



THE CALENDAR WAY

Your calendar is your leadership in plain sight. The Calendar Way is a practical workshop that helps leaders reclaim time for what actually moves the business: strategy, coaching, and execution—while shrinking firefighting and busywork.

LEADERS WORKSHOP OUTLINE

Workshop Overview

The Calendar Way is a practical, no-nonsense session that helps leaders and senior individual contributors take back control of time, meetings, and focus. Participants bring a real month of their calendars, classify work across five categories, and compare actual time to an ideal target. Through short activities, they apply the 5 D's of Time Investment and an Effort vs Impact lens to strip out low-value work, redesign recurring meetings, and set clear rhythms for coaching and execution. The outcome is a one-page Shift Map of From→To behaviours, a monthly review ritual, and a common language teams can use to sustain calendar discipline.

Workshop Format

- Delivery: Face-to-face (ideal), 3.5 hours or 2 x 90-minute sessions
- Engagement: Table discussions, activities, quizzes, polls, and self-reflection
- Materials: Job aid included for practical application post-session

Workshop Audience

This workshop is designed for directors, managers, and senior leaders who influence team priorities and cadence.

It works extremely well with intact leadership teams or multi-collaborative teams across the organization.

Workshop Outcomes

- Apply the five Calendar Classifications to their real calendars;
- Run an Ideal vs Actual A/B Calendar Test to expose gaps and causes.
- Use the 5 D's of Time Investment and an Effort vs Impact lens to clean up time sinks.
- Self-plot and diagnose Firefighter→Thinker × Controller→Supporter and identify shifts toward becoming "The Strategist."
- Turn insights into From→To behaviours and commitments tied to priorities and follow-up.