

## **HANDOUT: Green Blocking Your Calendar    Nov. 21, 2017**

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### **Green Blocking Your Time Using Todd Duncan's Law of the Broom and Law of the Hourglass**

#### **Law of the Hour Glass**

Manage your moves, not your time.

#### **Law of the Broom**

To build your business UP, first clean it up.

**Green Blocking your calendar + clients or projects for profit. Higher \$\$ + less stress.**

#### **The Green Time blocking principles:**

- Time is not manageable.
- What you can manage are your actions, choices and decisions.
- How you plan your time can have a positive result on trust and relationship building.
- You make more money spend less time and have less stress doing what you are naturally good at.

#### **Four-Step Client Management Process**

Level One - Profit low, client | project (or both) = high maintenance.

Ultimately: graduate this client | project (Literally out or to Level Three at least).

Level Two - High Profit, High Maintenance client | project. (Re-edu. & invite to Level Three or Four.)

Level Three - Lower Profit, Low Maintenance client | project + new learning + enjoyment for you.

Level Four - High Profit, Low Maintenance, strong relationship, ongoing new learning for you.

May be a long-time client or project you are mainly co-journeying or providing oversight with at their specific request.

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Green Time Leveraging involves putting your best foot forward with clients | projects at Level Three and Level Four, and re-training and inviting your Level One and Two clients | project-principles to join you at Level Three or graduate on out of your business - gracefully.

### **Green Time Blocking Is:**

- scheduling your priorities rather than prioritizing your schedule
- predefining your green activities necessary for your business to excel
- incorporating green “blocks” of time daily to create predictability and certainty
- an efficient, effective way for clients and support team to be apprised of your activities without your continuously updating emails or return calls
- initially challenging but ultimately cost-effective and profit-contributing

### **The Green Time Blocking Is NOT:**

- trying not to waste time
- a rigid declaration
- a “to do” list
- a quick fix

***Appreciation for “inspiration:”***

***Todd Duncan’s basic concepts Law of the Broom/Hour Glass.***

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For more info or to schedule a Conversation:  
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