# Values → Appointments Toolkit

*Translate what matters into calendar reality*

## **Original Guidance**

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| Translate values into appointments. If health matters, book the walk like a meeting.  If learning matters, schedule a study sprint with a start time and a tiny goal.  Calendars reveal truth: you don’t manage time; you express priorities. |

## **1) Define Your Current Focus Values (Top 3)**

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| --- | --- | --- |
| Value | Why it matters (1 sentence) | Matching appointment (what/where) |
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|  |  |  |
|  |  |  |

## **2) Turn Values into Appointments**

Pro tips:

• Block a start time (no vague windows).

• Add a tiny goal: e.g., “walk 10 minutes”, “read 5 pages”, “do 1 pomodoro.”

• Add friction removers: shoes by door, book on desk, open the doc.

• Add an accountability ping (friend, calendar alert, or 10-min check-in).

## **This Week’s Appointments (Values → Slots)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
|  |  |  |  |  |  |  |
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## **Mini-Reflection**

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| Did your calendar match your values this week? What’s one tweak for next week?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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