

TRANSCRIPT:

Ep 075: Suneera Madhani on Achieving Work/Life Integration, Setting Your Week Up for Success and Utilizing the Three Bucket Principle

Suneera Madhani, Intro Clip: In our planner, we have this thing called the scorecard. So the weekly scorecard. And here we have your three buckets. So we have these like colors that are separated by the bucket. And then you have a Monday through Sunday little checkbox list. And it's not tasks. So it's not things that are just on my to do list, but they're actual habits for things that I need to get done in the week. And little reminders for myself to ensure so I can stay focused on the things that are important within those three categories.

Shannan Monson: Welcome to CEO school. We're your hosts Suneera Madhani and Shannan Monson, and we believe that you deserve to have it all. Less than 2% of female founders ever break 1 million in revenue, and we're on a mission to change that. Each week, you'll learn from incredible mentors who have made it to the 2% Club, as well as women well on their way sharing how they defied the odds so that you can do it to your real business now, class is officially in session.

Suneera Madhani: This episode is brought to you by the CEO school planner, we believe you should run your life like a business. So we've created the CEO school planner to help you do just that. It's time to boss up and change your life with incredible systems that are going to help you stay accountable for 90 days to ensure that you get your goals done. You have your weekly checklists in place, and you have a planner that actually does it all because you do it all. To purchase your CEO school planner, go to www.theceoschool.co/shop and if you want this planner to come to you in our quarterly subscription with the club, www.theceoschool.co/join where you can join the club and get exclusive workshops, mentoring sessions and a quarterly subscription box with the planner included in it.

Suneera Madhani: Hi, everyone, welcome to CEO School. Today's Wine Down Wednesday, I'm so excited to talk about my weekly process and how I'm actually able to get so many things organized. From a week perspective. One of my one of the biggest questions that I get asked is how are you able to actually manage work, life, kids? I see you do all this really cool stuff for the community? How do you manage to school? How do you have all the time in the world to actually get shit done. And, well, I have a really simple system, which I'm really excited to share with our listeners today. And for those of you watching, I'm actually going to share a little bit about my system here. And it's all going to be found in our CEO School planner, which if you guys haven't gotten a copy of your CEO School planner, do so I'll be linking the planner into the show notes today. And of course, if you're part of our CEO school, the club's subscription, you will get a planner mailed to you without having to think about it every single quarter. So it's definitely incredible tool. And if you don't want to have the planner, you can definitely utilize these tools on your own as well. We just have a handy dandy little guide, and everything is all in one single place with the planner.

So I'm going to share a little bit about the system that I use, and it's called the weekly scorecard. And why this weekly scorecard is important because and why it's called the weekly scorecard and why this is important is specifically because everybody asks me, how do you balance it? All right, so what is the trick to work life balance, and what I will tell you is that there is no such thing as work life balance, it is work life integration, and I 100% believe in that that balance is actually just a balance of energy. And so if you can maintain your energy and balance your energy, I'm on balance and energy. But when it comes to my life, I definitely want things integrated. I don't just have these systems where I'm just like blocked on here, and I'm the perfect mom. And I'm the perfect boss. And I have the perfect community at CEO School, and I'm the perfect podcast host. It just doesn't exist for me. All of this needs to be intertwined. And that to me is work life integration. And so what helped me really keep that balance is really a balance of energy. And how I balanced my energy is a few key topics.

So first, I have a three bucket principle, which if you haven't heard me talk about the three bucket principle, I believe I've already done a show on the three bucket principle. So I will be linking that. And it's really around the fact that you can only be focused on three major categories. And I really believe in the power of threes, just because there's so many things that are taking place. But if you really zoom yourself out and say, Okay, here are my three buckets in my life that are important to me. So for me, in particular, we'll use myself as an example. So for me, it's Fattmerchant, which is my baby. It is my tech company, which I launched seven years ago, and it is growing, and it's incredible. And I have 130 employees, and it's a lot of work, right. So Fattmerchant is bucket number one. Bucket number two is my family. And they're in no particular order. So I guess my family should be number one, Fattmerchant should be number two. But there are no inpor there. They're not in any particular order. But my second bucket that I haven't I'm describing to you is my family. And that to me encompasses of my family, my friends, and myself as well. So that is my bucket for life. And that is super, super important to me is this bucket. And then my third bucket is CEO school. And this bucket is all of you guys, his bucket is my show this bucket is our courses, this bucket is the impact that I'm getting to make. And it's a lot of work. And that is its own bucket in and of itself. And so how I'm able to kind of separate in these three buckets, there's all these tasks that need to get done on a weekly basis for all of these things, right. So whether that be for work, whether that be for home, whether that be for self.

And so in our planner, we have this thing called the scorecard. So it's a weekly scorecard. And here we have your three buckets. So we have these like colors that are separated by the bucket. And then you have a Monday through Sunday little checkbox list in here I like to put in and it's not tasks. So it's not things that are just on my to do list, but they're actual habits for things that I need to get done in the week. And little reminders for myself to ensure so I can stay focused on the things that are important within those three categories. So on my Fattmerchant bucket, I may have that I need to do my one on ones with my team weekly, right, I need to ensure that I get my LinkedIn posts out four times a week. And so I'll put in the task or the duty that I have, and then I'll put in the quantity of the items that I need to ensure that they get done. Maybe even think like leaving work at five o'clock. So ensuring that I at least three times a week, get home at a decent hour can go into that bucket. So these aren't your there's definitely

sections on here and we'll talk about productivity and goal setting and another day, but those things are your, your business focus what I'm just talking about our weekly habits to really help create that energy maintenance of what I believe truly we aspire to have that balance. And so for energy maintenance, for me for work, to, for me to feel successful, here are the things that I need to ensure that I am able to do from an energy perspective, right. And then here, I usually put it in so I'll put in, you know, Fattmerchant, I'll put in Self and Family and then I'll put it in CEO school. And then for my Self, bucket, I will make sure my family bucket, I have date night, once a week on there, I've been put in date night with my kids. So I'll put in twice a week that I want to have a family date night, and I want to have one outing with my girls every single week that is just solo mommy time with the kids. And so it's just a nice habit tracker that I'll do. I usually do this on Sunday.

So I have my Sunday zoom out process. And on Sundays I sit down, I review my calendar. And I put in this perfect little scorecard for myself to say, Okay, here are the things that I aspire to do from a balanced perspective so that when I zoom out at the end of the week, I can say I have accomplished these things for my energy for my balance and integration of the things that are important to me. So first, we again had work and I'll put in some of the work weeklies and the quantities. And I'll do myself and my family. So I'll do family date night, I will do personal goals. So I will put in that part of my of my goals for this year was to create joy and movement. Whenever I put in like workout four times a week, I fail at that I'm not really good at just kind of blanket doing like I'm gonna do four times a week workout, you can absolutely do that, if that works for you. So for me, I'll put in like, take a walk, and I'll put two times a week for that. I take a hip hop class once a week. So I'll put in like my hobby for, for hip hop, catch a, you know, a run with a friend or go on a walk with a friend. So or a bike ride, I love to bike ride. So I was like plan a date with one of my friends to do a bike ride. And so that is kind of how I do my movement check ins. But you can do however you feel fit. I always put journaling in this bucket, this is a habit that I've had for a long time that I feel has really changed my energy, then it's changed the way that I show up as a leader. And so I'll put in my journal four times a week. And then when I'm done with it, when I actually do the tasks that I'm able to cross them, cross it off the list, like on Monday on Tuesday.

And sometimes when I check in in the middle of the week, and I'm only seeing that I've done you know, I did you know two out of the four walks that I promised myself that I would do. And it's already Thursday, I want to make sure that hey, today, I got to make sure I get my walk in and I have to plan one for tomorrow. That's a really easy way for me to check in that way. And then also for CEO School, right? It's also such a balance. And for me sometimes this checklist is actually not a do list, sometimes it's a limit list, limit list. And what I mean by that is I'll put on here, no social media after five. And so I will put on here four times a week as a goal, that I don't want to be on my phone after five o'clock on social media, because sometimes I can go on a rabbit hole, I'm just looking at content. And it gets it's fun, but also I'm distracted. And so by just being intentional about things that I'm not supposed to do actually helps my energy maintenance across on these areas and I need to keep balanced for. And so check this weekly scorecard out, I will definitely be linking some resources for you below. But what I want you to just think about is how you plan your week. And instead of giving yourself just to do list, really

think about energy lists and how you're going to really maintain your energy across the three things that you really want balance in. And maybe that thing actually just looks like two things right? Maybe it's just your work and maybe you separate it out maybe family is separate. It's its own bucket, maybe self is its own bucket. I know. You know, people I've seen this I've seen this scorecard used in so many ways. People have certain health challenges and they have to take supplements or they're working on their skincare just putting that on there. But I intend to do my skincare four times I want to do breathing exercises three times a week.

So the scorecard comes in really handy. In order for you to find balance in the crazy work life that we have today. Especially as a woman there's so much responsibility on each of us to do all the crazy things so it's a really nice way to get kind of like your weekly, weekly scorecard ID weekly checklist and whether that be meal prep, whether that be groceries, whether it be very particular tasks that you have to do for work, right? Maybe it's writing content, right? Maybe you have to sit down twice a week to sit down and write content, maybe you have to do proposal reviews, maybe it's a number of sales calls that you need to do. This can be used in so many ways that are pertinent and important to you, your roles and what is important to find that energy and to actually execute upon the goals that you have. So hopefully this was helpful today for you to understand how you can use the weekly scorecard list in your CEO School planner. I am so excited to do more for you guys to help you think about how you can do your quarterly planning how you can do your monthly planning. So I'll save that for another episode at CEO School. Cheers happy Wine Down Wednesday, ladies