

An hourglass with a wooden base, filled with sand, set against a dark teal background with a blurred image of a person's face.

Get a Game Plan:

3 Steps to Design Your Winning Week

AUGUST 19, 2026



COUNCIL OF
LANDSCAPE ARCHITECTURAL
REGISTRATION BOARDS



LEADERSHIP
DEVELOPMENT
PROGRAM

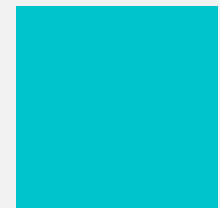
Webinar Tech Tips and Reminders



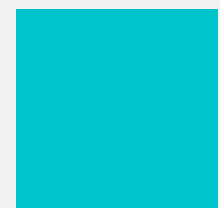
Please mute your microphone unless presenting or asking a question.



Chat function on bottom of screen is available – and presenters will see questions posted.



This event is being recorded. Recordings and slides will be emailed out within a week of the event.



Closed captioning is available. To enable this feature on a computer, click “Live Transcript” and “Show Subtitle.” For users on a phone or tablet, captioning will be enabled automatically.

Today's presenter



Anna Dearmon Kornick

Time Management Coach, ADK Strategies

GET A GAME PLAN

3 Steps to Design Your Winning Week

Anna Dearmon Kornick
Time Management Coach

featured in



The
Washington
Post

Inc.

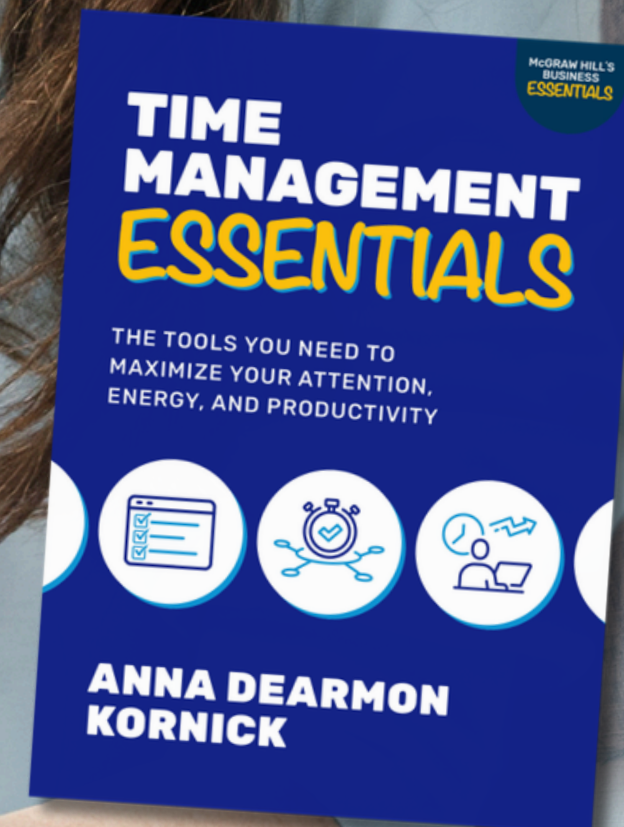
Better Homes
& Gardens

FASTCOMPANY

The New York Times

Entrepreneur

Forbes



BEFORE WE START

WORKBOOK

QUESTIONS

ANSWERS

READY?

“

How we spend our days is
how we spend our lives.

ANNIE DILLARD

**What stories do
YOU want to tell?**

GET A GAME PLAN

DECIDE

WHAT MATTERS
MOST

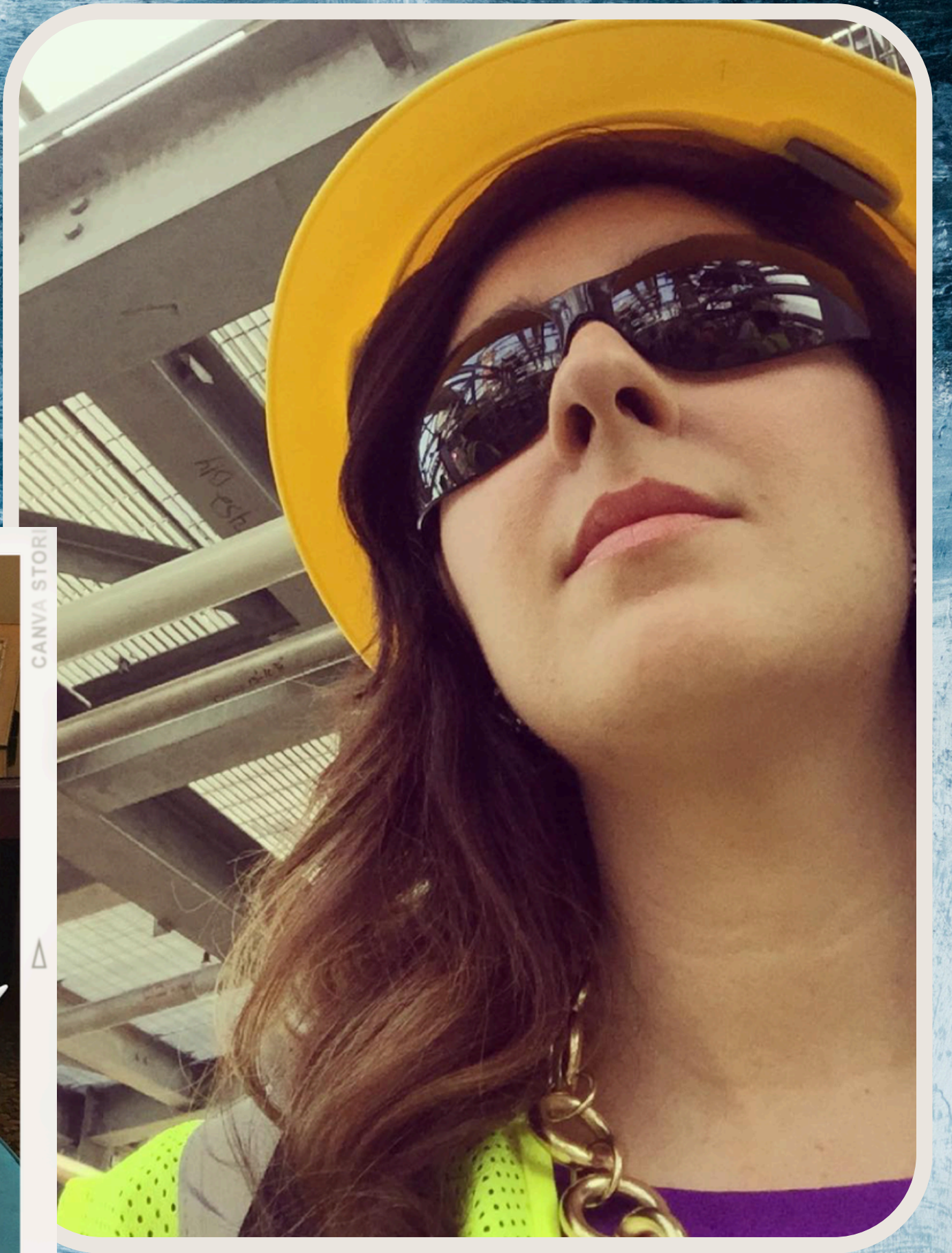
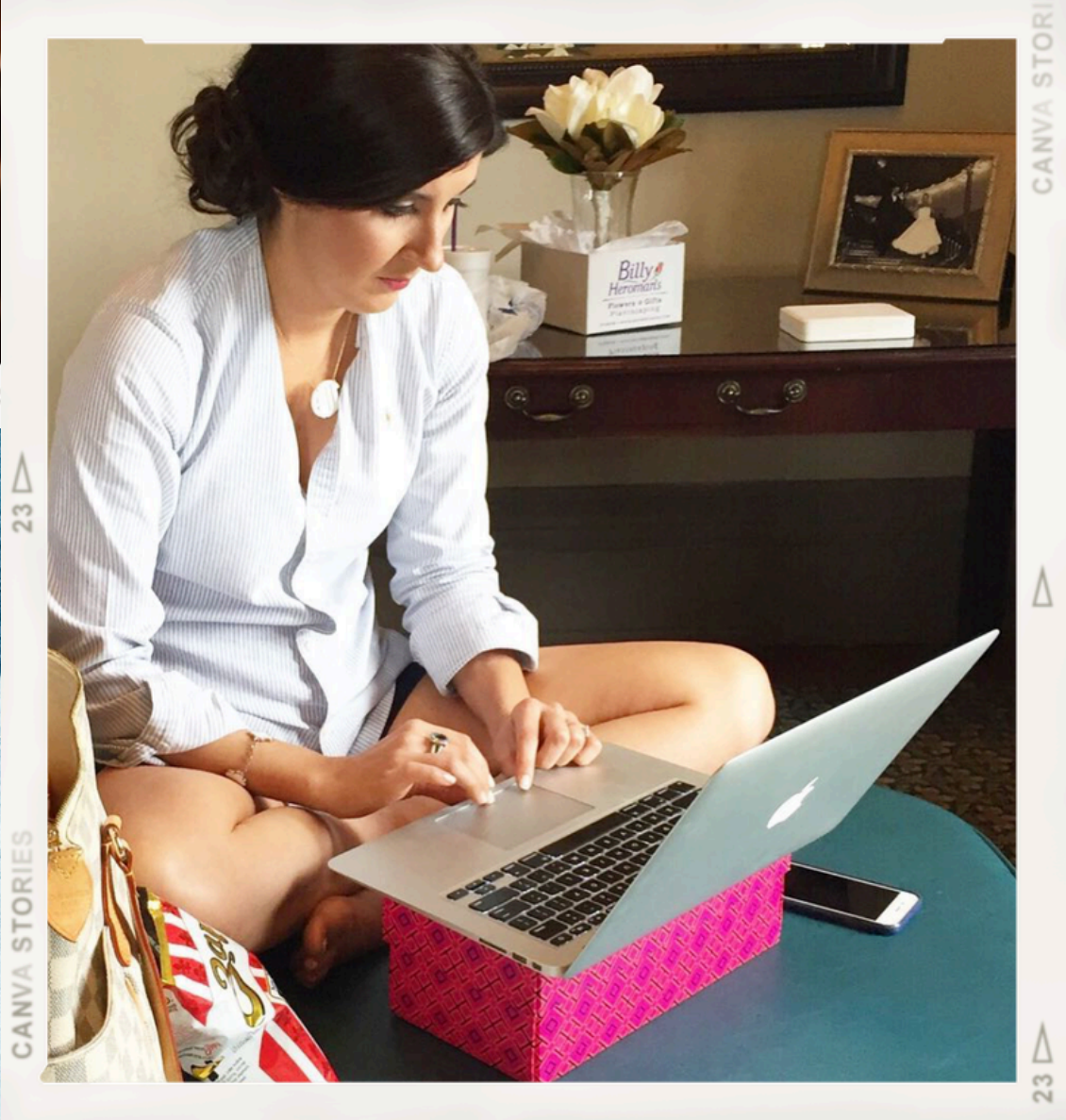
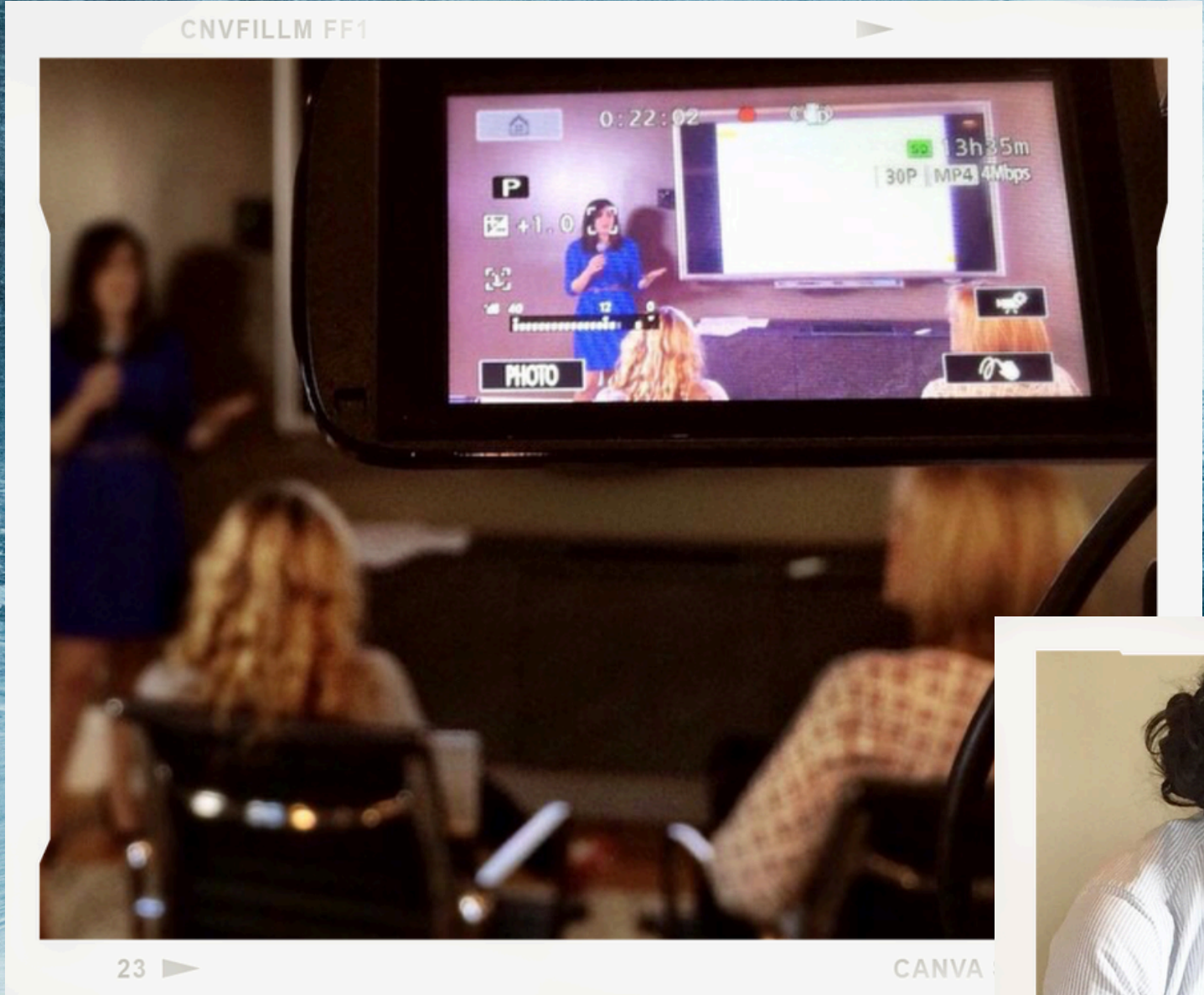
DESIGN

WINNING WEEK

DEFINE

WEEKLY
GAME PLAN







decide

WHAT MATTERS MOST

WHAT MATTERS MOST

Pareto Principle aka the 80/20 Rule

For many events, roughly 80% of the outputs come from 20% of the inputs.

Some stuff is just more important than other stuff.



WHAT MATTERS MOST

priorities

WHAT MATTERS MOST

BOULDERS

BIG ROCKS

PEBBLES

WHAT MATTERS MOST

BOULDERS

IMPORTANT/NOT URGENT
HELP YOU BE YOUR BEST SELF
BOUNDARIES/ROUTINES

Boulders are your giant, heavy stakes in the ground.



WHAT MATTERS MOST

BIG ROCKS

“HIGH PRIORITY”
IMPORTANT AND URGENT
USUALLY CAN BE MOVED

Big Rocks move the needle in your life and work.



WHAT MATTERS MOST

pebbles

EVERYTHING ELSE
NOT IMPORTANT/NOT URGENT
SMALL TASKS & TO-DO'S

Pebbles can take over our lives if we don't watch out.



WHAT MATTERS MOST

BOULDERS

BIG ROCKS

PEBBLES

Finish ABC Report - BR

Research New Leads - B

Reschedule 1:1 w Sam - P

Schedule Mentor Meeting - B

Prep XYZ Deck - BR

Submit reimbursement form - P

Finish ABC Report - BR

Research New Leads - B

Schedule Mentor Meeting - B

Prep XYZ Deck - BR

Submit reimbursement form - P

Reschedule 1:1 w Sam - P

WAY TO GO!

design **WINNING WEEK**

WINNING WEEK

Parkinson's Law

WORK EXPANDS TO FILL THE TIME
AVAILABLE.

Without boundaries, you could keep working forever.



WINNING WEEK

The Planning Fallacy

WE CONSISTENTLY UNDERESTIMATE
HOW MUCH TIME IS NEEDED TO
COMPLETE A TASK.

You're not alone. Literally everyone is bad at this.



WINNING WEEK

Time-Blocking

CREATING BLOCKS IN YOUR SCHEDULE
TO REPRESENT YOUR TASKS

Calendar appointments are for more than just meetings.



WINNING WEEK

Task-Batching

GROUPING SIMILAR TASKS TOGETHER
AND PERFORMING THEM IN CHUNKS,
OR BATCHES

Apply the laundry method to other parts of your life.



WINNING WEEK

Theme Days

GIVING EACH DAY OR SOME DAYS OF
YOUR WEEK A SPECIFIC THEME

If you prefer flexible structure, this is the way to go.



WINNING WEEK

template/tool
find time for all the things
crush decision fatigue
not a measuring stick
ideal v. perfect

WHAT MATTERS MOST

BOULDERS

BIG ROCKS

PEBBLES

start with a clean slate

	SUN	MON	TUE	WED	THU	FRI	SAT
	24	25	26	27	28	29	30
GMT-05							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							

block your boulders

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM							
7 AM							
8 AM							
9 AM							FAMILY QUALITY TIME
10 AM							
11 AM	WORSHIP						
12 PM							
1 PM							
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM							
5 PM							
6 PM							
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM							
10 PM							

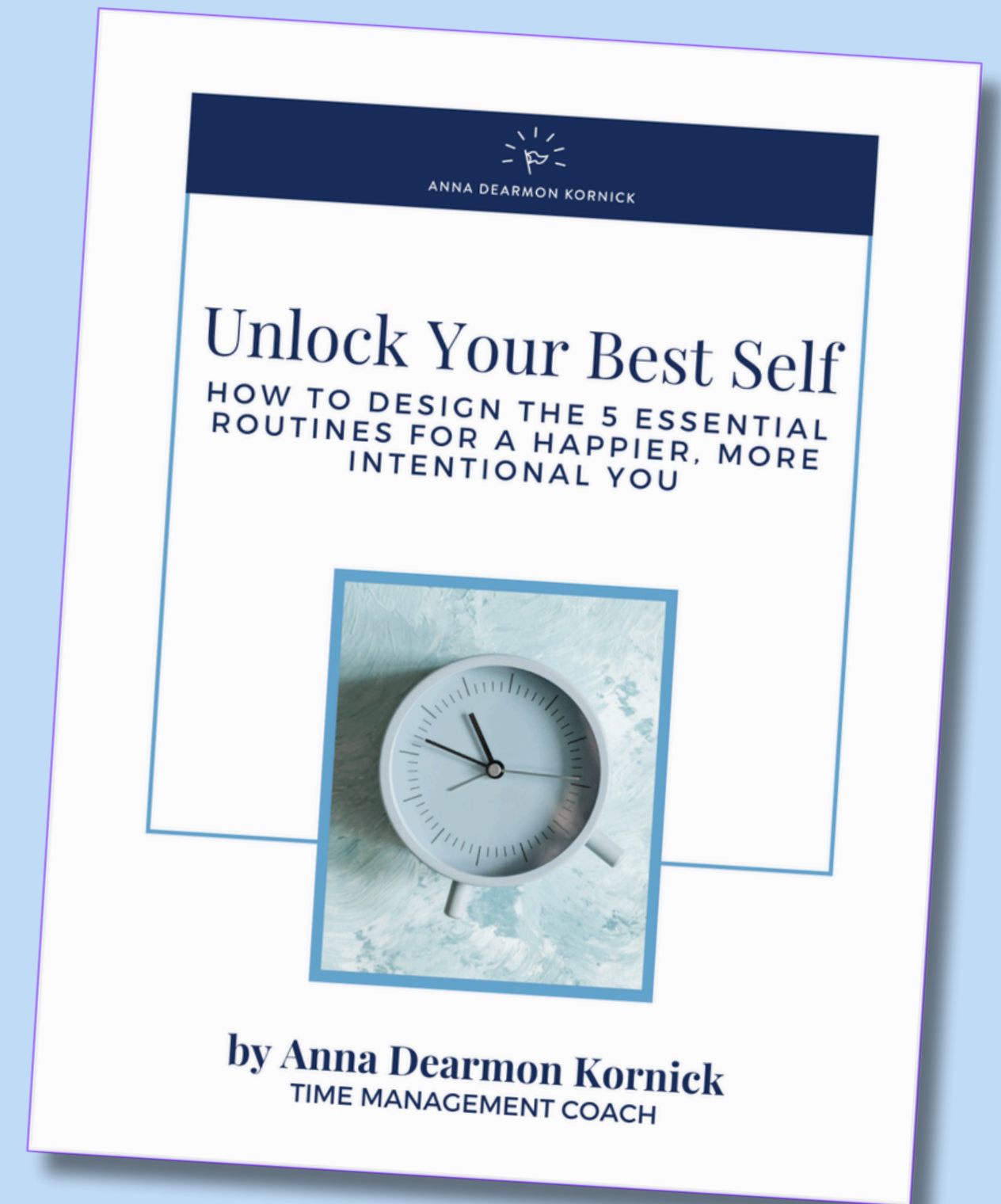
add standing meetings

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM							
7 AM							
8 AM							FAMILY QUALITY TIME
9 AM							
10 AM			TEAM MEETING			1:1 MEETING	
11 AM	WORSHIP						
12 PM							
1 PM							
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM							
5 PM							
6 PM							
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM							
10 PM							

add your routines

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
7 AM							
8 AM	WEEKLY GAME PLAN						FAMILY QUALITY TIME
9 AM		START UP	START UP	START UP	START UP	START UP	
10 AM			TEAM MEETING			1:1 MEETING	
11 AM	WORSHIP						
12 PM		LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	
1 PM						WEEKLY REVIEW	
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM							
5 PM		SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	
6 PM							
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM		EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	
10 PM							

bonus guide



add your routines

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
7 AM							
8 AM	WEEKLY GAME PLAN						FAMILY QUALITY TIME
9 AM		START UP	START UP	START UP	START UP	START UP	
10 AM			TEAM MEETING			1:1 MEETING	
11 AM	WORSHIP						
12 PM		LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	
1 PM						WEEKLY REVIEW	
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM							
5 PM		SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	
6 PM							
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM		EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	
10 PM							

identify your open space

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
7 AM							
8 AM	WEEKLY GAME PLAN						FAMILY QUALITY TIME
9 AM		START UP	START UP	START UP	START UP	START UP	
10 AM						1:1 MEETING	
11 AM	WORSHIP		TEAM MEETING				
12 PM		LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	
1 PM						WEEKLY REVIEW	
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM							
5 PM		SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	
6 PM							
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM		EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	
10 PM							

block your big rocks

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
7 AM							
8 AM	WEEKLY GAME PLAN						FAMILY QUALITY TIME
9 AM		START UP	START UP	START UP	START UP	START UP	
10 AM		PROJECT	TEAM MEETING	PROJECT	BRAINSTORM	1:1 MEETING	
11 AM	WORSHIP						
12 PM		LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	
1 PM		MEETING	PROJECT			WEEKLY REVIEW	
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM		CONFERENCE CALL					
5 PM		SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	
6 PM				CLIENT DINNER			
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM		EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	
10 PM							

sprinkle in pebbles

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
7 AM							
8 AM	WEEKLY GAME PLAN						FAMILY QUALITY TIME
9 AM		START UP	START UP	START UP	START UP	START UP	
10 AM		PROJECT	TEAM MEETING	PROJECT	BRAINSTORM	1:1 MEETING	
11 AM	WORSHIP	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	pebbles	
12 PM							
1 PM		MEETING	PROJECT	pebbles	pebbles	WEEKLY REVIEW	
2 PM							
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM		CONFERENCE CALL	pebbles	pebbles	pebbles		
5 PM		SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN	
6 PM				CLIENT DINNER			
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM		EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	
10 PM							

WHAT IF...

I never get it perfect
it's not a typical week
my schedule isn't consistent
my schedule cycles
a week isn't enough

define

WEEKLY GAME PLAN

**THE SINGLE
MOST
IMPORTANT
THING YOU CAN
DO EACH WEEK**

THIS IS YOUR BIRD'S EYE VIEW OF THE WEEK THAT ENABLES YOU TO....

- **COMBAT OVERWHELM**
- **CATCH COMMUNICATION BREAKDOWNS**
- **SET BOUNDARIES**
- **IDENTIFY OBSTACLES**
- **GET A GAME PLAN FOR THE WEEK**

GAME PLAN YOUR GAME PLAN

GAME PLAN YOUR GAME PLAN

1. WHAT YOUR GAME PLAN WILL INCLUDE
2. WHAT TOOLS YOU NEED
3. WHEN YOU'LL MAKE YOUR PLAN
4. HOW YOU'LL MAKE IT FUN

GAME PLAN YOUR GAME PLAN

1. WHAT YOUR GAME PLAN WILL INCLUDE



calendar review
time block transitions
travel arrangements
kids activities
budget review
meal planning
grocery list/order
goal review
project deadlines
relationship building
workouts
weather & weekly attire

GAME PLAN YOUR GAME PLAN

1. WHAT YOUR GAME PLAN WILL INCLUDE
2. WHAT TOOLS YOU NEED



laptop
journal
school calendar
sports schedules
recipe box/list
goal list
family budget
calculator
grocery list pad
partner's schedule
training plan
trackers & analytics

GAME PLAN YOUR GAME PLAN

1. WHAT YOUR GAME PLAN WILL INCLUDE
2. WHAT TOOLS YOU NEED
3. WHEN YOU'LL MAKE YOUR PLAN

add your routines

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
GMT-05							
6 AM		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
7 AM							
8 AM	WEEKLY GAME PLAN						
9 AM		START UP	START UP	START UP	START UP	START UP	FAMILY QUALITY TIME
10 AM			TEAM MEETING			1:1 MEETING	
11 AM	WORSHIP						
12 PM		LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	
1 PM						WEEKLY REVIEW	
2 PM						SHUT DOWN	
3 PM		WALK	WALK	WALK	WALK	WALK	
4 PM							
5 PM		SHUT DOWN	SHUT DOWN	SHUT DOWN	SHUT DOWN		
6 PM							
7 PM		BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	BEDTIME STORIES	
8 PM							
9 PM		EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	EVENING ROUTINE	
10 PM							

GAME PLAN YOUR GAME PLAN

1. WHAT YOUR GAME PLAN WILL INCLUDE
2. WHAT TOOLS YOU NEED
3. WHEN YOU'LL MAKE YOUR PLAN
4. HOW YOU'LL MAKE IT FUN



favorite coffee/drink
sit outside
favorite snack
play your favorite music
listen to a podcast
sweet treat
plan something after
make it social
use colorful supplies
beat the clock
eat pizza

you did it!

DECIDE WHAT MATTERS MOST
DESIGN YOUR WINNING WEEK
DEFINE YOUR WEEKLY GAME PLAN

SESSION FEEDBACK

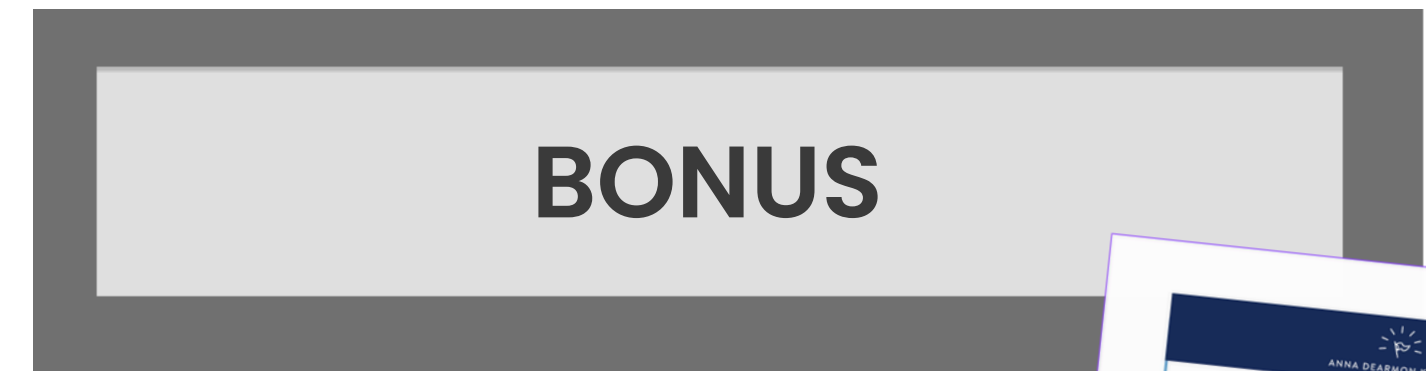


1. Scan this QR code

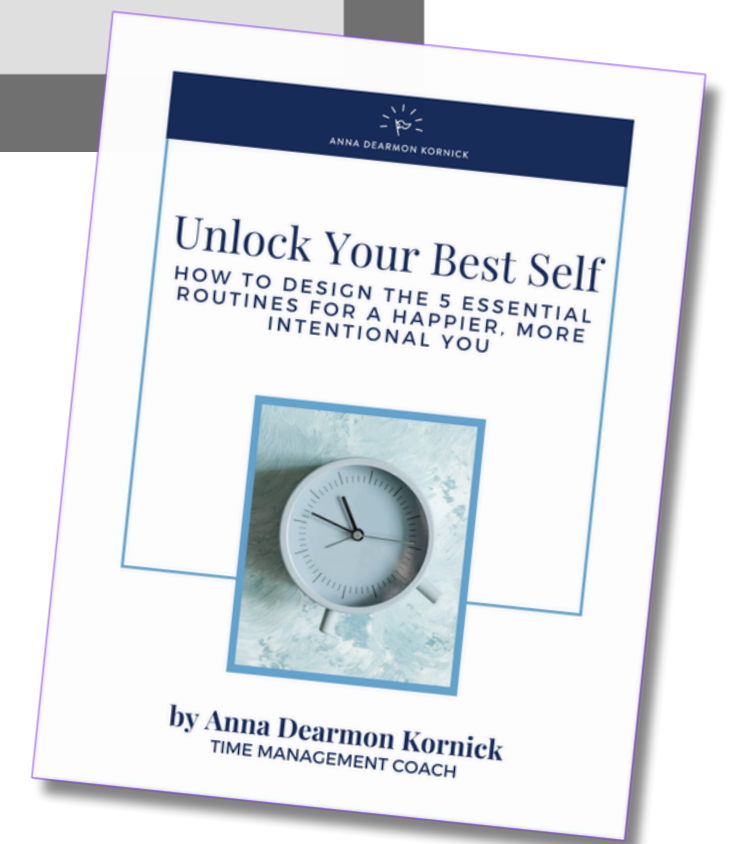
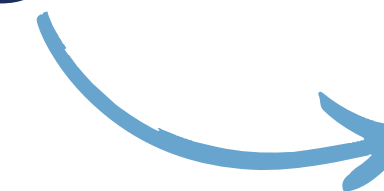


or go to talk.ac/annadkornick

2. Enter this code on the screen



**bonus
guide**



WHAT'S NEXT?

1. Finish your winning week
2. Do your weekly planning session

IT'S *about* TIME

with ANNA DEARMON KORNICK



ANNA DEARMON KORNICK

TIME MANAGEMENT EXPERT

PODCAST HOST

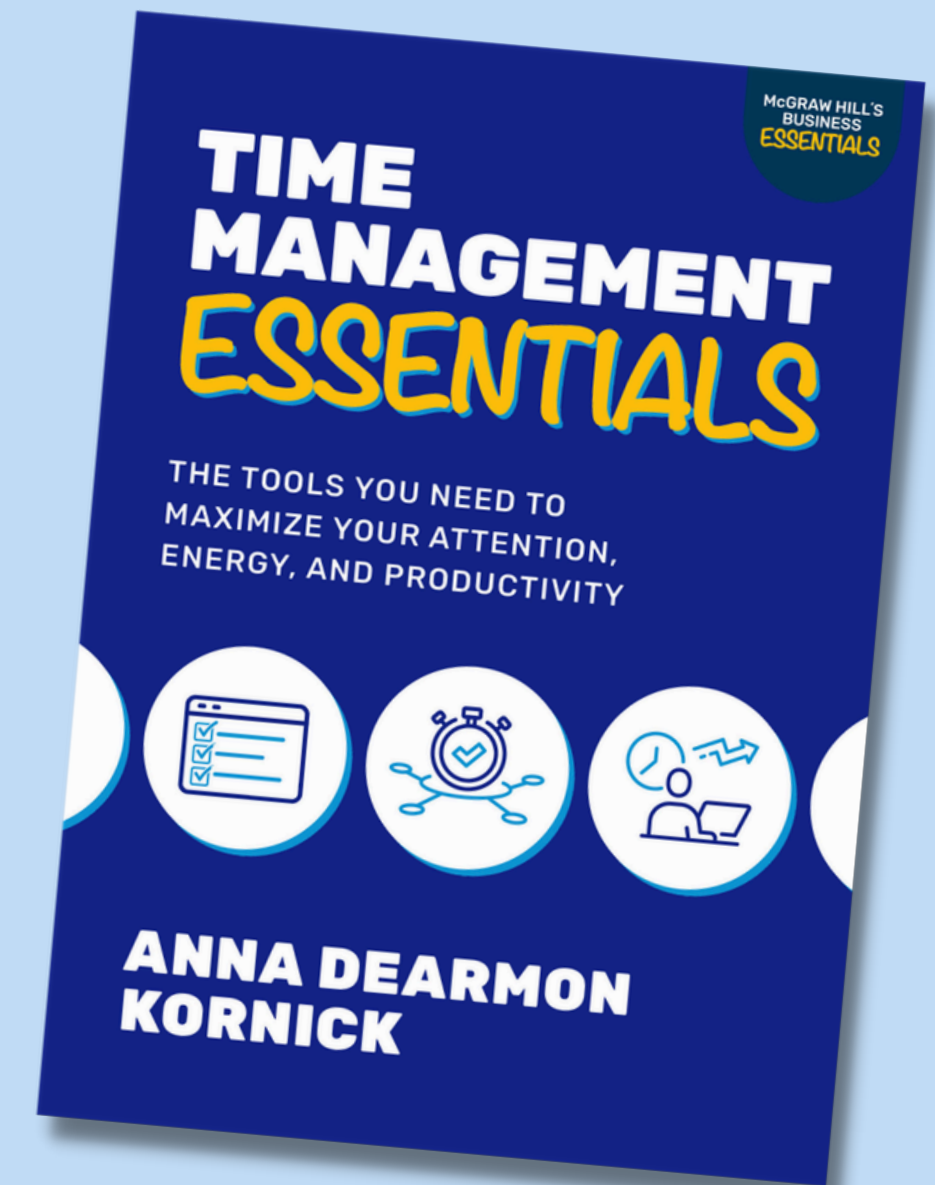
AUTHOR



@annadkornick



annadkornick.com



Questions



Upcoming ProSeries

Wednesday, August 26

\$0 for active CLARB Record Holders
\$50 per session for non-CLARB Record Holders

1:00-2:00 p.m. MDT	<u>When Shade is Not a Tree</u>	
2:30-3:30 p.m. MDT	<u>Designing for Multigenerational Play</u>	
4:00-5:00 p.m. MDT	<u>Biophilic Design in Public Space</u>	



Upcoming leadership development webinar

Influence and Persuasion for Women (and Everyone Who Works with Them)

- **September 2**
- **3 p.m. ET**
- **Must attend live**