

Step 3 - Implement

“Terri... You ready to put this all together?”

“You Bet”

The Monthly Forecast Agenda provides a guide to estimate the use of your time on high priority activities. I emphasize **guide** because you can't plan out every detail for the entire month, unless you can predict the future. It is important for you to still do your weekly forecast/review session.

You make adjustments and fill in the details of your activities for the week during your weekly review.

Your first monthly forecast planning session may take longer since your learning a new method and creating the foundation to get more done in less time

Tip --- Do your monthly forecasting outside the office so you won't become distracted. Go to the local library or coffee shop. Treat yourself to lunch and do your planning in the restaurant. Go to the park.

If you use a hand-held organizer, do your forecasting at a computer screen where you can see the whole week at once.

Step One - Blocking

“Terri you will **need your calendar, weekly pages and your business hours** for this step. You will use a method called “Time Blocking” to layout your month.

Time Blocking involves splitting your time into manageable blocks of time (e.g. 15mins, 30mins) and then blocking out your calendar that you will use to focus on priority activities.

When you do time blocking, don't concern yourself with the detailed activities. You will go back and fill in the details later.

1. Open your calendar. What day did you decide to take for your R&R day?"

"Ann I choose the 14th."

"Terri, go the weekly page where the 14th occurs and put a big X (in pencil) through the entire day. That's so you won't be tempted to put "work/stuff activities on that day. Got it X'd?"

"Yes"

2. "Next, what day did you select on your calendar for your MMA day?"

"I put MMA on the 5th."

"Terri, go to the weekly page where the 5th occurs. You only do Money Making Activities during your designated business hours. On the first time slot where your business hours begin for that day **write "MMA" with your green pencil and draw a green arrow** down to the end of your business hours.

3. Setting up your MMA day for success

I recommend you make the day before and the day after a 'business stuff' day. When you do your MMA day, you should be out of the office. No office phone calls, no email, no checking back in the office, no checking voice mail etc. 100% focus on building relationships. You don't want to break the momentum and sap the positive energy you experience on this day.

The day before your MMA day, in the first time slot of your business hours, write "**Business Stuff**" and draw a **yellow arrow** to the end of your business hours. Repeat for the day after your MMA day.

You want to take the day before and prep, tie up any loose ends, let clients know you'll be out of the office, change your phone message, gather what ever you'll need for a successful MMA day. Since you're out of the office all day, you will need to deal with email, returning calls, following up with people you met the day before etc. when you return.

Got it?"

"Yes Ann, but I do have a question. Many of my relationship building happens online, how do I do this and leave the office."

“Terri, you can take your lap top with you. Don’t check email etc. Many places like Starbucks and Panera offer free Wi-Fi.

Right now you only do one MMA day a month. Arrange in advance for a babysitter to watch your children. Perhaps there is another mom business owner in your area. You can do MMA kid swaps. She watches your children on your MMA day and you watch her children on her MMA day.

When you come back home, you don’t go in your office. You’re done for the day. Enjoy your children and husband.”

4. Terri let’s get your recurring appointments blocked out on your weekly pages.

That should include your weekly and monthly forecasting sessions along with any prep and travel time for your appointments.

Write the name the activity or event in the first time slot and using your **red pencil**, draw a **red arrow down** through the required amount of time blocks.

5. Block out all your business time

Write the word Business in the first time space/slot and using your **blue pencil**, draw a **blue arrow down** to the end of your business hours.

Terri, if you notice some personal recurring activities falling in your business hours, then you need to either change your business hours for that day or the personal activity.

Let me know when you are done”

“Ann I finished.”

6. “Terri let’s block your ‘Me Time’

You decide either 15 or 30 minutes a day or do a combination of some days 15 minutes and some days 30 minutes.

On each day of your weekly pages pick a time space and write Me Time.

You might decide the evening is a good time because your husband can spend time with the children. If your children nap, instead of doing work, use this time for yourself.

Don’t worry about what you will do. The important thing is get it blocked.

7. Blocking out all scheduled appointments for the month

Terri you probably put appointments on your calendar that aren't recurring. Let's make sure we block those on your weekly pages.

Once again include any prep and travel time. You may notice some business appointments happening in your personal time space and visa versa.

Now that you put clock boundaries in place, you can avoid this in the future.

Of course stay flexible, sometimes it maybe the only time you can schedule the appointment.

Everything blocked out?"

"Almost done.... Okay finished Ann I'm looking at these pages and I'm amazed. It gives me a **realist view of where my time is going.**"

"Terri, that's the whole idea. It also **makes it easier for you to say NO.** You want to leave plenty of white space between those time blocks.

Let's get you super focused on achieving those high quality producing activities with Step 2 – Focus."

Step Two - Focus

"Terri, you will need your Monthly Forecast Agenda for this next step.

Look over your weekly pages and decide where you want to block out time for the activity steps for your three objectives. These objectives should be simple and easy to complete during the month.

You will use your Business Hour time blocks for your Business Objective and Me Time Blocks for your Personal Objective.

Sample Business Objective.

Let's say your business objective is to contact five new Joint Venture Partners. You estimated it will take about five hours to do the three Action Performance Steps on your agenda. Throughout the month, you need to block out five hours to complete this objective.