

Chaos Monday Hour One - How To Guide

This guide is my personalized take on Leila Hormozi's Monday Hour One, tailored specifically for solo business owners managing everything on their own. Here's the link to the original guide if you'd like to check it out for reference: [Leila's Monday Hour One](#).

What is Monday Hour One?

In this focused planning hour, you'll map out your work and personal commitments for the week, saving you 10-12 hours by creating clarity and preventing overwhelm. By organizing key tasks and events, you'll ensure there's room for both business growth and life's important moments.

Why Monday Hour One?

This planning process provides a structured, visual arrangement of your week, helping you balance workload without overload. It brings clarity to your priorities, so you can navigate the week with confidence and less stress.

What to Expect:

After completing your Monday planning session, your calendar should show time blocked out for all essential tasks, personal events, and downtime, giving you a clear roadmap for the week ahead.

How To Guide:

1. Create a List:

- **Work/Business Tasks:** List high-priority tasks for the week.
- **Personal Commitments:** Note down personal events like family activities, appointments, and self-care.
- **Look Back:** Review last week's calendar. Note unfinished tasks and any items that need attention.
- **Review task management software:** Asana, Monday, Clickup, Trello, etc. What projects are upcoming that you need to complete?
- **Review Communications:** Emails, Direct Messages, what is not followed up on or incomplete?
- **Look Forward:** Check the upcoming month for any big events, projects, or prep tasks that need to be scheduled now.

2. Identify and Prioritize:

- **Prioritize Your List:** Arrange your tasks in order of impact on your business and personal goals. Start with the items that will drive the most progress.
- **Schedule Essential Breaks First:** Include daily breaks, lunch, and other non-negotiables (e.g., school pickups or personal time).
- **Assign Specific Times:** Each task or project should have a clear label and dedicated block of time. Avoid general terms; instead of "project work," label each block with the specific project or task (e.g., "Marketing Plan for Holidays," "Inventory Update for March," etc.).

3. Set Blocks for Key Activities:

- **Focus Blocks for High-Priority Work:** Reserve focused blocks for significant tasks or projects, ideally in 4-hour chunks.
- **Appointment/Meeting Time:** Designate specific times for appointments or meetings, ideally separate from your deep work blocks to maintain focus.
- **Overflow/Ad-Hoc Time:** Allocate buffer time for unexpected tasks, such as urgent client requests or follow-ups. Consider adding 10-15 minutes between meetings to accommodate ad-hoc needs.

4. Color Code Your Calendar:

- **Color coding helps you quickly assess where your time is being allocated.**

Suggested colors:

- **Important Tasks/Events:** Red
- **Breaks/Food/Workout:** Orange
- **Personal Tasks/Events:** Yellow
- **Appointments/Meetings:** Green
- **Family Commitments:** Blue
- **Task/Project Blocks:** Purple

5. Review Constraints and Improvements:

- **End-of-Week Reflection:** Schedule time at the end of each week to review any bottlenecks or challenges. Think about adjustments to streamline tasks and communication or prevent recurring issues.
- **Financials and Inventory:** Check in on any upcoming payments, orders, or financial reviews that need action.

Tips for Maximizing Efficiency:

- **Be Realistic with Time Estimates:** Time constraints often lead to greater efficiency. Set specific end times for each task to keep momentum.
- **Optimize Communication:** If you're fielding frequent ad-hoc requests, consider designating "office hours" when you'll be available to address them.

This approach to Monday Hour One will give you a structured, visual plan each week, keeping you focused and prepared to handle business growth while balancing personal life. By maintaining this weekly habit, you'll be able to drive consistent progress and avoid overwhelm as you build your business.

Here is an example of what my week looks like in Google Calendar

