

Living Your Best Life – The YES List for Time Allocation

This is not time management. Time Management assumes that you have an element of control over time. But you cannot control time: you either use time, or time uses you. By identifying the different types of activities that you choose to be involved with every week, and by scheduling time for each activity, you ensure that you are using time. This is the difference between feeling like you grabbed hold of the day instead of it grabbing hold of you!

Personal Time

Remember to schedule time for yourself – to spend time with the people, places, and things important to living your Best Life. This time gives you the opportunity to fulfill some of your personal goals. It also provides you with the necessary break from work so that you come back feeling refreshed and productive.



Professional Time

Planning Time is the time spent planning the success of your professional goals and aspirations. This is the 'big picture' reflection of what you are trying to achieve. While planning time is essential, it is often neglected. What you are doing right now is planning time. Planning time should be regularly scheduled.

Administrative Time is the time you spend carrying out any administrative activities associated with your role.

Productive Time is the time you spend with clients, prospective clients or centers of influence. It is also the time you spend preparing information for upcoming client meetings.