



NANCY MATTHEWS



Time Management - Block Scheduling

Time Management is Really About Priority Management.

Using this system will allow you to get more done in less time AND with grace and ease!

We suggest that you use an online calendar (such as Outlook or Google) to apply the block scheduling strategies. Using a paper calendar can work as well, you'll just have to spend some extra time to manually fill in the block time slots.

Step #1

Fill your calendar with all required and desired personal and family time.

- What time do you wake up every day?
- What is the time required for your morning routine?
- Does that include mental focus time to set your intention for the day?
- Do you exercise at regular intervals?
- What about shopping, food preparation, lunch, dinner, etc.
- Do you like to take off on Friday afternoons? Saturdays? Sundays?

Do your best to fill in as many of the details of your daily routines so that your schedule accurately reflects your current life as well as your ideal life! The reason most people don't make it to the gym or doing their follow up phone calls is that they don't schedule it in their calendars. Now is your opportunity to design the life that serves your every need and desire.

This will allow you to have a better handle on the reality of the time available to devote to your goals and business activities.

Step #2

Fill in your calendar with any planned vacations, workshops and/or seminars and networking events you regularly attend. Be sure to include the following:

- Regular networking events you attend on a weekly or monthly basis
- Conference calls or online trainings you are registered for (including time to listen to the time management audios and take part in the [Visionaries with Guts Success System!](#))
- The 7th Annual UN-Conference (September 12th through 13th, West Palm Beach, FL)

Step #3

Make a list of all of the activities involved in reaching your goal and in the day to day operation of your business. When creating the list of specific activities, do your best to include them in categories so that you will be able to easily block out time for the same types of activities at the same time. Much like an assembly line for an automotive company, it is easier and more time efficient to perform a series of similar tasks at the same time.

For example, the category of telephone calls would include: follow up calls to prospective clients, calls to potential strategic alliances, making appointment with people, etc.

Category Examples: Telephone Calls, Administrative, Email, Social Media, Copywriting, etc.

Sample activities may include:

- Making follow up phone calls to prospects
- Making calls to strategic partners and/or alliances
- Emails to send after networking events
- Checking email
- Facebook/LinkedIn or other social media activities
- Paying bills
- Filing, organizing etc.
- Writing and/or copywriting (blogging, article writing, sales campaigns)
- Servicing clients – fulfillment and delivery

- Creation of marketing materials
- Continuous learning and building of expertise (teleclasses, reading, studying, etc.)

Fast Path to Cash Prosperity:

Spend at least 2 hours per day on Income Generating Activities.

Income Generating Activities are ones that lead DIRECTLY to sales!

- Follow up phone calls to prospects
- Presentations – one on one or speaking to groups
- Marketing offers delivered to your list and/or posted on social media

Step #4

Once you create this list of activities, then create blocks on your calendar so that you have structure for your business and your life.

The next page shows an example of what this can look like.

Have faith my friend ... when you schedule your time and your priorities you'll be delighted at the ease with which you get everything done that really matters!

You'll be delighted when you make those follow up phone calls because they were on your schedule and the people you call say,

“Oh yes, I'd love to work with you! When can we get started? Here's my credit card!”

Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6
			Independence Day		
7 – Morning ME Time - Reading, Journ	7 – Morning ME Time - Reading, Journ	7 – Morning ME Time - Reading, Journ	7 – Morning ME Time - Reading, Journ	7 – Morning ME Time - Reading, Journ	7 – Morning ME Time - Reading, Journ
8 – 9 Exercise		8 – 9 Exercise		8 – 9 Exercise	
10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	
				11 – 1p Administration (filing, billing, etc.)	
12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch
1p – 2p Phone Calls		1p – 2p Phone Calls		1p – 2p Phone Calls	
	2p – 5p Time Block for Client Sessions		2p – 4p Time Block for Client Sessions		
3p – 5p Client Sessions / Presentations		3p – 5p Client Sessions / Presentations		3p – 5p Client Sessions / Presentations	
6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner
	7p – 8p Phone Calls		7p – 8p Phone Calls		