

The Energy Allocation Process

This is the process which tends to make the biggest difference for women. Especially if they have never had a time management system before. It is a simple process, but it does have a number of steps.

It is for this reason that a lot of people DON'T use it. They see the time spent as time wasted. Yet nothing could be further from the truth. By investing time every month, week and day to re-focus on the highest priority activities for that day your effectiveness skyrockets. You discover that you don't need to get it ALL done, but as long as you get the IMPORTANT things done, the rest tends to take care of itself.

And by marrying our prioritization with "batching for energy matching" we see another leap in effectiveness.

I will write out the steps we recommend here - but you can find a more detailed training in our program BeFruitful: Time and Energy Secrets for Busy Women.

BeFruitful is a step-by-step 6-week online time and energy management training, created specifically for women, to help you find 5 (often way more) extra hours a week for what you love... guaranteed. If you haven't got it and would like to find more time in your week reach out to us at talk@oneofmany.co.uk to find out how it can help you and also about the special offer we have for you by letting us know you're doing BePowerful.

1. MONTHLY SOFT POWERPLANNING™

Every month (ideally in your Warriress stage of the month, when you have naturally good energy for planning) spend time to do your monthly planning.

- a. Review upcoming events and appointments in your calendar.
- b. Do a brain dump (I like to do this with pen and paper once a month to get the creative juices flowing) on all your current projects, and everything that needs to be actioned for them. I do this even if I know it is written in my Things already (Things is my personal task manager). The reason for this is then I am not censoring as I go which is not useful for the creative process. Remember to include personal as well as professional projects.
- c. Transfer anything new to your "inbox" (digital) or "monthly master task list" (pen and paper).
- d. Add deadlines to everything (even if it doesn't have a deadline per se - give it a time frame based upon its importance. E.g. Writing your will doesn't have a deadline, until it's too late. So put one on everything.
- e. Then categorise each activity or task into the optimum PowerType energy best suited to get it done. (This takes practice - don't worry if you're not perfect to start with).

Once you have been through this process you'll find you are all ready to do your weekly planning.

2. WEEKLY SOFT POWERPLANNING

Each week, ideally at the beginning of the week, using your Queen and Warriress energy do the following:

- a. Have a look over your calendar to get a sense of appointments. Don't be afraid to cancel any which no longer align with your priorities.
- b. Revisit any tasks that have been added to your master task list (inbox) and add deadlines and categorise energy as per monthly planning above.
- c. Go through each of the PowerType areas, and allocate tasks to certain days in the week ahead bearing in mind:
 - i. Batching for energy matching (put as many tasks of a certain energy together as possible, deadlines permitting)
 - ii. Optimum energy for that week. For example, if you know you've got a lot of energy for independent work that week (e.g. a Warriress week) then you may wish to make use of this and bring forward tasks to do this week, even if they're not due for a couple more weeks.
 - iii. And of course, noting deadlines.

3. DAILY SOFT POWERPLANNING

At the beginning of each day (or the afternoon before) do the following:

1. Review your appointments for that day to get a sense of time availability
2. Review the tasks already scheduled for that day.
3. Rollover or re-allocate anything incomplete from preceding day
4. Clear the inbox (will teach this in module 5 of BeFruitful)
5. Triage the tasks: A, B, C
6. Number the tasks (bearing in mind batching)
7. Kick off and track progress.

Have fun with the new skill. Remember practice makes perfect. And time invested will always pay off in increased effectiveness. Share in the BeOne group with your wins and challenges.