

The Weekly Wave

Stop Giving From an Empty Tank
The Rhythm of Input and Output

Your output quality is directly proportional to your input quality.

This guide helps you design a weekly rhythm that protects both — so you lead from fullness instead of fumes.

Includes a Weekly Wave design worksheet.

THE PROBLEM

Why Most Leaders Run Dry

Look at a typical leader's week. Monday: meetings. Tuesday: meetings. Wednesday: more meetings plus a workshop. Thursday: catch up on everything the meetings created. Friday: put out fires. Weekend: recover just enough to do it all again.

Every day is an **output** day. The leader is constantly giving — teaching, deciding, solving, serving, leading — but never receiving. No time to think strategically. No time to study. No time to prepare properly. No time to just *be*.

This is how good leaders produce mediocre work. Not because they lack talent, but because they never refuel. You cannot pour from an empty cup, and you cannot lead with depth when every hour is consumed by delivery.

Your output quality is directly proportional to your input quality. A leader who only gives will eventually have nothing worth giving.

— **The Leadership Heartbeat**

THE CONCEPT

Input Days and Output Days

The Weekly Wave is built on one simple principle: **oscillation**. Just as a wave rises and falls, your week should move between seasons of giving out and seasons of taking in. Not every day can be a delivery day. Some days must be devoted to preparation, study, strategic thinking, and rest.

OUTPUT days are for delivery: meetings, teaching, coaching, collaborating, serving. This is where your leadership is visible.

INPUT days are for receiving: reading, preparing, planning, studying, creating. This is where your leadership is built. No meetings. No appointments. Protected time.

INTEGRATION days bridge the two: wrapping up the week, reviewing, transitioning into sabbath rest. Light output, some reflection, gentle closure.

SABBATH is the boundary: complete stop. No work. No productivity. Rest, family, worship, renewal.

Most leaders have zero input days. The Weekly Wave asks you to protect **at least one**. That single change will transform the quality of everything you do on your output days.

A SAMPLE WEEKLY WAVE

What a Rhythm-Based Week Looks Like

Here is an example of how a leader might structure their week using the Weekly Wave. Your version will be different — the principle is the same: protect input time.

Monday INPUT

Strategic planning, content creation, deep preparation. No meetings.

Tuesday OUTPUT

Team meetings, coaching conversations, collaboration, service delivery.

Wednesday INPUT

Study, learning, writing, creative work. Protected from interruptions.

Thursday OUTPUT

Meetings, training sessions, leadership responsibilities, follow-ups.

Friday INTEGRATION

Weekly review, loose ends, transition toward sabbath rest.

Saturday SABBATH

Rest, family, worship, renewal. No work.

Sunday SABBATH

Rest, church, family. Sabbath continues until evening.

Notice the pattern: the week **oscillates**. Input, output, input, output, integration, sabbath. The leader is never giving for more than one day without receiving. That's the wave — and it's what keeps the quality high and the energy sustainable.

STEP BY STEP

How to Design Your Weekly Wave

1 Map Your Current Week Honestly

Before you redesign, understand what you actually have. Use the worksheet on the next page to mark each day as input, output, or mixed. Most leaders discover they have 5–6 output days and zero input days. That's the problem made visible.

2 Claim One Input Day

Start with one. Look at your week and find the day where meetings are lightest or most moveable. Declare it your input day. Move every meeting off that day. Block it in your calendar as "Unavailable." This is the single most important change you'll make.

3 Tell People

An input day only works if others respect it. Tell your team, your supervisor, your clients: "I am not available for meetings on [day]." You will feel uncomfortable saying this. Say it anyway. The discomfort passes. The quality of your work won't.

4 Plan What Input Looks Like

An input day is not a day off. It is a day for strategic work that requires focus: preparation for upcoming sessions, studying new material, writing, planning, creative thinking, personal development. Have a plan for the day or it will fill with busywork.

5 Protect the Sabbath Boundary

The Weekly Wave ends in sabbath — a full stop. If you skip the sabbath, the wave never completes. You carry output energy into the next week and the cycle degrades. Sabbath is not optional. It is the rest that makes the wave sustainable.

6

Review After 4 Weeks

Run your Weekly Wave for one month before making changes. After 4 weeks, ask: Am I protecting input days? Is the quality of my output improving? Where is the wave breaking down? Adjust, but don't abandon. The rhythm takes time to settle in.

One protected input day per week will do more for your leadership than ten productivity hacks. The quality of what you give is shaped by what you receive.

— **Lead from the Heart**

YOUR WEEKLY WAVE WORKSHEET

Step 1: Map Your Current Reality

For each day, write what you actually do and mark whether it's mostly input (I), output (O), mixed (M), or sabbath (S).

Monday — What do I actually do? (I / O / M / S)

Tuesday — What do I actually do? (I / O / M / S)

Wednesday — What do I actually do? (I / O / M / S)

Thursday — What do I actually do? (I / O / M / S)

Friday — What do I actually do? (I / O / M / S)

Saturday — What do I actually do? (I / O / M / S)

Sunday — What do I actually do? (I / O / M / S)

How many true INPUT days do I currently have per week?

How many true SABBATH days do I currently have per week?

Step 2: Design Your Weekly Wave

Now redesign your week. Assign each day a primary mode. Protect at least one full input day and one full sabbath.

Monday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

Tuesday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

Wednesday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

Thursday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

Friday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

Saturday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

Sunday — Mode: (INPUT / OUTPUT / INTEGRATION / SABBATH)

MAKING IT STICK

Your Implementation Plan

My primary INPUT day will be:

What will I do on my input day? (List 3–4 specific activities)

Who do I need to tell about my input day? (List names)

What meetings or commitments need to move off my input day?

My sabbath boundary is: (day and time it starts — day and time it ends)

My 4-week review date is:

BUT WHAT ABOUT...

Answering the Voice in Your Head

“I can’t take a whole day off meetings”

Start with a half day. Block your morning as input and allow meetings only in the afternoon.

“My boss won’t allow it”

Frame it as productivity: “I deliver better work when I have preparation time.” Most managers value productivity.

“Emergencies always come up”

True emergencies are rare. What feels urgent is usually just unplanned. Protect the input day by planning for contingencies.

“I feel guilty not being available”

That guilt is the old pattern talking. Availability is not the same as effectiveness. Your time is your most valuable asset.

The Weekly Wave is not about doing less. It's about doing the right things at the right time — so that what you give actually has substance.

— **Lead from the Heart**

GO DEEPER WITH LEAD FROM THE HEART

The Weekly Wave is one of four rhythms in the Leadership Heartbeat. When all four work together, the effect is transformational. Here's how to continue:

Free Assessment Take our 5-minute diagnostic and discover your personalised leadership growth path.

Leadership Circle Monthly community where leaders build all four rhythms together with real accountability.

Vision Quest Retreat 4-day immersive experience to design your complete rhythm-based leadership life.

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