THE REAL RECORD OF WHAT MATTERS

Calendar culture audit

Your calendar tells the real story of what matters. Not your strategy doc. Not the plan on the wall. Open the last four weeks beside you and answer honestly - a line or two under each is plenty.

1
Where is your white space?

Where are the white spaces for thinking, strategy or recovery? Are the most important things getting squeezed out by the most urgent?

2
Where are your people?

Regular check-ins, development conversations, time to walk the floor - can you actually see them in your week?

3
Where's the impact?

How much of your time is important-but-not-urgent work - the top-right box of the Eisenhower matrix? It's where growth and long-term value live.

4
What are you protecting?

Your energy, your focus, your wellbeing. What's non-negotiable - and if it hasn't made it into the calendar, is it truly a priority?

5
What needs to go?

Which meetings are happening out of habit rather than purpose? What could be an email? What can you delegate or say no to?

6
Does this reflect the leader you want to be?

If someone looked at your calendar, would they see your values in action - and space for wellbeing, reflection and real leadership?