

THE ROCKS, PEBBLES & SAND WORKSHEET

STRATEGIZE YOUR TIME LIKE A CX LEADER

Fill your jar with the big Rocks first. Then plan the Pebbles. Be careful of the Sand.



1. THE ROCKS = YOUR STRATEGIC PRIORITIES

Choose your 3 big Rocks for this quarter. These are the projects that truly move the needle.

ROCK 1



Why does this matter?



What result do I want?



Time I will block in my calendar:

ROCK 2



Why does this matter?



What result do I want?



Time I will block in my calendar:

ROCK 3



Why does this matter?



What result do I want?



Time I will block in my calendar:



2. THE PEBBLES = THE IMPORTANT WORK THAT KEEPS THINGS ROLLING

These are the important recurring activities that support your work.

ALREADY PLANNED IN MY CALENDAR

- _____
- _____
- _____
- _____
- _____
- _____



I NEED TO PLAN THIS MYSELF

- _____
- _____
- _____
- _____
- _____
- _____



3. THE SAND = EVERYTHING THAT JUST POPS UP

Emails, calls, WhatsApp, little requests and all the small things that can fill your week.

What Sand keeps sneaking into my week?

What do I need to minimize, delegate or say NO to?



MY CX LEADERSHIP COMMITMENT

This week I will protect time for my Rocks by...
