

2-HOUR WIN CALENDAR BLUEPRINT

How Tech Leaders Reclaim 2+ Hours This
Week Without Working Late Nights



THE PRODUCTIVITY BLUEPRINT

By Viraj Samarasekera
Burnout Recovery Coach for Tech Leaders

www.LeadWithViraj.com

Normally \$37 — yours free today to help you reclaim your time and protect your energy.

Introduction

You're Not Lazy. Your Calendar Is Just Full of Other People's Priorities.

If you're leading in tech, your calendar probably looks like this:

- Back-to-back meetings with no breathing room
- "Quick syncs" that eat an hour every time
- Status calls that could have been a message
- Deep work pushed to evenings or weekends

By the end of the day, you've been busy nonstop...

but you still haven't touched the work that actually moves things forward.

That feeling — *"I'm always on, and never done"* — is a fast track to burnout.

The good news?

You can start fixing it this week.

How to Use This Blueprint (in Under 90 Minutes)

This isn't homework.

It's a one-time reset for your calendar.

Total time: 45–90 minutes

You can do it in one sitting or in 2–3 short blocks.

Step 1 – Map Your Week (15–20 minutes)

List your main meetings and time blocks for the next 7 days and score each one for impact and drain.

Step 2 – Make Decisions (20–40 minutes)

Decide what to keep, change, delegate, or cancel — and update the invites so your time actually frees up.

Step 3 – Protect Your New Time (10–20 minutes)

Turn your freed hours into deep work and recovery blocks, then track how well you protect them for one week.

👉 You don't need to do this perfectly.
Even a few smart changes can give you **2+ hours back** this week.

Why Listen to Me?

I'm **Viraj**, a burnout recovery coach for tech leaders.

I help engineering managers, tech leads, and architects:

- Recover from burnout
- Rebuild their energy and focus
- Lead sustainably — without stepping back from their careers

This **2-Hour Win Calendar Blueprint** is one of the first things I walk clients through inside **The Burnout Breakthrough System**, my 12-week coaching program for tech leaders.

You're getting it here as a standalone, mini version — so you can experience a real win before you ever consider deeper work.

Your goal:

By the end of this guide, you'll have **at least 2 hours freed** in your upcoming week — and a clearer sense of control over your time.

Let's start.

Step 1 – Take a Snapshot of Your Week

Before you fix your time, you need to see it clearly.

1. List Your Main Meetings and Time Blocks

Look at your calendar for the next **7 days**.

Write down your **10–15 biggest time blocks**:

- Meetings
- Recurring calls
- Regular work blocks (e.g., “Sprint planning”, “1:1s”, “Status Report Preparations”)

Focus on anything:

- **30+ minutes** long, or
- That happens **every week**.

You’ll write them into the table below.

Don’t overthink it.

If it’s on your calendar, it goes in the table.

2. Score Impact and Drain Right in the Table

For each item, you’ll quickly mark:

Impact (L / M / H):

- **H = High** – Clearly moves important goals forward
- **M = Medium** – Some value, but not critical
- **L = Low** – Doesn’t really move things forward

Drain (L / M / H):

- **H = High** – You leave tired, tense, or frustrated
- **M = Medium** – Some energy cost
- **L = Low** – You leave neutral or energized

You’ll use these scores in Step 2.

 **Fill-In Table (Do It Here)**

#	Day	Task / Time Block	Duration (min)	Impact (L/M/H)	Drain (L/M/H)	Reality Check	Action (Keep as-is, Shorten, Delegate, Cancel)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

3. Quick Reality Check

Once you've filled the table:

1. Put a small **check mark (☑)** next to any row where:
 - Impact = **L or M**, and
 - Drain = **M or H**

→ These are your best candidates to change.

2. Roughly add up the total time of these:

Total minutes in these blocks: _____

(Divide by 60 to get hours.)

Your Action Now

- Fill in the table for the next 7 days.
- Add Impact (L/M/H) and Drain (L/M/H).
- Put a ☑ next to anything that feels “not worth the energy.”

Once that's done, move to **Step 2** to reclaim your 3+ hours.

Step 2 – Triage: Keep, Rescope, Delegate, Cancel

Time: ~20–40 minutes

Now we turn your calendar from a **default** into a **decision**.

You'll do all of this using the same table from Step 1.

1. Start with the ☒ Rows





Look at the rows you starred in Step 1:

- Impact = **L or M**
- Drain = **M or H**

These are your best opportunities to change things **without breaking anything important**.

2. Use This Simple Decision Key

For each ☒ row, choose **one**:




-  **Keep** – High impact, acceptable drain
-  **Change** – Shorten it, make it less frequent, or tighten the agenda
-  **Delegate** – Someone else can own or lead it
-  **Cancel** – Low impact and high drain

Write your decision in the **Action** column of the table:

- “Keep” / “Change” / “Delegate” / “Cancel”, or

3. Set Simple Targets

Aim for:

-  **Cancel** at least **1–2** low-value meetings
-  **Change** **2–3** meetings or blocks
-  **Delegate** at least **1 recurring** commitment

You don't need to fix everything.

You just need a few smart moves that add up.

4. Turn Decisions into Real Changes

For each , , or :

- Update the calendar invite, and/or
- Send a short message.

Copy-paste scripts:

To cancel:

“Given our current priorities, I'd like to cancel this for now. If we need it again, we can revisit next month.”

To change / shorten:

“Can we tighten this to 25 minutes with a clear agenda, so we all get some time back?”

To delegate:

“I'd like [New Owner's Name] to lead this going forward. I'll stay looped via summary updates.”

Keep it:

- Clear
- Respectful
- Focused on priorities, not your feelings

5. Count Your Win

Look at everything you:

- Cancelled (✖)
- Delegated (👉)
- Shortened / changed (✎)

Estimate the total minutes freed for the next 7 days:

Total minutes freed: _____

÷ 60 = **Hours freed this week:** _____

Your goal: **at least 120 minutes (2 hours).**

Your Action Now

- Fill the **Action** column for your starred rows.
- Update the invites and send any needed messages.
- Write down your total hours freed.

Then move to **Step 3** to protect and use this time well.

Step 3 – Protect Your New Time and Use It Well

Time: ~10–20 minutes to set up

You've just freed time.

If you don't protect it, it will quietly refill.

1. Block Your New Time

Take the **hours you just removed** and turn them into:

- **1 Deep Work** blocks
 - Example: “Deep Work – Product road-map planning / Architectural design”
- **1 Energy Block**
 - Example: “Recovery Block – Walk / Think / Reset”

Make these:

- Visible in your calendar
- Marked as **Busy**
- Labeled clearly so others understand they're not “free slots”

2. Use a Simple 7-Day Tracker

For the next week, quickly check in each day.

Create a tiny table like this:

Day	Did I respect my Deep Work block? (Y/N)	Did I respect my Recovery block? (Y/N)	Stress level at end of day (1–10)
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

3. Compare Before and After

At the end of the week, rate:

How in control of my time do I feel?

Before this process (1–10): _____

After this week (1–10): _____

And reflect on:

- How many hours did I actually reclaim?
- What changed in my stress level?
- What felt different about my days?

Mini Checklist

- I listed and scored my calendar honestly
- I cancelled, shortened, or delegated enough to free **2+ hours**
- I blocked **at least one 90-minute deep-work block**
- I tracked how well I protected that time

If you can tick these off, you already took a strong step away from burnout and toward sustainable performance.

Your action now:

Commit to running this same triage once per month.

It's one of the simplest ways to keep your calendar—and not stress—deciding how you spend your time.

Your Next Logical Step

You Just Proved Your Time Is Changeable.

In less than two hours, you:

- Took control of your calendar
- Reclaimed real, usable hours
- Created breathing room for deep work and recovery

That's not just a productivity trick.

It's the beginning of a new way of leading.

But calendar triage alone won't solve burnout.

Burnout shows up when:

- Your calendar is full of everyone else's priorities
- Your energy never gets a chance to reset
- Your team relies on you for every decision
- Your boundaries blur, even when you "log off"

If you don't change those patterns, the empty space you created will slowly fill back up again.

How We Turn This Win into a New Normal

This blueprint is one piece of the system I use with clients inside

The Burnout Breakthrough System — a 12-week, science-backed coaching program for tech leaders.

Together, we:

- **Reset** your focus and workload at a deeper level
- **Recharge** your daily energy rhythms
- **Reclaim** your role through delegation and clear boundaries
- **Reflect** weekly so you adjust before you hit the wall again
- **Resist Relapse** so burnout doesn't become a recurring cycle

You've now seen what a small, focused system can do for your calendar.
Imagine what a complete system could do for your **energy, clarity, and leadership**.

Your Next Step: A No-Pressure Burnout Clarity Call

If this guide resonated, the next step isn't to guess whether the full program is right for you. It's to get **clarity** on what you actually need.

In 30 minutes, you'll walk away with:

- A clear picture of where your time and energy are leaking
- The 1–2 highest-leverage changes for the next 90 days
- An honest answer on whether **The Burnout Breakthrough System** is a fit

If it is, I'll walk you through how it works so you can decide in your own time.

Normally a training like this 2-Hour Win Calendar Blueprint would be \$37 on its own. It's yours free today to help you reclaim your time and see what's possible when you work with a system instead of stress.

Ready for your next breakthrough?

👉 [\[Book your free Burnout Clarity Call\]](#)

No obligation • No hard sell • Just honest guidance and a clear next step.