



SET YOURSELF UP FOR SUCCESS IN 2022

5 STEPS TO INTENTIONAL TIME MANAGEMENT

STEP 1

WRITE OUT 2022 PROFESSIONAL PRIORITIES

This may be buckets of work, business priorities or objectives. For example:

PROFESSIONAL

- Talent/team time (includes 1:1's, staff meetings, town halls, etc.)
- Strategy
- Marketing
- Internal matrix time (meetings, preparing for presentations, budget)
- Business development/external relationships
- Professional development (training, conferences, associations, etc.)
- Operations/technology

STEP 2

WRITE OUT 2022 PERSONAL GOALS

Then write out Top 10 Hobbies, things that recharge you and make you feel good.

PERSONAL

- Massage
- Meditation
- Exercise
- Family time
- Friends time
- Art, Music, Creating
- Yoga
- Reading
- Travel

DESIGNATE A COLOR TO EACH CATEGORY

STEP 3

COLOR CODE YOUR ELECTRONIC WORK CALENDAR

Apply color coding to all of the meetings in your electronic work calendar for the next month.

Schedule time focused on completing the necessary action items for these professional priorities.

Now insert personal time in your calendar. Schedule it in daily. **(Self care is really important! It is an important lever for success.)**



STEP 4

WEEKLY PREP

Each Sunday you will look out at your electronic calendar for the week.

See what professional meetings and appointments are on your calendar. Insert prep time ahead to maximize these meetings. Insert meetings necessary that are not on your calendar. Utilize the color coding system to note what is missing.

Now insert personal items each day. For example, what time will you exercise? What night will you see friends? When will you do yoga or meditation? Are you holding blocked time for lunch? What time will you stop working each day?

STEP 5

PLANNER INTO ACTION

Now how do you complement this with your planner?

On Sunday after Step 4, you will write out your schedule in your planner.

Using pencil is key, because it will change and that's ok.

You want to adjust your calendar on items that are necessary and important for your success.

Each night before you end for the day, you look at the schedule and write in your tasks, to do's and rearrange as needed.

The combination of the electronic calendar and your written planner is the intentional combination to maximize your time management and success.