

The Business Booster *Collection*



Chantel Beck
Your Mortgage Advisor!
Allied Capital Loans
Phone: (916) 849-2679
Fax: (916) 405-7400
cbeck@alliedcl.com
<http://www.AlliedCapitalLoans.com>



Allied Capital Loans

www.AlliedCapitalLoans.com

Time Blocking Put Balance Back into Your Life

Have you ever had your day end and wonder where it went? Have you ever been frustrated by how reactive you have been to "emergency" situations that significantly reduced your productivity?

Many of us have experienced this to an excessive degree in our business practices. One of the greatest ways to eliminate the reactive state we find ourselves in is to practice the art of Time Blocking. Time Blocking is about scheduling your day with purpose, making sure the things you need to get done DO get done. This applies to work *and* personal activities. Remember, the more proactive you are with your day, the less *reactive* you will be.



Dedicate yourself to the following exercise for a 2-weeks. Each morning, start off by blocking your entire day in ½ hour increments. The result might look something like this:

8:30 – 9:00	Check emails and voice mail
9:00 – 9:30	Return calls
9:30 – 10:00	Prospect for new business
10:00 – 10:30	Staff meeting
10:30 – 11:00	Check voice mail and return calls
11:30 – Noon	Strategies new business planning
Noon – 12:30	Return calls
12:30 – 1:00	Break for lunch
1:00 – 1:30	Return calls
1:30 – 2:00	Meet with client

The key to this type of planning is to check your voice mail and email each hour and return messages promptly. The reason is simple: If you let too much time lapse before you respond to your client, it will tear you away from your time blocking schedule. The temptation to check the red light blinking on your phone, or respond to that electronic voice saying, "You've got mail," will be too great to resist. Remember, time blocking is about commitment. The more you live your days proactively, the more work you will get done.

Let's schedule some time to discuss ways we could work together as a team!

Chantel Beck is a licensed Real Estate Professional with the CA Dept. of Real Estate, Lic.#: 01379259, proudly representing Allied Capital Loans, CA Dept. of Real Estate Lic.#: 01385749.

