

Allocating Your Time

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.

The four cornerstones of your time initiative are:

- Personal Time
- Planning Time
- Administrative Time
- Productive Time

By identifying the different types of activities that you are involved with every week, and by scheduling time for each activity, you ensure that you are using time.

Personal Time

Remember to schedule time for yourself and for your family. This time off 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.



Planning 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

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

Productive Time

Productive Time is the time you spend with clients, prospective clients or centers of influence¹. It is also the time you spend preparing information for upcoming client meetings.

¹ Centres of Influence: People who have the potential to introduce others to us (Lawyers, Notaries, Accountants etc.).