



Time Analysis for Busy Coaches and Consultants

It's not time management,
it's mind management.

Core Value Analysis for Busy Coaches and Consultants

Let's look at your core values....

Circle ten that motivate you right now.

Adventure	Dependability	Happiness	Positivity
Ambition	Determination	Hardwork	Productive
Appreciation	Education	Health	Profitability
Awareness	Effectiveness	Honesty	Prosperity
Belonging	Efficiency	Independence	Quality
Challenge	Empowerment	Inspiration	Recognition
Choices	Enjoyment	Integrity	Rejuvenation
Cleanliness	Exploration	Kindness	Security
Communication	Family	Leadership	Self Motivation
Compassion	Fitness	Learning	Sharing
Competitiveness	Freedom	Love	Simplicity
Confidence	Friendship	Mindfulness	Spirituality
Consistency	Fulfillment	Neatness	Success
Contentment	Fun	Originality	Training
Credibility	Generosity	Passion	Uniqueness
Customer Satisfaction	Gratitude	Personal Growth	Wealth
Decisiveness	Growth	Playfulness	

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List your five most important circled core values.

1. _____
2. _____
3. _____
4. _____
5. _____

Are your daily actions aligned with your core values? Name some of your daily actions that are not.

1. _____
2. _____
3. _____
4. _____
5. _____

Time Tracking Analysis for Busy Coaches and Consultants

How do you spend your time? Track for three days...

DAY: _____

5:00AM _____

6:00AM _____

7:00AM _____

8:00AM _____

9:00AM _____

10:00AM _____

11:00AM _____

12:00PM _____

1:00PM _____

2:00PM _____

3:00PM _____

4:00PM _____

5:00PM _____

6:00PM _____

7:00PM _____

8:00PM _____

9:00PM _____

10:00PM _____

11:00PM _____

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How many hours today did you dedicate to your top five core values?

Value# 1. _____

Hours: _____

Value# 2. _____

Hours: _____

Value# 3. _____

Hours: _____

Value# 4. _____

Hours: _____

Value# 5. _____

Hours: _____

Did you spend too much time on items that don't align with your top five values? If so, do they align with your other five circled values? Explain here:

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Do you really have a handle for how you spend your time?
And whether your time is used in a productive way to match your core values?

This simple exercise may help you have a "light bulb" moment. Female entrepreneurs often believe that their entire list of "To Do's" is in alignment with their core values. But when evaluated it becomes clear that some of what they focus on is not going to help them reach their goals.

Are you taking the necessary steps to reach your goals? Are you headed for the type of financial freedom that allows you the choices in your life? Evaluating your time will help figure that out.

In addition, what could be missing in your day's equation is focusing on Revenue Generating Activities. (RGA's)

When reviewing the RGA's below, keep in mind that it's important to delegate, utilize outside resources and automate actively those tasks that are not revenue producing. Spend your time in your "Zone of Genius" or specifically on Revenue Generating Tasks (RGA's) as successful entrepreneurs do.

10 Most Beneficial RGA's are:

1. Consultations- with potential clients
2. Sales calls- as a follow up series
3. Writing proposals (post consultations)
4. Sending proposals
5. Marketing to build your list live or virtually
6. Creating a money making program or product
7. Educational marketing
8. Customer service & relations
9. Networking to find new prospects & opportunities to be seen
10. Connecting with current & past clients in an authentic way