



5 Must-Have Schedule Slots

#1 CLIENT SLOTS

Seriously, when do you want to work?

When do you want to see clients?

Don't forget lunch!

Don't sell yourself short.

#2 LUNCH SLOT

You need to eat.

You need a brain break.

#3 MARKETING SLOT

Based on your practice's needs.

Use data and do what you like.

#4 LEARNING SLOT

Don't bullsh*t yourselves or others about not having time.

This allows your work to stay in work time.

#5 CATCH UP SLOT

Schedule this based on your getting-things-done personality.

This allows your work to stay in work time, too.