



**VELOCITY**

Your Dream Divorce Practice Can Be Yours!

Where Divorce  
Professionals  
**GET READY,  
GET REAL, GET  
RESULTS!**

# Time Management for Giant Results



CREATE A SYSTEM



THE RIGHT PLACE



EAT THAT FROG



## THEME DAYS

3 MUST DO'S





Rest & Relaxation



# THEME DAYS



Monday	Tuesday	Wednesday	Thursday	Friday



# THE URGENT/IMPORTANT MATRIX

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	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

# TOP 10 WAYS TO CREATE MORE TIME IN YOUR DAY



1. It all starts with mindset. Understand that time is your most valuable asset. Spend it wisely because you can't get it back again.

2. Time block your calendar during your highest energy time of day to work on key projects.

3. Cluster similar activities to work on them e.g. running errands, client service, networking, education

4. First things first - don't multi-task! Do one task and complete before moving onto the next

5. Set a task timer and create a sense of urgency. See just how much you can get done in 20 - 30 minute periods.

6. Go on a distraction diet - notice how much time and energy is wasted through open tabs, interruptions, searching on social, etc. Get real and honest and start removing distractions during productive time

BONUS TIP: Always leave a clean desk to start afresh again each day.

7. Limit email - only check and respond to emails 2 - 3 times a day and never before your first priorities are taken care of!

8. Set clear intentions for activities - if you're going networking, how many people do you want to meet. If you have an appointment, what is your intention for that appointment?

9. Use the 4Ds for sorting - Do it now (if it can be done in 5 mins or less), Dump it (if not related to your goals), Defer it (not everything needs to be done today) or Delegate (to somebody better qualified than you to do it)

10. Proactive planning - "Failing to plan means planning to fail". Take time at the beginning of each week to review your goals and priorities for the week. Each morning decide on your 3 "must dos" for the day.

## Weekly Planner

<b>Banner Goals for the Year:</b> 1. _____ 2. _____ 3. _____	<b>Top Three Goals for the Month:</b> 1. _____ 2. _____ 3. _____
<b>Top Three Goals for the Week</b> 1. _____ 2. _____ 3. _____	<b>Three Most Important Events for the week:</b> 1. _____ 2. _____ 3. _____

Behavior/Action	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Achieved	Goal	Net
<b>TOTAL</b>										

<b>Personal Development Materials I'm Studying This Week:</b> _____ _____ _____	<b>Skills I'm Developing and Practicing This Week</b> _____ _____ _____
<b>REVIEW</b> <b>Wins</b> 1. _____ 2. _____ 3. _____	<b>Losses</b> 1. _____ 2. _____ 3. _____
<b>Fixes:</b> 1. _____ 2. _____ 3. _____	<b>Ah-Ha's:</b> 1. _____ 2. _____ 3. _____

What Else I'm Grateful for This Past Week:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Else I learned from Personal Development and Skill Improvement Study This Week:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SCRUM Board



PROJECTS FOR PROGRESS

TO-DO | NEXT WEEK

DOING | RIGHT NOW

DONE | WINS

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### Projects 6

- Monthly Bill4Time Invoicing 2
- Velocity T-shirt Design 1/1
- Thank You Cards - SDS
- Reach out to IDFA, Carol Lee 1
- Digital Holiday Cards Nov 15, 2021 0/2
- Dec 1 Active Campaign for Velocity Members.   
 Launch the Thinkific Progress Assessment Course   
 Nov 19, 2021 1 0/1

### Daily 2

- Daily Tasks 0/3
- Overdue**
- Go through the Client Folders   
 Oct 15, 2021 5

### This Week 6

- Friday - Check Fridge, Supplies + Client Folders
- BBO 0/3
- SDS Blog - Website/AC - check flow
- SFS Comparison Chart 0/1
- DFT Social Strat 1
- Send email notice that Moneyclub is on hiatus until further notice. Announce her baby.   
 Nov 12, 2021

### Next Week

+

No Tasks

Drag tasks here or click + to add new tasks.

+

### Done

- Completed   
 Business Cards for ME
- Completed   
 Check Bev's status in member c
- Completed   
 Jim Roberts Birthday Gift   
 Jun 30, 2021 9
- Completed   
 WEBINAR - Tanya Aure - email a
- Completed   
 Invoice Paula Woolcott for Ocro Charges

# NOTES

A series of 12 horizontal dotted lines, evenly spaced, intended for writing notes. The lines are light gray and extend across most of the page width.