

# What You Can Expect from this Best Practice

## PURPOSE

- To make conscious choices about how you choose to use your time professionally and personally
- To have a proactive approach to allocating your time
- To rejuvenate and invigorate yourself professionally and personally
- To recognize the ways your professional and personal life influence each other
- To regularly reward and re-energize yourself

## EXPECTED RESULTS

You will:

- Enjoy increased productivity
- Enjoy improved job satisfaction
- Find greater professional and personal fulfillment
- Look forward to your time off to enjoy life, guilt free
- Offer more to your family, friends, colleagues and clients

## ACCOUNTABILITY

You will:

- Not take the professional and personal time you have each day, week, month and year for granted
- Make conscious choices about how you will allocate your time
- Be prepared to change old habits and adopt new ones to make better use of your time
- Use your organizer (and any other tools) to proactively allocate your time
- Ensure your time allocation supports achieving your Ideal Life and Life's Goals