

"Advanced Scheduling 101: How To Get More Done In Less Time With a Strategic Scheduling Session"

STRATEGIC SCHEDULING

is a way of organizing your schedule where you give attention to what is important for your life's purpose. It is also a way to keep your life in balance between work, family and personal time.

WHY strategic scheduling is so important ...

Not planning your week is bad.

Planning your week without your priorities in mind is even worse. It means you are able to handle everything “on your plate” but you won’t actually make progress on your own goals, because you are too busy attending to other people’s priorities.

And this is the entire point of planning your week: being able to proactively block time for the things that are most important in your life and business right now.

- What are your top 3 goals right now? In business? In life?
- Which activities, habits and projects have a high impact on these goals?
- When will you block uninterrupted time for these activities, habits and projects?

For your work this might be blocking 2 mornings for deep work on your top priority project. In your free time, this might be blocking untouchable time for your workouts in your calendar or making sure your kid’s soccer game is on your radar.

What is a strategic scheduling session?

A predetermined time during the week where you think about & plan out the next 7 days.

Why a strategic scheduling session works ...

Easier to think sequentially.

If same time / date each week, your brain automatically starts to think about it.

Seeing the big picture of the week allows for strategy to be considered when planning.

How to design your strategic scheduling session ...

1. Connect with your vision (life and business) - lifetime
2. Connect with your 3 year business vision
3. Consider your monthly objectives
4. Weekly goals
5. Day to day

Conclusion