Take Control of Your Time

Your business and your life, organized: 4 quadrants, a 3-part day, a week with rhythm, AI that is connected, and your ideas in projects.



1 The 4 quadrants: what deserves your attention

Everything that comes into your head (a text, a call, an idea) gets captured first. Then it goes into one of four quadrants. That way you stop treating everything like an emergency.

1 Crucial

The very crucial. Done now.

Critical customer issue, crew unable to start, a safety problem, a deadline expiring today.

DO IT NOW — Goes in the morning

2 By end of day

Must be done today.

The estimate you promised, documents for the insurance company, the report due today.

SCHEDULE TODAY — Midday / afternoon

3 Crucial, not today

Important, no deadline today.

Improve your processes, plan the month's marketing, train your team, review finances.

BLOCK TIME — A block this week

4 Flexible & personal

Flexible tasks and your life.

Weekend plans, errands, ideas to explore, things that can wait.

FIT IT IN — Gaps and evening

How to break up your to-do list

1. Capture
Put everything in one place in under 30 seconds. It can be a voice note to your AI.

→

2. Sort
Give it a number from 1 to 4. AI can suggest; you decide.

→

3. Place
1 in the morning · 2 before the day closes · 3 in a weekly block · 4 in the gaps.

Not everything deserves your attention right now. But everything important needs a place.

2 Your day in 3 segments

Morning

EXECUTE

The most important work, while your energy is highest: quadrant 1, key sales calls, deadlines and critical problems.

1 2 quadrants here

Midday

RESET & COORDINATE

Check progress, return calls, coordinate crews and adjust the plan if something changed.

2 quadrants here

Afternoon & evening

CLOSE & PREPARE

Finish commitments, update jobs, prepare tomorrow and step away. Personal time is already scheduled.

2 4 quadrants here

These aren't rigid hours: if you have an early inspection or an afternoon problem, you adjust without losing control. Quadrant 3 lives in your weekly blocks.

3 Your week with rhythm

Mon
Plan the week
30 min: review the calendar, block your quadrant 3 work, confirm appointments.

Tue
Growth block
Quadrant 3: processes, marketing, training your team.

Wed
Follow-ups
Open estimates, pending claims and collections.

Thu
Production & team
Next week's jobs, materials and crews.

Fri
Review
20 min: what got done, what moved, what you learned.

Sat
Personal time
Family, rest or an outing. Scheduled, not left to chance.

Sun
Rest
If it isn't an emergency, it waits until Monday.

Once a month: a financial review (profit, cash flow, receivables). Set it as a recurring event.

4 Connections matter

A connector is permission you give your AI (ChatGPT or Claude) to reach another app: your calendar, email, documents or CRM. Without a connection, AI only gives advice. With a connection, AI sees your real schedule and creates things for you: events, blocks, drafts and lists. You talk normally; the AI uses the connection.

You talk to it
In your own words: "find a slot for an inspection this week."

→

AI uses the connection
It checks your calendar, email, documents or CRM, within the permissions you gave.

→

AI creates it
The event, the block, the message draft or the task list.

→

You review & approve
You confirm the details before it is saved or sent. You own it.

WHAT YOU TELL THE AI	CONNECTION IT USES	WHAT IT CREATES
"Sort today's to-dos into my 4 quadrants."	Your notes or tasks	Your list by quadrant, with the reason for each.
"Using my calendar, plan my morning and flag conflicts."	Calendar	A realistic morning plan, in blocks.
"Find 3 open 90-minute windows this week for an inspection. Account for drive time."	Calendar	Time options and, once you pick, the event with address, phone and notes.
"Review my week and block 3 slots for my quadrant 3 work."	Calendar	Fixed blocks in your week for what matters.
"Give me my open follow-ups and draft a message for each."	Email or CRM	Drafts ready for you to review and send.
"Find 3 family activities near me for Saturday."	Web search	Options with prices; you choose and put it on the calendar.

To start: one calendar, one email, one place for tasks and one AI. Each connector has its own permissions: check what you approved before letting it create or change anything. Google Calendar also offers booking pages so customers pick their own time (a free account allows 1 page).

5 Projects: where your ideas live

Each area of your business gets its own project inside your AI, with its instructions, files and conversations. That is where your ideas, tasks and decisions live instead of in your head. Then you can come back and ask: "What did I work on yesterday?"

Operations
Processes, checklists and team responsibilities.

Marketing & sales
Ads, follow-ups, scripts and social media.

Finance & growth
Monthly reviews, goals, budgets and questions for your accountant.

Personal life
Weekly plan, personal goals, travel and home projects.

Start every session with context

- "What did I work on yesterday in this project?"
- "Let's continue what we do on Tuesdays. Where did we leave off?"
- "What were the last decisions we made here?"

End every session by saving

- "Summarize in 5 lines what we decided today and the next steps."
- "Turn these notes into tasks with owners and dates."
- "Give each task its quadrant."

Start with 2 or 3 projects. AI is your assistant, not the only record of the business: customer commitments, deadlines and finances belong in the system made for them.

MY PLAN FOR THIS WEEK

One tool I will connect _____

One daily habit _____

One personal commitment (already scheduled) _____