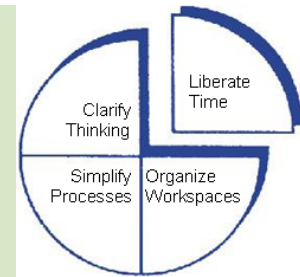




EVERY APPOINTMENT HAS 5 PIECES — SCHEDULE ALL OF THEM



Every appointment you schedule—either on a paper planner or in an app—should reflect these 5 pieces of time:

- 1) Prep time**—get notes together, review documents etc.
- 2) Travel time** to the appointment—even if it is just going to a conference room down the hall
- 3) The appointment**—agree to a begin and end time—always
- 4) Return travel**
- 5) Debrief time**—finish notes, schedule assigned tasks, record follow up appointment, file documents (paper or electronic)