

Scheduling Fixed & Floating Priorities

List all important activities that should make up a successful week; then organize them into categories (example: phone calls, emails, letters can be categorized under “sales activity”). Then decide which categories can be fixed into a recurring schedule and plug them into your calendar accordingly. Finally, list the other categories as Floating and create a checklist of these to review each week during planning – at which time you’ll fill in your upcoming calendar week with these Floating Activities.

Planning Agenda (recurs every week – same time)

- Confirm scheduling of Fixed Events – These may include:
 - ✓ Planning – Fridays 3-5pm
 - ✓ Sales Activity – calls, emails, letters – Tuesday & Thursdays 8-10am
 - ✓ Staff meeting
 - ✓ Sales meeting
 - ✓ Production meetings – Monday, Wednesday and Fridays
- Schedule upcoming week’s Floating Events as PERSONAL APPOINTMENTS – schedule these appointments around the Fixed Events and Sales Appointments already plugged into your next week’s calendar – These may include:
 - ✓ Office Hours – blocked time to do all “miscellaneous and/or tasks that come up every day)
 - ✓ Goal/activity tracking (may not need separate time daily – perhaps done weekly during planning time)
 - ✓ Reading
 - ✓ Projects that come up and need time attributed for completion
 - ✓ Homework – from coaching; working “on” your business
 - ✓ Personal time
 - ✓ What else?????