

# How to schedule your work day

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How many clients is too many? Only you will know the answer to this question by experimenting with different types of scheduling and paying attention to your body. Also, if you have the flexibility to try offering services at different times of day, see how your body feels with offering your work at various times. This will be great research in finding your perfect work day flow. Notice your energy level when you do early morning sessions, mid afternoon and late evening. My best schedule was always 11am-7pm and that worked great for me until I became a mom. Sometimes we don't have the luxury of working our peak performance times, but it's still good to know when you're at your best.

## *Be Intuitive With Your Schedule*

As I mentioned before, online scheduling has a lot of advantages but the reason I have not

made the transition from my appointment book to do-it-yourself online booking is because the scheduling software doesn't know me and my clients the way I do. I know when I have extra energy and can squeeze someone in for some specific work if they are hurting or just need a tune-up. I also know if I have my period and I'm a little more depleted than usual so I need to go a bit easier than usual. Be intuitive with how you schedule your work days. Feel your way through the month and keep in mind that your workload may need to change with your menstrual cycle. The more in tune you are with your body and mind, the better you can schedule and the more effective you'll be.

## Action Step: The Rainmaker Technique

I discovered this energy technique purely by accident while organizing my client files one day. As I was looking over client names, I came across some names of clients I hadn't seen for awhile. While I was simply looking over the names of each client in my database and wondering how some of them were doing, several of those people called me that same day. I found that to be a strange coincidence and didn't think much more about it. A few of them said they didn't even know why it had taken them so long to contact me for another appointment but they had been in need of a session for quite some time. Several months went by and then one day I was looking through my appointment book from the previous year. I was searching for a phone number that I had scribbled down many months ago. As I scanned through my old appointments, my eye caught the names of a few clients I hadn't heard from in quite some time. And then it happened again. Clients called me for sessions completely out of the blue after I was just looking at their names. I decided at that point that I would develop my own energy cultivation exercise. Whenever I had some down time at work, I would scan through my data base and simply look at people's names. I cannot emphasize to you how this simple act shifts the energy and connects you to people. At this point in my career, I don't need to drum up business anymore but I do like to still check up on clients just to say hi and see how they are doing. It's nice to let someone know that you're thinking of them and chances are, they're thinking of you, too. This simple technique of looking over client names in my appointment book or database has proven very effective for me in making it "rain" with clients!

