

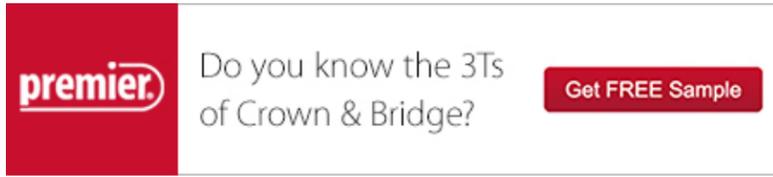


## The intentional calendar

By Jay Geier, DrBicuspid.com contributing writer

December 13, 2017 -- 2018 is right around the corner. How can you ensure that it will be a successful year? One of the best tools for this is your calendar. Why? Because that's how you set your priorities: You intentionally plan how you will spend your time and energy.

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Jay Geier is the president and founder of the Scheduling Institute.

If you aren't intentional about what goes on your calendar, everyone else's intentions will fill your every waking moment.

Family is the best example of this. Virtually everyone says their family is a top priority, but their calendars don't reflect that. I block out time for family activities first, then I fill in my business priorities. I find out at least a year in advance when my kids have spring break so I can block out that time and plan something special. I also block out time for summer vacations every single year.

And in really special years, I plan one of those once-in-a-lifetime trips. By the time kids start high school, they often prefer to be with their friends instead of their parents, so it's a real priority of mine to share these times with them while I still can.

I also find out when my kids' activities are. I don't make it to every game and event, of course, but if they aren't even on my calendar, how can I expect to make any of them? Equally as important are planned date nights with your spouse. Put some thought into spending time as a couple without the kids.

You also have to block out time for yourself. Rest and rejuvenation are critical to personal and business success. You can't be a supportive spouse, a great parent, and an effective owner and decision-maker if you're exhausted and burned out. Schedule your workouts, meditation, or reading time.

**“Be intentional with the time you invest.”**

Connect your calendar to what you want to accomplish for the year, and start by deciding what you want to accomplish with your family. Be intentional with the time you invest in them.

Creating an intentional calendar is essential to your success -- and sanity. Give it the attention it deserves.

Cheers to a successful and productive 2018!

Jay Geier is the founder and owner of the [Scheduling Institute](#), a dental training and practice consulting company. [Take the 5 Star Challenge here.](#)

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