

Fundamental 4

BIG ROCKS

IN PRACTICE

BIG ROCKS

We all have 24 hours in a day, but some people manage their time so effectively that it seems like they must only sleep two hours each night!

To help you get the most important things done, we encourage you to try using the Big Rocks time management tool.

If you focus on the big rocks first, the small rocks will naturally fall into place.

Start Date: 09/12/16 End Date: 09/16/16 Total Hours: 40

ELISHA'S BIG ROCKS

3 Top Monthly Rocks: <ul style="list-style-type: none"> Develop marketing plan Get Fit for Fall workshop Coaching sessions 	3 Top Weekly Rocks: <ul style="list-style-type: none"> Coaching sessions Coaching admin – catch-up October newsletter
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TOP ROCKS (TIME)

🕒 32h	20h	Coaching sessions <ul style="list-style-type: none"> coach current 20 clients
	6h	Coaching admin <ul style="list-style-type: none"> organize/file/paperwork for current clients (3) do 3 Health Histories (3)
	6h	Marketing <ul style="list-style-type: none"> edit + send October newsletter (2) update IIN website text – focus on target market (4)

OTHER ROCKS (TIME)

🕒 4h	4h	Get Fit for Fall workshop <ul style="list-style-type: none"> confirm venue and date (1) begin to write content (3)
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MISCELLANEOUS (TIME)

🕒 4h	2h	Self-care <ul style="list-style-type: none"> yoga class (1) massage (1)
	2h	Training <ul style="list-style-type: none"> attend Healing Through Nutrition seminar (1) travel time (1)

ACCOMPLISHMENTS

coaching admin	• signed up 2 new clients
newsletter	• finished/sent out September newsletter
workshops	• researched possible spaces to hold Get Fit for Fall workshop

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COACH ELISHA'S BIG ROCKS

Elisha is a full-time Integrative Nutrition Health Coach who works 40 hours per week and uses this time management tool to stay on track. Of course, each week is different and sometimes things don't go as expected, but if she starts her week with a plan, she is more likely to use her time effectively to reach her goals.



Take a look at Elisha's Big Rocks on the following pages.

PLAN TO MOVE FORWARD

- At the top of the form, you will see the dates of the current week and the total number of hours she plans to devote to her practice.
- Next you will see the top three projects she is working on this month and the top three projects she's working on this week.

Start Date: 09/12/16 End Date: 09/16/16 Total Hours: 40

ELISHA'S BIG ROCKS

3 Top Monthly Rocks:

- Develop marketing plan
- Get Fit for Fall workshop
- Coaching sessions

3 Top Weekly Rocks:

- Coaching sessions
- Coaching admin – catch-up
- October newsletter

TOP ROCKS (TIME)

32h

20h Coaching sessions

- Coaching sessions (20)

6h Coaching admin

- Coaching admin – catch-up (6)

6h Marketing

- Develop marketing plan (6)

OTHER ROCKS (TIME)

4h Get Fit for Fall workshop

- Get Fit for Fall workshop (4)

MISCELLANEOUS (TIME)

4h Self-care

- Self-care (4)

2h Training

- Training (2)

ACCOMPLISHMENTS

coaching sessions

- Coaching sessions (20)

marketing

- Marketing (6)

workshop

- Workshop (4)

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Start Date: 09/12/16 End Date: 09/16/16 Total Hours: 40

ELISHA'S BIG ROCKS

3 Top Monthly Rocks:

- Develop marketing plan
- Get Fit for Fall workshop
- Coaching sessions

3 Top Weekly Rocks:

- Coaching sessions
- Coaching admin – catch-up
- October newsletter

TOP ROCKS

Elisha detailed the top projects she is working on. She included several tasks in both the coaching and marketing areas of her business that she plans to accomplish this week.

Elisha's BIG ROCKS	
Start Date: 05/13/16, End Date: 05/19/16, Total Hours: 40	
3 Top Monthly Rocks: <ul style="list-style-type: none"> Develop marketing plan Get Fit for Fall workshop Coaching sessions 	
3 Top Weekly Rocks: <ul style="list-style-type: none"> Coaching sessions Coaching admin - catch-up October newsletter 	
TOP ROCKS (TIME)	
32h	20h Coaching sessions <ul style="list-style-type: none"> coach current 20 clients
6h	Coaching admin <ul style="list-style-type: none"> organize/file/paperwork for current clients (3) do 3 Health Histories (3)
6h	Marketing <ul style="list-style-type: none"> edit + send October newsletter (2) update IIN website text - focus on target market (4)
OTHER ROCKS (TIME)	
4h	Get Fit for Fall workshop <ul style="list-style-type: none"> write script and plan (2) teach the workshop (2)
MISCELLANEOUS (TIME)	
4h	Self-care <ul style="list-style-type: none"> exercise (2) meals (2)
2h	Training <ul style="list-style-type: none"> attend meeting through Health Business Center (2)
ACCOMPLISHMENTS	
coaching sessions	agreed on 3 new clients
marketing	finalized the October newsletter
workshops	received possible sign-up for Fall Get Fit for Fall workshop

TOP ROCKS (TIME)



32h

20h

Coaching sessions

- coach current 20 clients

6h

Coaching admin

- organize/file/paperwork for current clients (3)
- do 3 Health Histories (3)

6h

Marketing

- edit + send October newsletter (2)
- update IIN website text - focus on target market (4)

OTHER ROCKS

Here she included the slightly less pressing tasks. Elisha used this section to start planning for an upcoming workshop she would like to host.

ELISHA'S BIG ROCKS	
Start Date: 08/12/16	End Date: 08/31/16
3 Top Monthly Rocks: <ul style="list-style-type: none"> Develop marketing plan Get Fit for Fall workshop Coaching sessions 	3 Top Weekly Rocks: <ul style="list-style-type: none"> Coaching sessions Coaching sessions - catch-up October newsletter
TOP ROCKS (TIME)	
32h	Coaching sessions <ul style="list-style-type: none"> 10x 30 min (30 clients)
6h	Coaching catch-up <ul style="list-style-type: none"> 1x 1hr (1hr/week for 6 weeks) (6) 1x 30 min (1x/week) (3)
6h	Marketing <ul style="list-style-type: none"> 1x 1hr - write October newsletter (3) 1x 30 min (1x/week) (3)
OTHER ROCKS (TIME)	4h
MISCELLANEOUS (TIME)	4h
4h	Self-care <ul style="list-style-type: none"> 1x 30 min (3) 1x 1hr (1)
2h	Training <ul style="list-style-type: none"> 1x 2hr (1)
ACCOMPLISHMENTS	
marketing plan	<ul style="list-style-type: none"> 1x 1hr (1)
newsletter	<ul style="list-style-type: none"> 1x 1hr (1)
workshops	<ul style="list-style-type: none"> 1x 1hr (1)

OTHER ROCKS (TIME)



4h

4h

Get Fit for Fall workshop

- confirm venue and date (1)
- begin to write content (3)

ACCOMPLISHMENTS

Lastly, Elisha listed her accomplishments from the previous week.

Start Date: 09/12/16, End Date: 09/19/16, Total Hours: 40

ELISHA'S BIG ROCKS

3 Top Monthly Rocks:

- Develop coaching plan
- Get Fit for Fall workshop
- Coaching sessions

3 Top Weekly Rocks:

- Coaching sessions
- Coaching admin - catch-up
- October newsletter

TOP ROCKS (TIME)

32h

20h Coaching sessions

- 10 coaching sessions (20 clients)

6h Coaching admin

- sign up 2 new clients for current clients (2)
- 30-3 hours admin work (3)

6h Marketing

- write and send October newsletter (2)
- update the website post - focus on target market (4)

OTHER ROCKS (TIME)

4h

4h Get Fit for Fall workshop

- research spaces and dates (2)
- sign up with current (2)

MISCELLANEOUS (TIME)

4h

2h Self-care

- sign (2) (2)
- shopping (2)

2h Training

- attend training through Nutrition seminar (2)
- meal prep (2)

ACCOMPLISHMENTS

coaching admin	signed up 2 new clients
newsletter	finished/sent out September newsletter
workshops	researched possible spaces to hold Get Fit for Fall workshop

ACCOMPLISHMENTS

coaching admin	<ul style="list-style-type: none"> signed up 2 new clients
newsletter	<ul style="list-style-type: none"> finished/sent out September newsletter
workshops	<ul style="list-style-type: none"> researched possible spaces to hold Get Fit for Fall workshop

Each section has the number of hours next to the main categories as well as the individual tasks. Predict how the hours of your week will unfold and be sure that the total amount of hours that you list for each project adds up to the number of hours you listed at the top of the form.

Use Elisha's example to create your own Big Rocks plan using the template provided.