



THE EEMM METHOD

Exceptional results are built *intentionally*.

TAKE BACK YOUR WEEK. PROTECT YOUR
TIME. DO THE WORK THAT MATTERS.

STEP 2 – Your 3 MITs (5 minutes)

The non negotiables.

MIT 1	
MIT 2	
MIT 3	
MIT 4	
MIT 5	

STEP 3 – Time-Block Your Week (5 minutes)

Fill in your week below. Start with your MITs, then schedule your income producing activities, followed by other commitments, leave buffer time.

STEP 4 – Review Your Commitments (5 minutes)

Check off each item to confirm it's accounted for in your calendar this week:

Weekly Reflection (end of week)

Complete this on Friday or Sunday before your next planning session.

What went well this week? _____
What drained my time? _____
What will I protect next week? _____
My #1 MIT for next week is: _____

Time Audit Tracker

Track Your Week in 30-Minute Blocks

Run this audit for a full month or a full week. At the end of each hour or 30-minute block, write what you actually did — not what you planned. At day’s end, sort each block into a bucket.

**BUCKET 1 — Revenue
Generating**

**BUCKET 2 — Admin &
Compliance**

BUCKET 3 — Everything Else

MONDAY

TIME BLOCK	WHAT I ACTUALLY DID	BUCKET (1/2/3)	NOTES
7:00–7:30			
7:30–8:00			
8:00–8:30			
8:30–9:00			
9:00–9:30			
9:30–10:00			
10:00–10:30			
10:30–11:00			
11:00–11:30			
11:30–12:00			
12:00–12:30			
12:30–1:00			
1:00–1:30			
1:30–2:00			
2:00–2:30			
2:30–3:00			
3:00–3:30			
3:30–4:00			

4:00–4:30			
4:30–5:00			
END OF DAY		B1 = ____%	Key insight: _____

Weekly Summary

BUCKET 1 Revenue-Generating	BUCKET 2 Admin & Compliance	BUCKET 3 Everything Else
____ blocks ____% of week	____ blocks ____% of week	____ blocks ____% of week

My #1 insight from this audit:

The first thing I will change: