

How to Construct a Default Diary

The 10 Golden Rules

1. Only include tasks that are Important - Urgent tasks will fit themselves in
2. Schedule everything that qualifies as Important
3. Do today's tasks in order
4. When demand takes over - complete that and then return to the diary
5. Don't run over time - only work to what's on the list
6. Don't skip tasks (unless they can't fit the time-frame)
7. One week 'Fixed', one week 'Firm'
8. 'Fix' next week's diary at the end of this week and make a 'Firm' diary for the next week
9. Don't let the time bandits into your diary
10. Use a 'to do' list every night for tomorrow's tasks



How to Construct a Default Diary...

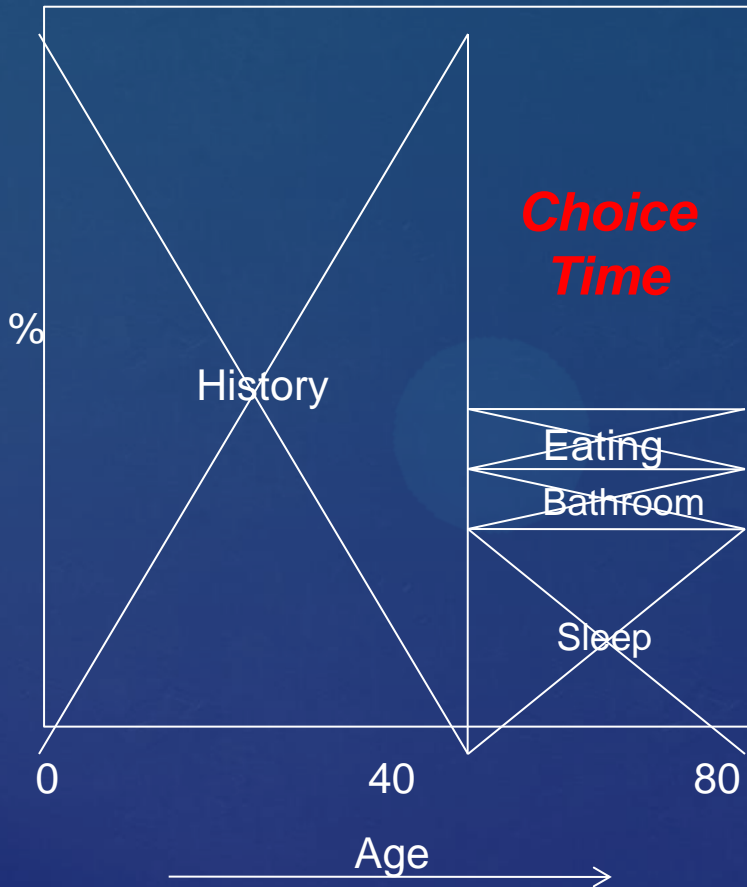
- Use the Time Target slide to apply the following:
 - List every task on an 'Important vs Urgent' table
 - Decide whether the task is Important or Urgent (or both)
 - Classify everything as either Demand or Zone
 - Only Zone on Default Diary

Task	Urgent	Important
Send Invoices	X	✓
Pay Wages	X	✓
Fill orders	X	✓
Urgent order	✓	✓
Xmas Decorations	X	X
Employee Induct	X	✓



Time Target ... (A different view)

100%



Bruceframe

Sample Default Diary

Default Diary - Bruce @ 20th February 09							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6.00am				Webinar			
6.30am							
7.00am					Webinar		
7.30am	New Client Meetings						
8.00am			Coaching		Coaching	Coaching	
8.30am		Coaching					
9.00am			Coaching				
9.30am	New Client Meetings			Coaching			
10.00am					Coaching		
10.30am			Coaching				
11.00am		Coaching		Coaching			
11.30am	New Client Meetings			Coaching			
12.00pm							
12.30pm							
1.00pm		Vacant	Coaching	Coaching			
1.30pm	Administration						
2.00pm							
2.30pm		Coaching		Vacant			
3.00pm			Coaching				
3.30pm							
4.00pm							
4.30pm				My Coaching			
5.00pm		Coaching					
5.30pm							
6.00pm	Dancing				Dancing		
6.30pm							
7.00pm							
7.30pm							
8.00pm							
8.30pm							
9.00pm							

Number 1 Goal

By last Sunday in May; 17 clients

Number 1 Challenge

Insufficient leverage to allow me to coach 20 clients

	D	I	S	C
Most	18	3	0	3
Least	0	7	11	6

3 Outcomes from Coaching Call

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