



## Joyful Achiever Worksheet

### Theme 17: Time Mastery for Lawyers and Business Professionals

#### Video 1: [Decision Mastery](#)

**Insight Recap:** Time mastery comes from clear decisions about priorities.

**Reflection:** Where are your decisions unclear right now?

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**Action Step:** Choose top 3 weekly outcomes and schedule them.

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#### Video 2: [Control Your Calendar](#)

**Insight Recap:** Your calendar should reflect strategy, not chaos.

**Reflection:** What's currently missing from your calendar that matters?

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**Action Step:** Block 2 deep-work sessions this week.

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#### Video 3: [Stop Open Door Leaks](#)

**Insight Recap:** Interruptions destroy focus and lengthen tasks.

**Reflection:** What interrupts you most often?

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**Action Step:** Create “office hours” + a protected focus block.

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**Video 4: [Email Boundaries](#)**

**Insight Recap:** Email is a tool; grazing trains reactivity.

**Reflection:** How often do you check email and how does it affect you?

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**Action Step:** Two set email windows today—no grazing.

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**Video 5: [Batch Admin](#)**

**Insight Recap:** Admin expands to fill the space you give it.

**Reflection:** Which admin tasks are stealing focus most?

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**Action Step:** Do one 15-minute admin sprint and stop.

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**Video 6: Transition Time**

**Insight Recap:** Buffer time protects calm and decision quality.

**Reflection:** How do back-to-back meetings impact you?

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**Action Step:** Add 5–10 minute buffers between meetings this week.

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**Video 7: Define Done**

**Insight Recap:** Ambiguity and perfectionism expand time.

**Reflection:** Where are you overworking due to unclear “done”?

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**Action Step:** Write “Done means \_\_\_\_” before your next task.

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**Video 8: Weekly Review**

**Insight Recap:** Weekly review restores control and reduces stress.

**Reflection:** What would improve if you planned proactively each week?

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**Action Step:** Schedule a 15-minute weekly review and use it.

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**Daily Practice (Time Mastery Rhythm):**

- Morning: MIT + calendar check (2 minutes)
- Midday: 1 reset + 1 admin batch
- Evening: clean close + tomorrow's top priority
- Weekly: 15-minute review