



Getting Realistic About Scheduling
Manage Time with a Budget

Trainers:

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Spark Productivity trainers Linette and Donna work with people and organizations that want to do more and achieve more — and feel more fulfilled in the process. Helping them judge time using a deliberate rhythm is often a means to that end. Reach Linette and Donna at 312.765.7550 or linette@sparkproductivity.com donna@sparkproductivity.com

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If you get stuck, call us at 312.765.7550.

Overview

What is a time budget?
Why are they important?
Who invented them?
Why should you create one?
Where do they live?

What is a time budget?

It is a template for allocating time blocks during each day of a normal week to broad work and life areas of focus.

Created on a blank weekly calendar, a time budget

block denotes the general area of focus (Service Delivery), as opposed to appointments which are associated with specific tasks (3:30-4:30, Present Project X). calendar

	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat
7:00							
8:00		Yoga	Project work	Project work	Project work		
9:00	Spirituality	Weekly Review				Client Love	
10:00		Accountabilit					
11:00	Food Prep						
12 pm	Lunch	Virtual Assist:	Lunch	Lunch	Lunch	Lunch	Lunch
1:00		Lunch	Individuals	Individuals	Individuals		
2:00							
3:00		Conversation				Close Out We	
4:00						Walk	
5:00		Food prep & eat	Food prep & eat	Food prep & eat	Food prep & eat	Food prep & eat	
6:00				Self			
7:00						Friends	
8:00							
9:00							

Why are they important?

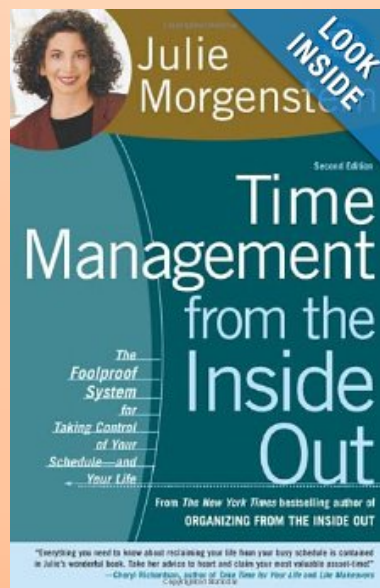
They provide a realistic view of how much or little time you have and require for each broad segment in your personal/work realms.

They help the meeting-crazed executive to plot the little time they have that is not committed to

meetings resulting in boundaries to ensure sufficient time is spent in all categories.

They help the creative-minded entrepreneur to apply structure where there isn't any resulting in days and weeks feeling less erratic.

Who invented them?



Julie Morgenstern introduced the concept of Time Maps in her 2000 book, *Time Management from the Inside Out*.

We've found the approach valuable, updated it a bit, and landed with the Time Budgets outlined here.

When should you create one?

- ✓ If you find you neglect a certain area of focus in your life
 - ✓ If you always seem to allocate too much time to a certain area of your life
 - ✓ If you are in meetings 30 or more hours a week
- ✓ If you have no structure and feel like you're running in circles every day and every week
 - ✓ If you are experiencing or experienced a major role or life change
- Then, revisit quarterly.

Where does a time budget live?

Option 1: **Those who have lots of structured time** already built into their system enter the template into their calendar system as appointments on a "time budget" calendar which they turn off when they're not reviewing it.


Option 2: **Those with little structure to their weeks**

enter the template into their main calendar system as appointments and then adjust or rename the blocks as information is available.

Option 3: **Those who prefer pen and paper** create the template on paper and post it somewhere visible in their office.

Step 1

TAKE STOCK

A close-up photograph of a man with dark hair and glasses, looking down at a newspaper. The newspaper is held up to his face, and the text on it is partially visible. The background is plain white.

Where are you now?
How are you doing?
Where do you want to be?

TRACK TIME for 2 weeks

Tools to help track your time may come from :

- phone apps
- Rescuetime (<http://www.rescuetime.com/>) on some computers
- By using a time log (<https://tinyurl.com/y5t9nsdu>)
- or by plotting things onto blank calendar pages (<http://tinyurl.com/kjh4cz2>). Thus, if you don't want to wait two weeks, try mapping what's typical onto a blank calendar.

REFLECT on how you are managing time

Celebrate the pluses

Identify the minuses

SET GOALS that point you toward the long term objectives

Examples:

- Spend :30 exercising three times/week.
- Funnel all evening work obligations to a single night per week.

Step 2

TAKE AIM

How do you want to allocate your chunks of time?
How will you adjust or compromise to achieve balance?

DETERMINE YOUR CATEGORIES

Common LIFE Categories

- Family
- Romance & Friendships
- Community/Volunteer
- Self - Interests/Hobbies
- Spirituality
- Sleep
- Eat
- Exercise

Common WORK Categories

- Creating/writing/design-ing/
coding/researching
- Advising/managing/
mentoring
- Executing/delivering
business
- Booking business
- Recruiting team
- Administrative
- Strategy
- Innovating
- Travel

DIVVY UP HOURS, ALLOCATING IDEAL % FOR EACH CATEGORY

Hearken back to the GOALS YOU IDENTIFIED in Step 1

Financial Sales Person Example:

- Booking business (35%, or 14 hours)
- Delivering business (30%, or 12 hours)
- Recruiting team (25%, or 10 hours)
- Administrative (10%, or 4 hours)

PLOT YOUR CATEGORIES ONTO BLANK CALENDAR

Put the OBVIOUS pieces in first

Life activities are typically easiest to start with (sleeping, eating, family, spirituality, exercise, sporting events, etc.)



Next, add any other element
ROUTINELY SCHEDULED that are
currently working for you

Then, Begin to **ADD & MOVE** around
less obvious pieces

- Look for ways to hook new habits to existing structure
 - Be realistic
 - Get creative (double dip self time, research, & commute by reading on the train)
- Consider themes for days of the week or parts of the day (afternoons are for client appointments; mornings are for mentoring & strategy; Friday is all about administrative work)

This is a puzzle, so be prepared to
MOVE THINGS AROUND a bit to get everything to fit

CREATE A PICTURE that's good
enough to serve as a baseline

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Don't let this example scare you! This example is for someone with control over their schedule, such as a

sales person that chooses to see their time entirely blocked and allocated.

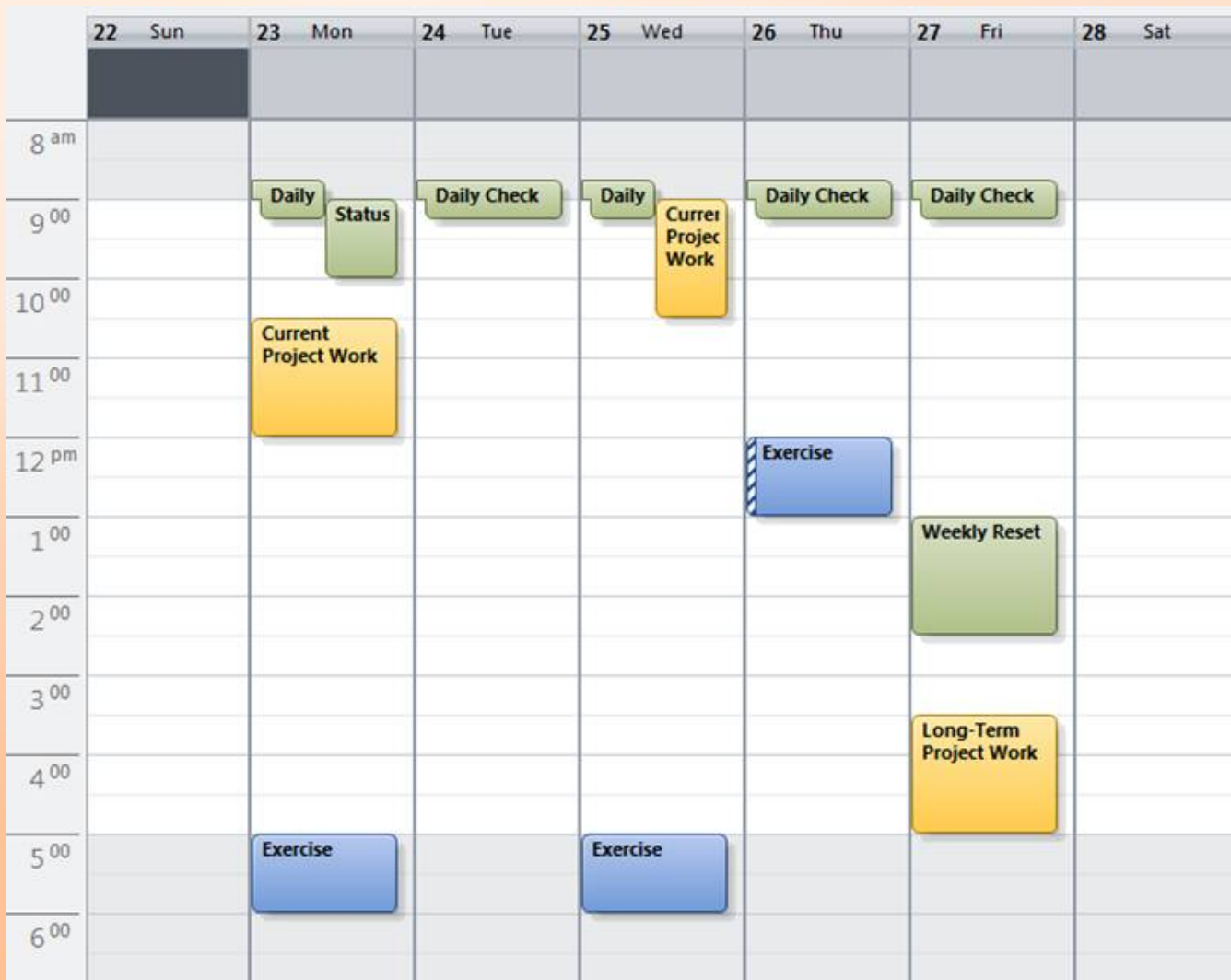
	29 Sun	30 Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat
2:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
3:00							
4:00							
5:00							
6:00	Self	Dress, eat, commute	Exercise	Dress, eat, commute	Exercise	Dress, eat, commute	Self
7:00	Dress, eat	Admin	Family	Booking Business	Family	Recruit Team	Family
8:00	Spirituality	Admin	Booking Business	Booking Business	Booking Business		Exercise
9:00		Booking Business					
10:00							
11:00	Brunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12 pm		Recruit Team	Booking Busi	Delivery Business	Booking Busi	Recruit Team	
1:00			Delivery Business				
2:00							
3:00						Admin	
4:00						Admin	
5:00		Commute		Commute		Commute	
6:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
7:00	Do nothing night	Sports Night	Poker Night	Optional Work Late Night	Movie/TV Night	Sports Night	Date Night
8:00							
9:00							
10:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
11:00							

You DON'T HAVE to PLOT 100% of your time to experience benefit from the process

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Here is an example for someone that has less control over his/her schedule and thus must leave time available for meetings and urgent work.

The week is bookended with planning, reviewing, and doing time to ensure there are chunks scheduled for projects and long term work.



Step 3

TAKE ROOT

How will you keep this plan visible throughout your day?

How will you turn this into a habit?

POST the time budget where it can be easily viewed

EXPERIMENT with thinking and talking to others in vision statements

Take on the perspective that the habit already exists; talking about it helps to

create a clear vision so you can make the habit real.

Example:

- I typically bookend my work week in running--I run Monday before work & Friday right after work
- I tend to do all of my writing on Tu/We/Th mornings between 9 & 10:30

Step 4

TAKE ACTION

How will you keep yourself on track
and handle the unexpected?

Will you give yourself a little
flexibility?

Begin to EXECUTE to the plan

You will not run 100% of your days 100% according to plan...and that's okay.

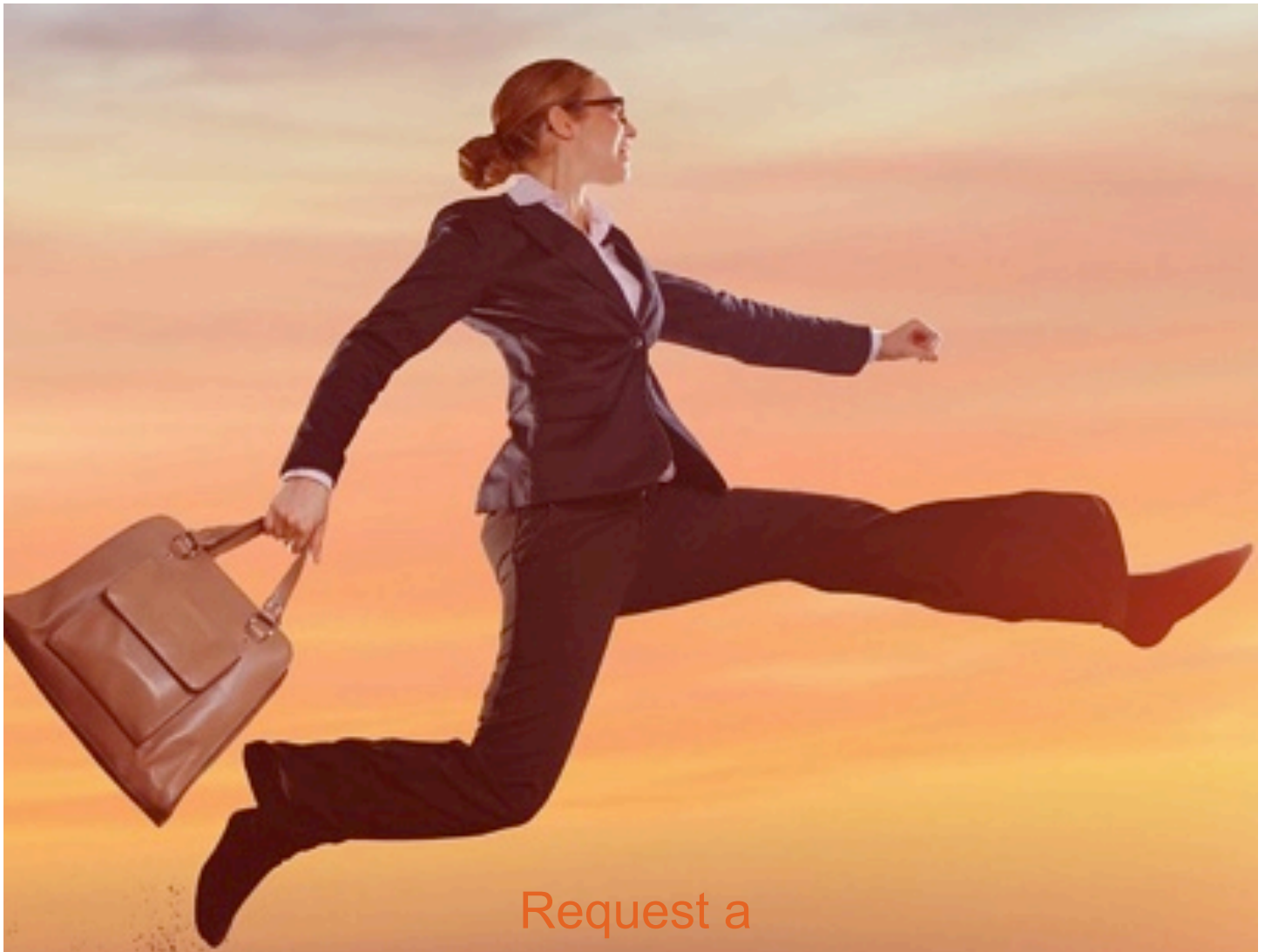
Practice handling the UNEXPECTED hits to your time

- Running out of time? delegate more, spend less (remove from list, say no, diminish commitment)
- Consistently missing a time slot? move it around; hook it to another habit; make the cost of missing it higher (donate to college rival alumni association)
- Blowing off entire map? pick one area to focus on first; then add others interactively

Give yourself a BREAK

This analysis encourages overzealous attention to detail; once you determine which categories can and should

be cut or expanded, concentrate on those and worry less about other aspects of your time spend.



Request a

FREE CONSULTATION

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