

Owner Weekly Rhythm + Time Blocks

Protect focus time, keep oversight, and stop firefighting.

Your weekly rhythm (example)

Block	Time	Purpose	Notes
CEO Focus Block	—	Strategy / improvement / high-value work	No meetings; phone off
Sales / pipeline review	—	Review leads/quotes; decide next actions	15–30 mins
Operations check-in	—	Key jobs, capacity, issues	15–30 mins
Finance mini-review	—	Cash, debtors, bills due, surprises	15 mins
Team 1:1s (optional)	—	Performance, obstacles, development	30 mins each

Daily defaults (if nothing else)

- Start: identify your top 3 outcomes for the day (not tasks).
- Midday: check delegated tasks only (no re-doing).
- End: write tomorrow's top 3 and clear the deck.

Weekly owner check-in agenda (15 minutes)

Question	Answer/notes
What moved forward this week?	
What is blocked and why?	
Where did I get dragged into low-value work?	
What will I delegate or stop next week?	