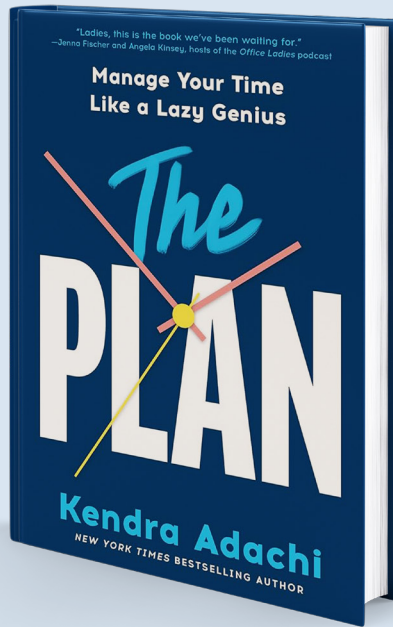


Book Snaps™

In-depth reviews of best-selling business books.



The Plan

Manage Your Time Like a Lazy Genius
By Kendra Adachi

Kendra Adachi is a two-time New York Times bestselling author, the creator of The Lazy Genius Podcast, and an expert on compassionate time management. She lives in NC with her husband and three kids.

A Book Review by Soundview

Manage Your Time Without Being At Its Mercy

Life can feel like a lot at times. Some aspects overlap in your personal and professional lives, but at the end of the day, you are probably left feeling overwhelmed and like you are pouring from an empty cup. So you panic and try to manage everything because that is expected of you, but you probably flop into bed, berating yourself for everything that didn't get done and how the rest was completed.

That doesn't feel very good, does it? Particularly for women, who are expected to be all things to all people and get everything done with a smile. You've probably picked up several different time management books and wondered why they're not resonating with you. It's because, in many ways, they're not written for you.

In *The Plan: Manage Your Time Like a Lazy Genius*, Kendra Adachi proposes a necessary change. She shares that 93% of time management books aren't written with what women are expected to get done in mind. They are typically written by those who don't have a boss and don't have to manage the things a working woman has to deal with daily. She acknowledges that there is wisdom to be gleaned and gained from these books but wants to share a time-management book that highlights and amplifies women's voices and needs.

Adachi shares the time management wisdom she has gained and curated over the years to make the reader feel she is sitting across from them, sharing a warm drink and a laugh. The Plan is written in three sections that are easy for the reader to digest and refer back to. Section One highlights the principles of the PLAN; in Section Two, Adachi shares specific, practical strategies, and Section Three is filled with pep talks that will help the reader feel off-kilter due to various time-management struggles. Each closes with a recap and notes to ensure the reader fully grasps the knowledge she is sharing.

The PLAN

Adachi begins by breaking down the principles of The PLAN for the readers, saying that each time they pick up The Plan will

be a chance for them to discover and apply something new. She states that the reader lives in an “everything at once” way of life that was amplified by the Digital Revolution being intermixed with the Industrial Revolution. A high level of productivity became the standard way of life. However, it was based on a male-dominant way of strategy and execution and didn’t consider the unique challenges that women face, making them think they are the problem.

Adachi proposes that the system is not just the problem; the system is broken. With that in mind, she shares two beliefs for the readers to apply to their lives. First, she states that the goal the reader needs to work towards is not greatness but integration. Integration means the reader is living fully knowing and loving themselves. They can tend to their bodies instead of mastering them and forcing them to work at a capacity that does not fit how they want to live. The second belief is that the reader should start where they are, not with where they want to go. This will allow them to tend to their bodies in the season they are in with all of the things that come along with it, staying rooted in the present.

Adachi shares that since the goal isn’t everything at once, the reader can use her visualization of being in the middle of the ocean on a pool floatie of their choice and move towards the shore at the pace that feels right to them and doesn’t overwhelm them to the point of drowning.

As the reader begins shifting their mindset away from everything at once, Adachi encourages them to proactively and reactively name what matters. By proactively naming what matters, the reader will be able to posture themselves in a way that allows them to tend to their bodies and stay focused when facing the tasks ahead of them. They can also break down the task ahead of them into smaller choices, prioritizing what is most important even further. When the reader is faced with an in-the-moment decision, she tells them to either trust their gut or trust what already matters but to keep asking themselves what truly matters right now. Each season is different, and that will influence the decisions they make.

Breaking Down The PLAN

Adachi shares that the lens the reader can use to manage their time is The PLAN, which highlights four points from her Lazy Genius principles: Prepare, Live, Adjust, and Notice. She states that these points can be as a three-pyramid, and the walls are labeled Plan, Adjust, and Notice, and they all support the reader as they Live. This contrasts with a culture that orients towards thinking about what was and what could’ve been changed. With this in mind, the reader can think of living as painting a picture, where the picture can be adjusted, rather than the static picture a puzzle presents. The reader can fully live in the moment, knowing that they can be kind to themselves and be flexible so they can focus on what they need.

As the reader learns how to Prepare well, Adachi states that the proper order for them to do this begins by naming what matters, calming the crazy, and trusting themselves as they face what’s next. By naming what matters in the season

they’re in, they will be able to curb the instinct that tells them to charge frantically ahead and instead notice what has them feeling overwhelmed and then begin to calm the nerves they are experiencing. Once they have done this, the reader can trust themselves and see the situation more clearly.

Women face a unique struggle because they move into systems that weren’t built for them and tell them they can’t trust themselves. However, Adachi encourages them that while they will not always get it right, that doesn’t make them untrustworthy; it simply makes them human.

Next, Adachi shares that while Living is a pretty basic concept, the reader is faced with so many inputs and is taught to take in as much as possible and she doesn’t think that’s a healthy way to live. Instead, she encourages the reader to recognize the power of the season they are in, stating that it will be challenging for the reader to live well if they ignore where they are now. They can do this by making the season smaller, breaking it down, naming what matters at the moment, and remembering three mindsets to help them as they begin the process. They need to match the expectation to the energy they can give, remind themselves that where they are is not forever, and they are allowed to change their minds.

Finally, Adachi calls the reader to Notice. When the reader does this, it must be done without judgment or swooping in to fix the problem. Noticing doesn’t call for immediate change but might eventually lead to it. Rather, the reader is learning to listen to their bodies and how outside forces might be influencing them and noticing kindly. This will remind the reader that they are painting their lives, not forcing themselves into a puzzle. Noticing will allow them to adjust when needed. Adachi also reminds them that the goal is for the reader to integrate themselves, starting wherever they are.

Bringing It All To The Table

Adachi takes a moment to speak directly to women and says that there is a link between a woman’s ability to manage and their hormones. Since women cannot live according to the same rhythms that men do and yet are told they must, she shares an in-depth look at what women are up against and a strategy for them to help set a rhythm that works for them and their bodies. She believes that while a change is coming and more research and support is being done, it is up to women to change the narrative.

The strategy she lays out invites the reader to take the time to Notice, Prepare, Live, and Adjust, and states that it is for both women and those who don’t have periods. This invites the reader to tune in with their body and its needs. Everyone experiences unique pauses and rhythms; when they understand it better, they can bring their whole self to every area of their lives.

The reader doesn’t need a quiz to tell them who they truly are, though Adachi acknowledges the value in naming who you are. She states that no book or system can help the reader live a fully integrated life, so she encourages looking at life as a painting instead of puzzles. This allows the reader to adjust as they need to, depending on what they are able to bring to the table that



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day. Everyone has a unique brain chemistry that influences how they are able to cope with situations in front of them, and Adachi wants the reader to embrace every color on their palate as they learn to embrace, honor, and love themselves on this journey.

Adachi decides to switch up the PLAN acronym to NAPL to give the reader a tool to help them better manage their journey to integration. She says they need a more comprehensive perspective on what matters to them. The reader is invited to Notice their energy first and allow it to influence how they manage their time, Adjust their expectations to the reality they are faced with, Prepare to pivot following the steps she lays out, and finally, Live, remembering the importance of relationships and connections with the people around them.

Putting in the Work

Now that the reader understands this new way of living, Adachi invites them to explore the strategies she outlines. She cautions them not to apply everything all at once because that isn't how the PLAN is built; instead, she reminds them to start small. The strategies are laid out in a way that will guide the reader in a linear path, but instead, they are a collection that aligns with the PLAN and helps them as they face the unique situations they may encounter.

Rather than breaking down what they have learned so far, the reader is invited to continue painting their life and start with today. Today has its challenges and worries, and it's vital to recognize when they are being overwhelmed by fragmentation and urgency throughout so they can approach them with the necessary caution. By prioritizing what's important for that day, the reader can adjust based on the energy in their tank and still show themselves.

Figuring Out What Works

For those who prefer to plan a week at a time, Adachi shares a strategy she says is like a capsule wardrobe. While there are staples to be utilized, one day might see the reader planning down to the minute while another might see them completing a couple of tasks written down on a scrap of paper and calling it a day. The reader is still getting done what they need to, but they are choosing to be flexible in how they do it, and they have a chance to discover new, fun ways to help them organize their week. However, when the reader decides to approach their week ahead, Adachi gently reminds them that staying grounded and kind to themselves is more important than staying on task.

Similarly, Adachi says that she thinks each month has its own unique personality, and as such, the reader needs to consider

starting it where they are and looking back at where they were before they attempt to look ahead. By reflecting on where they were from month to month, the reader can help cultivate kindness for themselves in their life season. They can name what matters and make have-to and hope-to lists. The reader should avoid normalizing each month because not only is each moment of each month, they are different.

Adachi offers wisdom for readers as they seek to plan their seasons. She encourages them to keep naming what matters, noticing where they have been and where they are, and using this to help them adjust as they look ahead. These things can lay the foundation for the reader, as they have identified what is most important to them and put it in its proper place. Adachi shares questions that help the reader reflect on the past so they are grounded before they move into the future.

For readers who enjoy projects, Adachi shares tips for how to face them. Projects aren't simply limited to home renovations; she acknowledges that projects often have projects built into them. Whether it is an existing project or the reader hopes to start a new one, the reader is given a list of questions for both scenarios so that they can begin and finish the project. As a self-proclaimed recovering perfectionist, Adachi shares that a different way for the reader to see goals is by using a Someday list. This will allow them to still have goals to work towards, whether it is the acquisition of a skill or a dream vacation, while not feeling weighed down by their dreams simultaneously. However, not everything on the Someday List carries the same weight and should be treated and approached the same way, and the reader needs to take that into account.

Now that the reader has the strategies they need to fully integrate themselves into their lives instead of seeking greatness, Adachi encourages them to practice checking in with themselves to experience the fullness of the PLANs benefits. Whether it is a daily, weekly, or monthly check-in, the rhythm she suggests is the same. She calls the reader to prepare at the beginning, adjust where they need to be in the middle and notice where they have been at the end.

As the reader reflects on the different strategies and practices they have learned, Adachi says that as they move forward, their goal is simply to live an integrated life that begins precisely where they are, not where they want to be. They don't need to run and apply everything simultaneously because that is the old mindset trying to sneak back in and reclaim its place. Instead, the readers can remember to be kind to themselves and apply the principles they have learned when needed.

Friendly Reminders

Before closing, Adachi encourages the reader with pep talks that she hopes will help them meet where they are. She states that the pep talks are not intended to be quick fixes; instead, they are there to help the reader catch their breath and avoid a Big Black Trash Bag moment. Feeling overwhelmed is not a place the reader must stay, and they should not.

Setting Boundaries

When the reader is faced with a situation where something is added to their plate, Adachi reminds them to name what's important and learn to be okay with letting certain things and saying no to other things. Why? Because not everything can matter all at once, the reader can't be everything to everyone, and there will be times when their plan falls apart. When this happens, feelings of frustration and guilt attempt to swallow them, but the reader can recall the principles and strategies that Adachi shared with them. The reader needs to remember to take a breath, treat themselves with kindness, pivot when needed, and remember that they are working towards integration and not greatness.

Working Through the Struggles

There are times when the reader may feel alone and unmotivated. There are also times they are exhausted, wish things were different, and may not even have a plan. When this happens, Adachi encourages the reader to find their circle and ask for help, redistributing the labor to ease some of their burden. It can also be for the reader to reframe their mindset when they struggle with task initiation by starting as small as possible, and taking steps towards the task's completion. When exhaustion hits, she suggests taking a seventeen-minute nap. Even if sleep doesn't come, taking a few moments to purposefully be still and quiet is helpful to the reader and she reminds them that rest is not a reward, it is a requirement so they are able to bring their best, whole self forward.

When life doesn't look quite how the reader thought it would or they're struggling with not having a plan, Adachi says that there is encouragement to be found. She reminds the reader that they are allowed to care and where they are is good and invites them to do a Heartbeat Check In to help them in the season they are, saying that it's possible for the reader to present with their struggles as well as find the good that those struggles bring. It's possible for the reader to create a plan, whether planning comes naturally or is a struggle for them. A plan is not a requirement to living but it can be helpful when something springs up out of the blue. No matter what, Adachi invites the reader to start right where they are to integrate their whole self into their lives, one small, helpful decision at a time.

The Plan: Manage Your Time Like a Lazy Genius by Kendra Adachi is an enjoyable book that is easy for the reader to digest and understand. Adachi gently guides them to a new way of thinking with humor and easy-to-apply strategies to help them on their journey as they adjust their mindset from what has

been ingrained in them. She shares what has helped her and tells the reader that the goal is not greatness but integration so they can live their lives fully. She encourages the reader to be gentle with themselves and notice the different rhythms and pauses they experience. She reminds the readers to be gentle with themselves and that where they are is good right now and invites them to revisit the PLAN when they are ready to try a new strategy or principle.

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