



The Calendar Method Card

A list records intentions. A calendar forces decisions. Move your three biggest tasks onto real blocks.

THE LIE

Lists hide the size

Ten minutes and four hours look identical on a list.

Task 1 + its calendar block (what, day, time)

Task 2 + its calendar block

Task 3 + its calendar block

The big one is cut into tenths

'1 of 10' beats one dreadful someday.



Everything without a block is officially not happening

Being honest about no is part of the method.



If it doesn't have a place on your calendar, it is not getting done.

Fifteen decided beats forty-one intended.