



BONUS:

CEO TIME BLOCK TEMPLATE

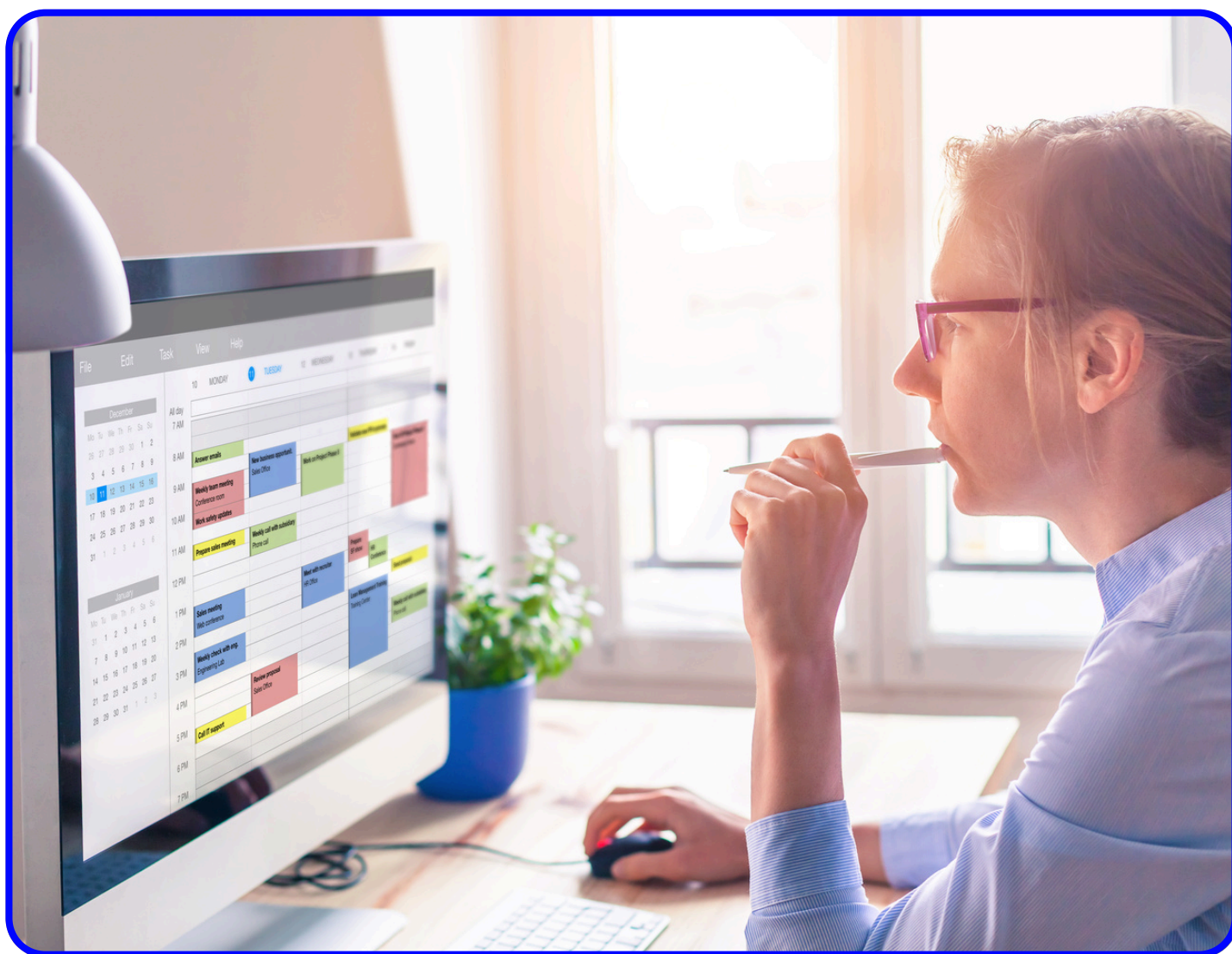
(Printable + Digital-Use Friendly)





PURPOSE:

To help transitioning CEOs structure their week around strategy, leadership, and growth—not just task management.



SECTION 2:

CEO Time Block Template (Weekly Overview)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	CEO Time (Vision & Strategy)	Deep Work (Project Focus)	CEO Time (Metrics & KPIs)	CEO Time (Team Development)	CEO Time (Weekly Review)
9:00 – 10:00	Leadership Meeting	Client / Partner Meetings	Deep Work	Open Office / Team 1:1s	Strategic Planning
10:00 – 12:00	Deep Work (Growth Projects)	Systems Building	Deep Work (Growth Projects)	Sales / Outreach	Vision Casting
12:00 – 1:00	Lunch + Walk	Lunch + Learn	Lunch + Think	Lunch	Lunch
1:00 – 2:00	Delegation & Follow-Up	Admin Review & Decisions	CEO Time (Financials)	Client Strategy	Reflection & Learning
2:00 – 3:00	Creative Thinking	Partnerships / Biz Dev	Team 1:1s	Marketing Focus	Content or Thought Leadership
3:00 – 4:00	Operations Review	Free / Overflow Block	Tech + Tools Review	Free / Overflow Block	Wrap-up & CEO Wins
4:00 – 5:00	Personal Growth (Reading / Course)	Personal Development	Flex Time	Inbox Clean-Up	CEO Happy Hour (Unwind + Celebrate)

Template Notes:

- CEO Time: No interruptions—focus on thinking, planning, and evaluating.
- Deep Work: Use this for creative, high-value projects only you can do.
- Free / Overflow Block: Use for catch-up or buffer.
- Friday CEO Happy Hour: Celebrate the week's wins—personal or business.



WRAP-UP:

Want help building a company like this?
It's what we do every day.

[Schedule a free discovery session
with WOWSuccessTeam](#)

SCAN HERE

