

THE **effectology**[™]
M E T H O D

TRANSFORM INTO THE MOST
PROSPEROUS & ABUNDANT
VERSION OF YOU

Miriam Castilla

LIFE ON PURPOSE

Module 6

Relax & get effective



6.2

STRUCTURE CREATES FREEDOM

Free your time, free yourself

The Process:

- design a structure that suits YOU
- make appointments with yourself to get the important stuff done
- minimise wind-up and wind down time
- define start and end points for work time

The Process:

1. Do a Pareto's Analysis on your business
2. Minimise wind-up and wind down time with a batching plan
3. Create an ideal weekly calendar and switch times when necessary
4. Define start and end points for work time with rituals

Share in group:

#paretorocks - share your big realisations from your Pareto's Analysis

#batching - share activities you're choosing to batch - both work & personal

#myidealweek - share your calendar

#workdayrituals - share your work day start & end rituals

Buddies

Get together to help each other refine & finalyse your
Paretos Analysis, batching plans, ideal calendar
& work day rituals

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