



Module 10: Friday Hour Done and Overflow Time

In this video, we're going to talk about Friday Hour Done and overflow time.

So Friday Hour Done is really the end of your workweek, literally Friday, last hour of your week, where you take some time to celebrate what you accomplished for the week. And at The Life Coach School, the way in which this looks is that we outline the top three accomplishments. So what did I do this past week? What were the results that I created? And if you're following this process, and you're planning your focus time, and you're writing down everything that you need to do, this is going to be easy.

This is going to be something where you say, "Oh, I accomplished this or I accomplished that." And it's this way in which you can reward yourself, and reward your brain for actually doing what you said you're going to do. And then what we do is we have three open items. We outline what are the three important projects, important things that we want to accomplish for next week? What are the open items that we still have on our plate that we still want to accomplish?

And let's just think about those for the next week. So that way, when you get to your next week's Monday Hour One, you already have three things that you know you need to accomplish, and you'll probably want to break them down because they're going to be big items or big projects that you want to do.

So you're already going to be set up for that time. And it'll be easier for you to be able to write down all the things that you need to do—do here's these three projects that I want to accomplish. It will be much easier for you to be able to make that Monday Hour One even better.

Now, I want to talk about overflow time. So what is overflow time? Overflow time is the time you set apart to complete unfinished business. Now, for me, that looks like setting apart 30 minutes about every single day. So that when the unexpected comes, because we can't quite predict exactly what's going to happen next week, or even tomorrow, what's going to happen, but we want to be able to set some time for things that we want to do that we didn't plan for.

Now, there are going to be a myriad of jobs, you're going to have all these different things that you have on your plate. Some of you may have kids that you're trying to attend to, some you may have bosses, some of you may be on call. Some of you may have bosses that say, "Hey, on Tuesday, I want you to complete this," and I didn't plan that. How do I do this? How do I make time for these projects that just come up? And this is what this time is for, this is what you can plan for in advance. Now I want to warn you because when it comes to overflow time, what people will generally do is that they'll rely on the overflow time instead of actually getting what you said you were going to do done in the amount of time that you gave yourself.

So it looks like I'm in my project, I'm doing my thing. And then I think to myself, "Oh, I'm not quite done, I could just use my overflow time. I could just do this later. Or I can complete this later." And I want you to not do that. I want you to avoid relying on overflow time. Because if you keep doing that, you're not practicing what we're really trying to teach you with this program, which is, you say what you're going to do in the amount of time that you're going to do it, and then you do it in that amount of time. Always.

The thing about overflow time is that it allows for us to create space for the unexpected, so I don't want you to use overflow time as an excuse or a cop-out. Because what we're trying to teach you is how to say you're going to do something, and then to honor it, to honor yourself, to honor your word. That you tell yourself, you're going to do something and then you do it, always. Because if you give yourself the excuse of "I can do it later," you're not developing that relationship with yourself. You're not developing that, that sense of trust, which is so helpful in more than just time management.

Now, I want to let you know that you're actually quite capable of looking into the future and anticipating what might come up, you can actually predict the unexpected pretty well. Because you're living the same life, you have the same circumstances for the most part. You go to work and you can likely anticipate what interruptions will come or things that you'll have to do or want to do during the week. What this can look like is, OK, you're a mom and you have kids, you want to take care of them, you know that sometimes they nap well, sometimes they don't. And so you want to be able to build into your schedule overflow time that can address that.

You may have a boss who, every Tuesday, in your meeting at 2pm, he's going to give you an extra project. You can anticipate that, you can build in overflow time to be able to say, "you know what, for the most part, I can likely expect these things will happen." And then you set apart that time as overflow time to plan for what's likely to come. And even if things don't come, you have the space to be able to breathe, to be able to maybe address other projects or spend more time on things that you had already accomplished and maybe finessing it a little bit.

But at the end of the day, this overflowed time is really your way to be able to follow through on your word on everything. Because sometimes what will happen is that we'll pack our schedule so much. And then the boss comes and wants us to do something immediately. And it's in conflict with our schedule. What do we do then? And usually what happens is that we throw all

of our schedule out the window, we do what the boss says, because that's the boss, and then our schedule is all messed up.

So instead, let's anticipate that so we can really honor our word and follow through with what we say we're going to do, but still giving ourselves the space to be able to address all the incoming projects, everything that we want to address as it comes in during the week. So there you have it, that is overflow time.