end, you will have:

- A real-week audit and commitment decisions.
- Capacity-based priorities and a resilient calendar.
- Boundary language and a weekly reset.

WHAT THIS IS NOT

It is not a medical stress intervention, a promise to create extra hours, or a system for eliminating rest, caregiving, personal needs, or ordinary disruption.

Rebuild One Realistic Week

Use a representative week, not an ideal one. Count hidden time, reduce commitments, and protect only the results that fit.

WORKFLOW The Sequence

1. Audit visible, preparation, follow-up, transition, and recovery time.
2. Disposition obligations that no longer fit or matter.
3. Choose up to three results from usable capacity.
4. Schedule work, buffer, administration, and recovery, then run a weekly reset.

STOPPING POINT

A plan that requires a perfect week is already broken.

1. See Where the Week Actually Goes

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.

CHECKLIST

Do this now

- ☐ Record one normal week in broad categories.
- ☐ Add preparation, travel, follow-up, and recovery time.
- ☐ Mark interruptions and task switching.
- ☐ 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?

Real-Week Audit

See fixed, flexible, hidden, transition, and recovery time without tracking every minute forever.

WORKSHEET

Real-Week Audit

Commitment or Activity:

Visible Time:

Preparation and Follow-Up:

Transition or Recovery:

Observed Total Cost:

Want the rest of More Time, Less Stress?

Time management advice often assumes every task should stay and every open hour can be optimized. This course starts by deciding what work still belongs and how much capacity reality leaves.

THE FULL KIT INCLUDES

- Guide (Letter and A4)
- Phone reference
- Practice tools
- Quick reference (Letter and A4)
- Tracker spreadsheet (CSV)
- Fillable workbook (Letter and A4)

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