

# IMPORTANCE OF TIME MANAGEMENT



Health coaches have found themselves in a bit of a time crunch and I am not sure t realize the true impact healthy living has made on our lives.

Society has spent decades gaining technological and time saving advances.

During this time, we got used to **not spending our time growing** our own food or **going to the daily market** for fresh foods and **preparing 3+ meals a day**.

**We stopped**

- **walking to get what we wanted**

**We did:**

- research anything, we wanted (beyond Google)
- Started cleaning our homes with elbow grease instead of super heavy-duty chemicals
- even doing our shopping at the store instead of online.

Not only did we save time with conveniences, but we also filled our time with other thing:

- such as continued learning
- community groups
- businesses and working longer hours
- mastering social media
- creating new international relationships online.

All these things take up our day. Now we are bringing back much of what technology took away, we are bringing them back into our lives.

The Health Coach Group  
MEMBER

# IMPORTANCE OF TIME MANAGEMENT MANAGEMENT

The forces at work here are much larger than simply managing our time, and that can create a lot of pressure to “do it right”.

Sometimes running to the pantry, opening a can of food, microwaving it and eating a hot meal can sound very tempting...as long as we ignore the health repercussions.

We use these conveniences so we can get back and take care of pressing customer service issues, new product production or keeping up with a new project a member of our tribe has going.

For many of us, these conveniences are not an option. We got to where we are today because of health issues brought on by the decades of technological advances. It is an evil cycle.

I have seen time management become a burden as much as a timesaver. Something has got to give.

Time Management is not a full-time job,

it should take 15 minutes weekly and 5-10 minutes daily.

When it comes to time management, renowned leadership and personal development expert Stephen Covey remains one of the most cited resources for simple systems that work.

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## Daily

1. **Check your appointments for the day.**  
These are fixed commitments to yourself or others whom you have promised time to.
2. Make a realistic list. **This doesn't** mean your task list is completed from top to bottom.
3. After you check your appointments for the day, you can estimate how much time you have left and fill the time in.
4. **Prioritize your list.** This is one of the most relevant steps you take. This keeps non-important activities from overtaking those of most importance.
5. **By keeping track of your activities, prioritizing and reorganizing, you get to the next step, the things that you need to either eliminate or delegate.**

### What is more important?

Spending time with your kids, putting in a 12-hour workday, eating well, or getting a workout in?

What are you willing to give up? What can someone else do for you?

If you are lucky like I am, you can delegate to your partner (I haven't always been in a position to do this). They can go to the grocery store, do the laundry and prepare certain meals, maybe they can even take the kids to and from activities.

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Sometimes you may not be able to delegate what you want to but maximizing on other people's skills and help should allow you to delegate some tasks.

This is where your values and roles come in. Once your children grow up and move away, will you regret not taking them to school or yoga?

These are the decisions that can be made and not regretted if you plan your time now.

Will you regret the time spent cleaning your house after your kids grow up and move away from home? Maybe not.

Time management is much more than creating time in the day for something, it is asking for help, saying no, negotiating trade-offs and incorporating new options.



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	URGENT	NOT URGENT
IMPORTANT	<b>QUADRANT 1</b> <ul style="list-style-type: none"><li>■ Crises</li><li>■ Deadline driven projects</li><li>■ Fire-fighting</li></ul>	<b>QUADRANT 2</b> <ul style="list-style-type: none"><li>■ Building capabilities</li><li>■ Maximising opportunities</li><li>■ Risk management</li></ul>
NOT IMPORTANT	<b>QUADRANT 3</b> <ul style="list-style-type: none"><li>■ Interruptions</li><li>■ Most meetings and email</li></ul>	<b>QUADRANT 4</b> <ul style="list-style-type: none"><li>■ Trivia</li><li>■ Busy work</li><li>■ Time wasters</li></ul>

## Weekly

### Review your roles. (Physical, Social, Mental, Spiritual)

This is the “sharpen the saw” step. If you don’t take care of these on a daily/weekly basis, your life starts to show signs of strain. The roles and responsibilities are not always the same, but as long as you review them and take them into consideration, you should not find your life out of whack too often.

**Identify where your big “rocks” fit inside the time management quadrant.** This model of time management forces us to step back from the business and be sure that managing the immediate and urgent priorities of our life and businesses, while also taking steps that are not urgent but are very important to building our futures.

### Schedule your week.

Start with items from Quadrant 2, then fill in Quadrant 1. Quadrant 3 items are ideally delegated, or if that’s not possible fill those in while keeping them to a minimum. Quadrant 4 items are scheduled only when there is extra time. Some time wasters will occur, there’s no way around it, but you want to limit how much those pop into your week.

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*Important note: It can be tempting for personal time or self-care items to be categorized as Quadrant 4 items. Most often, those fall into Quadrant 2 and should thus be at the top of your priorities. You have to take care of yourself in order to accomplish your biggest priorities!*

# SAMPLE DAY ORGANIZER

Monday April 1			
9	Workout	C	Post blog
7	Shower	B	Grocery store
8		A	(2) Prepare for coaching sessions (5 minute review)
13		A	Prepare for GroCorp meeting (1 hour)
10	Meeting with Susan		Newsletter
11	Meeting with Jen		
12	Lunch with Bill		
1			
2	Get kids ready for school		
3			
4	Meeting with GroCorp		
5	Get kids from "after care"		
6	Prepare dinner		

# BASIC BUSINESS ACTIVITY LIST

Fill in any daily business activities that are not included.

Clients	Finances	Administrative
Referral marketing (10 min)	Bill paying	Email
Thank you notes	Billing	Scheduling
Meetings	Taxes	Program & Product Production
Customer Service	Record keeping	Planning & Review
Scheduling	Planning	
Employees/ Subcontractors	Marketing	
Delegating	Social Media	
Empowering	Website	
Supervising	Advertising	



