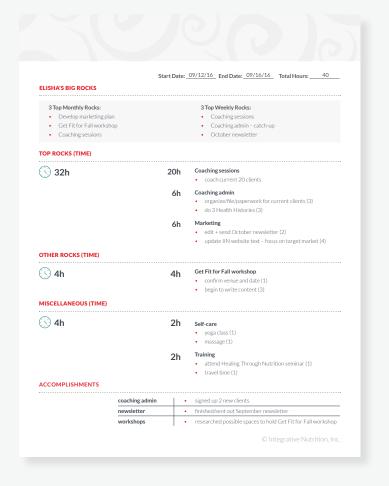


BIG ROCKS

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.



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.



ELISHA'S BIG ROCKS

3 Top Monthly Rocks:

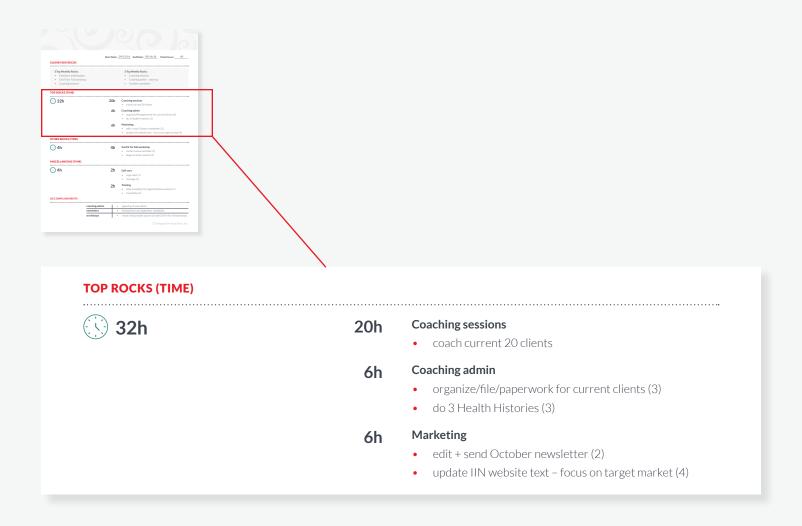
- Develop marketing plan
- Get Fit for Fall workshop
- Coaching sessions

3 Top Weekly Rocks:

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

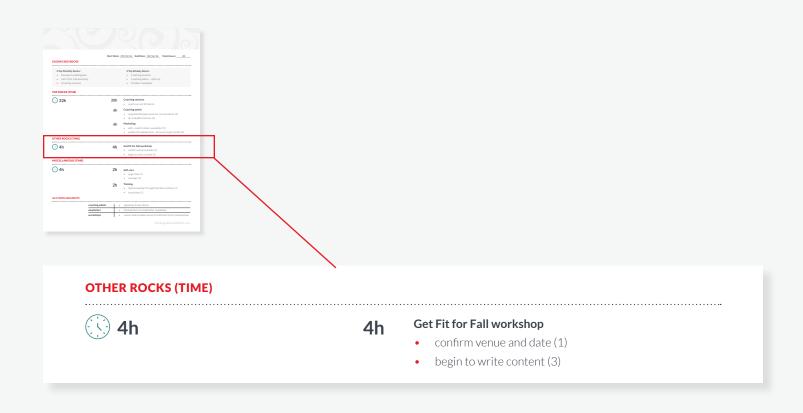
TOP ROCKS

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.



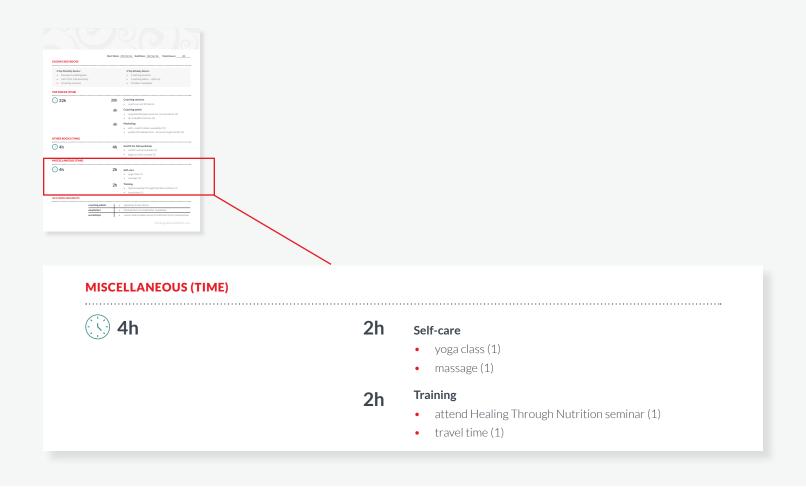
OTHER ROCKS

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



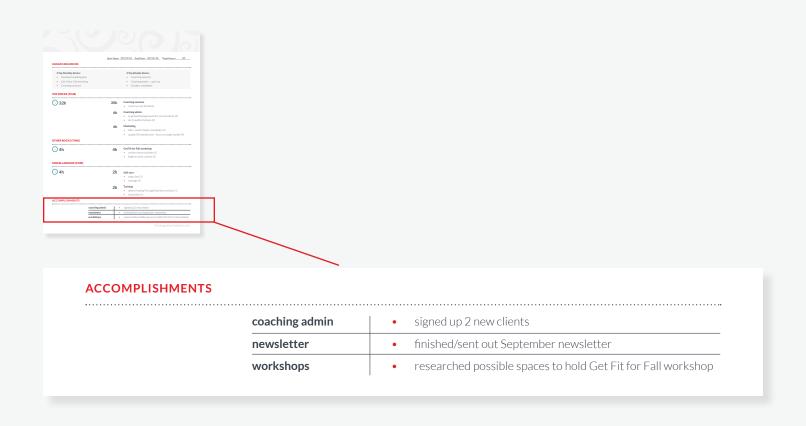
MISCELLANEOUS

This is where Elisha listed the tasks that didn't fall into the above categories. This week, she has blocked out time for self-care and a training seminar.



ACCOMPLISHMENTS

Lastly, Elisha listed her accomplishments from the previous week.



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.