

Evolutionary Leader Program

Strategic Time Slot Allocation

Review Your Insights:

- ☐ Reflect on your Time Audit and Distraction Analysis evaluations
- ☐ Revisit your Energy Peaks Identification evaluation
- ☐ Refer to your Task Prioritization Evaluation

Identify Priority Tasks:

List your top priority tasks aligned with your strategic goals which you determined in the Chapter 4 Exercises:

Top Priority Tasks <i>(From Chapter 4 Exercises)</i>	Best Time to Do <i>(According to Peak Performance Times)</i>

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Align Tasks with Energy Peaks:

Next match your high-priority tasks you listed above with your peak performance times.

Allocate Time Slots:

After exploring the Time Allocation Techniques we covered in this chapter, choose one technique and designate specific time slots in your daily schedule for each priority task. Again, ensure these slots are during your identified energy peaks.

Chosen Time Allocation Technique:

- ☐ Designate specific time slots in your daily schedule (using an App on your mobile phone, in your planner, etc) for each priority task. Ensure these slots are during your identified energy peaks.
- ☐ Next, include buffer times for unexpected disruptions or smooth transitions between tasks.

Time Slot Allocation Reflection:

At the end of each day, reflect on the effectiveness of your time slot allocations and techniques used:
