

FOCUS HERE: DO IT!

- Working with current clients
- Following-up with potential clients
- Time sensitive supervision needed to be present for an upcoming client session
- Important deadlines

SCHEDULE

- Necessary training & development
- Enrollment conversations
- Relationship building
- Setting up systems for your biz
- Strategy & long term planning
- All other supervision
- Important content creation
- Self-care: sleep, exercise, play

URGENT

NOT URGENT

LIMIT, DELEGATE OR AUTOMATE

- Random client questions
- Interruptions & distractions
- Responding to emails immediately
- Other people's agendas / pulls on your time
- Client scheduling
- Administrative tasks
- Most social media

ELIMINATE!

- TV, mindless web browsing
- Visual branding & glamour shots
- Busy work
- Bright, shiny objects
- Unnecessary training & development
- Unnecessary website building

IMPORTANT

NOT IMPORTANT