

# Scheduling for Freedom and Profits

## STEP 1 - DESIGN YOUR IDEAL WEEKLY OR BIWEEKLY SCHEDULE

IN AN IDEAL WEEK, HOW MUCH TIME DO YOU SPEND DOING ....

- FAMILY TIME
- WORKOUTS/ EATING HEALTHY
- HOBBIES/ RECREATION
- SELF-CARE
- DO NOTHING / GET CREATIVE TIME
- ANYTHING ELSE THAT IS OUTSIDE OF YOUR WORKING LIFE

MAP IT OUT ON THE WEEKLY CALENDAR TEMPLATE OR ADD UP THE NUMBERS OF HOURS IN A WEEK IT TAKES.

CALCULATE HOW MANY HOURS YOU HAVE AVAILABLE TO WORK EACH WEEK \_\_\_\_\_  
MULTIPLY BY FOUR FOR YOUR MONTHLY WORK HOURS \_\_\_\_\_  
MINUS ANY HOLIDAY TIME YOU WANT TO TAKE EACH MONTH \_\_\_\_\_  
TOTAL AVAILABLE WORK HOURS PER MONTH \_\_\_\_\_

PRINT OFF 12 THE MONTHLY PLANNING CALENDAR AND MAP OUT YOUR YEAR.

- WHEN ARE YOU PLANNING VACATION TIME
- IS YOUR BUSINESS SEASONAL. WHICH MONTHS ARE YOU ACTIVELY SELLING

CALCULATE HOW MANY HOURS YOU WORK IN A YEAR (MONTHLY X 12) \_\_\_\_\_  
MINUS ANY TIME YOU TAKE OFF OR ARE CLOSED \_\_\_\_\_  
TOTAL AVAILABLE WORKS HOURS PER YEAR \_\_\_\_\_

## STEP 2 - HOW MUCH TIME DO I NEED TO WORK?

MAKE A LIST OF ALL THE TASKS YOU DO IN YOUR BIZ.

MAKE SURE YOU INCLUDE TASKS FOR WORKING ON YOUR BUSINESS (ACCOUNTING, ADMIN, HR, MARKETING, NETWORKING ETC. AND TIME YOU SPEND IN YOUR BUSINESS (COACHING, MAKING THINGS, WORKING YOUR STORE ETC)

GUESTIMATE HOW MUCH TIME IT TAKES YOU PER WEEK OR MONTH FOR EACH TASK.

ADD UP THE WEEKLY/ MONTHLY TOTALS

COMPARE IT TO YOU AVAILABLE MONTHLY WORK HOURS

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## STEP 3 - PRIORITIZE AND GET REAL

- CAN YOU DO ALL THE WORK YOU PLAN TO IN THE TIME YOU HAVE?
- WHERE CAN YOU MAKE MORE TIME?
- WHERE CAN YOU SPEND LESS TIME?
- WHAT IS MOST IMPORTANT TO YOU (MOST FUN, MAKES THE MOST MONEY, BEST INVESTMENT) AND HOW CAN YOU PRIORITIZE IT?
- WHAT SUPPORTS CAN YOU BRING IN TO HELP YOU?
- HOW CAN YOU MAKE IT WORK

## BONUS - SCHEDULE FOR SUCCESS

MAKE A LIST OF ALL THE TASKS YOU DO IN YOUR BIZ.

MAKE SURE YOU INCLUDE TASKS FOR WORKING ON YOUR BUSINESS (ACCOUNTING, ADMIN, HR, MARKETING, NETWORKING ETC. AND TIME YOU SPEND IN YOUR BUSINESS (COACHING, MAKING THINGS, WORKING YOUR STORE ETC)

GUESTIMATE HOW MUCH TIME IT TAKES YOU PER WEEK OR MONTH FOR EACH TASK.

ADD THE TOTAL

COMPARE IT TO YOU AVAILABLE MONTHLY WORK HOURS AND TWEAK AS DESIRED

- DID YOU SPEND TIME WHERE YOU THOUGHT YOU WOULD?
- WHAT WORKED? WHAT DIDN'T?
- WHAT TOOK LONGER?
- WHEN DID YOU WORK BEST AND MOST EFFICIENTLY? WHEN NOT SO MUCH?
- WHAT DO YOU WANT TO TWEAK?

# WEEKLY BUSINESS AND LIFESTYLE SCHEDULE – SMRT WOMEN

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							

# 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

## GOALS

BUSINESS

-  
-  
-

FAMILY

-  
-  
-

ME / SELF CARE

-  
-  
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