



Mentoring with Jan
for EFT Certification

Setting Up Your Schedule



The best time to get very clear about your schedule is before you begin scheduling clients.

Take each step below one-at-a-time and answer the questions. Use a blank calendar for the calendaring portions. ([Click here to view and print a sample blank calendar](#) if you need one.)

1. Do you have an idea of the amount of income you desire each month?

Is that income based upon hourly sessions served or number of clients/customers/couples/prospects interviewed?

EGO may resist creating structured time and schedules. That's okay. You can tap on them and, if you let me know the phrases, we can tap and clear that when we get together. Remember that the reason we want to set your schedule is so that you can design a business that is built around your life! (Can I get an Amen?!)

2. Get out a blank monthly calendar (*again, you can [click here to view and print a sample blank calendar](#) if you need one.*) and set it up for the next full month. Then "X" out at least one day per week that you will NOT do any work. Following the idea presented in "*The 7 Habits of Highly Effective People*," self-care comes first. Stephen Covey calls it "*sharpening the saw*." I call it good business sense. It's too



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easy to let a business run you and the first step to keeping your balance is to devote one day each week to “OFF Time.”

3. Now “X” out times where you’ve already made commitments to others. This may be volunteering, cooking dinner for your family or even just being home when your children come home from school. Be stingy with your personal time. Your business will grow around it! Write it all in on your calendar so you can see how beautiful your life is!
4. Next, “X” out your personal health care time. Do you exercise, meditate, worship, have dinner dates, etc.? (Of course you do!) Same song, different theme: Make it a priority to take care of yourself first and you’ll have more energy and clarity to do stellar work with others.
5. Now *(something that I think is imperative and I’ve never heard another coach teach about)*, plan time to work ON your business. This is time where you are alone, flowing through the creative and performing processes such as:
 - Thinking (meditation and dreaming)
 - Planning (putting your ideas in writing)
 - Writing (newsletters, emails, Facebook posts, flyers, etc.)
 - Marketing (using all of the above to share the good news!)
6. Now...You can circle, box, block or highlight with yellow marker the best times to meet with your ideal clients. If you work with a religious group, avoid their church and activity days. If you plan to work with single women who are probably working full-time, you won’t have much success trying to meet with them at 11:00 in the morning. Friday nights, Saturdays and, possibly, Sunday afternoons will be the time to arrange gatherings with them. I think you get the idea. Think about when your ideal prospect will be “free” to have a session or to attend your event where you can share how your work will bless their lives.
7. Okay, with the time frames that are open, circle, box, block or highlight 75 to 90-minute time slots for actually DOING your work. This may be the actual hours you’ll offer a client personal coaching sessions, enrollment conversations, direct sales follow-up calls, etc.

Keep in mind that if you plan on individual coaching, I do encourage you to allow 90 minutes for a 60-minute session. Your clients will appreciate you leaving them a few minutes “overage” time so that you’re not rushing them out the door. You’ll be able to have a restroom break, get some water, clear your mind and prepare for the next client and your incoming client will appreciate that you’re fresh and ready for them.



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8. Remember that in the beginning of your business you'll have more free time than booked time. I suggest you make it a habit of being "in office" during your scheduled business hours even when you don't have a client. Build the physical and psychological habit of working those hours and it will help you magnetize yourself to drawing in clients to fill those hours.
9. Now, week-by-week, write out the hours you are "open for business" or, more specifically, the times you'll be in session. You'll want to repeat this process for several months so that you can narrow down the hours that consistently work for you to be available to serve your clients and prospects. Our objective is to create an easy, adequate and consistent schedule. You know, like business hours...LOL!
10. Once you've determined your scheduled time OFF, then your time IN sessions, and lastly, but just as importantly, your time working ON your business, chart out the hours you will be in session:

EXAMPLE Session Schedule:

Monday 9:30-10:30 and 12:30-1:30

Tuesday 10:00-11:00 and 2:00-3:00

Thursday 10:00-11:00 and 12:30-1:30