



Control Your Schedule

15-Minute Revelation

"The key is not to prioritize what's on your schedule, but to schedule your priorities."

- Stephen Covey



Purpose of the 15-Minute Revelation

At the end of the day, do you look back and think, "I was so busy today, but what do I have to show for it?"

Sometimes we get so caught up in "busy" that we go through the day in "busy" mode, but our "busy" does not transition into productivity.

The purpose of the 15-Minute Revelation is to assist you in identifying what actions you are taking throughout the day in 15-minute intervals and bringing awareness of the time wasted, so you can take back control of your schedule.

The 15-Minute Revelation is based on the 7 Habits of Highly Effective People by Stephen Covey.

What You Can Expect

As with anything, your results will be determined on how much you put into the exercise. If you complete the exercise as instructed, you may expect to:

- Identify areas of time-management opportunity and strengths
- Discover hours of time you didn't realize you had
- Become more productive
- Take back control of your schedule

How It Works

WEEK 1

- Print out 7 copies of the 15-Minute Revelation document (1 per day of the week)
- During the first week, write down what actions you performed in the 15-minute slots (sleeping, watching T.V., networking, completing paperwork, working on the budget, driving, etc.). BE HONEST with what you write down.
- Work on the document as the day unveils. DO NOT wait until the end of the day to complete it. By working on it throughout the day, you will capture the true actions and durations of the actions.
- At the end of each day, calculate how much time was spent in each of Stephen Covey's Four Quadrants. This exercise will bring you awareness as to how much time you may be spending on unimportant activities.

WEEK 2

- Print out 7 copies of the 15-Minute Revelation document (1 per day of the week)
- During the second week, instead of writing down what you did, write down what actions you are going to do in each slot. This week you are taking control of your schedule.
- Schedule in blocks and themes. Networking may be from 10-12 every day. Check your emails only at a designated time (ex: 8-8:15, 11-11:15, 2-2:15 and 4-4:15).
- Write down anything that is recurring and events already listed on your schedule.
- Account for every minute - do not leave any time slots open. If you need to take a call during a slot for another event, that's ok. The key is to stay as close as possible to this schedule. Keep moving forward.
- At the end of each day, calculate how much time was spent in each of Stephen Covey's Four Quadrants. What is the difference between last week and this week?

MEASURE RESULTS

		Urgent - 20%	Not Urgent - 80%
Important - 80%		Quad I: "Necessity" Action Steps: Manage These Areas Allocated Time To Activity: 5%	Quad II: "Quality & Personal Leadership" Action Steps: Focus on These Areas Allocated Time To Activity: 75%
		Activities	Results
		Crisis Pressing problems Deadline driven	Stress Burn-out Crisis management Always putting out fires
		Prevention, capability improvement Relationship building Recognizing new opportunities Planning, recreation	Vision, perspective Balance Discipline Control Few crisis
Not Important - 20%		Quad III: "Deception" Action Steps: Use Caution with These Actions Allocated Time To Activity: 15%	Quad IV: "Waste" Action Steps: Avoid These Actions Allocated Time To Activity: 5%
		Activities	Results
		Interruptions, some callers Some email, some reports Some meetings Proximate, pressing matters Popular activities	Short term focus Crisis management Reputation - chameleon character See goals/ plans as worthless Feel victimized, out of control Shallow or broken relationships
		Trivia, busy work Some email Personal social media Some phone calls Time wasters Pleasant activities	Total irresponsibility Fired from jobs Dependent on others or institutions for basics

Based on 7 Habits of Highly Effective People by Stephen Covey & The John Maxwell Team

		URGENT - IMPORTANT QUAD I	NOT URGENT - IMPORTANT QUAD II	URGENT - NOT IMPORTANT QUAD III	NOT URGENT - NOT IMPORTANT QUAD IV
Time	WK 1				
	WK 2				
	WK 3				
	WK 4				
	WK 5				
Enter Time by hh:mm. For example, if you spent 1 hour and 15 minutes each day watching T.V. and 45 minutes a day looking through personal social media, you would enter 14:00 for the week (8 hrs 45 min. T.V. + 5 hrs 15 min. social media) in the Not Urgent - Not Important quadrant.					

15-MINUTE REVELATION

Date:

Time	Action	Quad	Time	Action	Quad
12:00 AM			12:00 PM		
12:15 AM			12:15 PM		
12:30 AM			12:30 PM		
12:45 AM			12:45 PM		
1:00 AM			1:00 PM		
1:15 AM			1:15 PM		
1:30 AM			1:30 PM		
1:45 AM			1:45 PM		
2:00 AM			2:00 PM		
2:15 AM			2:15 PM		
2:30 AM			2:30 PM		
2:45 AM			2:45 PM		
3:00 AM			3:00 PM		
3:15 AM			3:15 PM		
3:30 AM			3:30 PM		
3:45 AM			3:45 PM		
4:00 AM			4:00 PM		
4:15 AM			4:15 PM		
4:30 AM			4:30 PM		
4:45 AM			4:45 PM		
5:00 AM			5:00 PM		
5:15 AM			5:15 PM		
5:30 AM			5:30 PM		
5:45 AM			5:45 PM		
6:00 AM			6:00 PM		
6:15 AM			6:15 PM		
6:30 AM			6:30 PM		
6:45 AM			6:45 PM		
7:00 AM			7:00 PM		
7:15 AM			7:15 PM		
7:30 AM			7:30 PM		
7:45 AM			7:45 PM		
8:00 AM			8:00 PM		
8:15 AM			8:15 PM		
8:30 AM			8:30 PM		
8:45 AM			8:45 PM		
9:00 AM			9:00 PM		
9:15 AM			9:15 PM		
9:30 AM			9:30 PM		
9:45 AM			9:45 PM		
10:00 AM			10:00 PM		
10:15 AM			10:15 PM		
10:30 AM			10:30 PM		
10:45 AM			10:45 PM		
11:00 AM			11:00 PM		
11:15 AM			11:15 PM		
11:30 AM			11:30 PM		
11:45 AM			11:45 PM		
12:00 PM			12:00 AM		

NOTES

Use this page if you run out of room on the previous pages.

NOTES

Use this page if you run out of room on the previous pages.

NOTES

Use this page if you run out of room on the previous pages.