



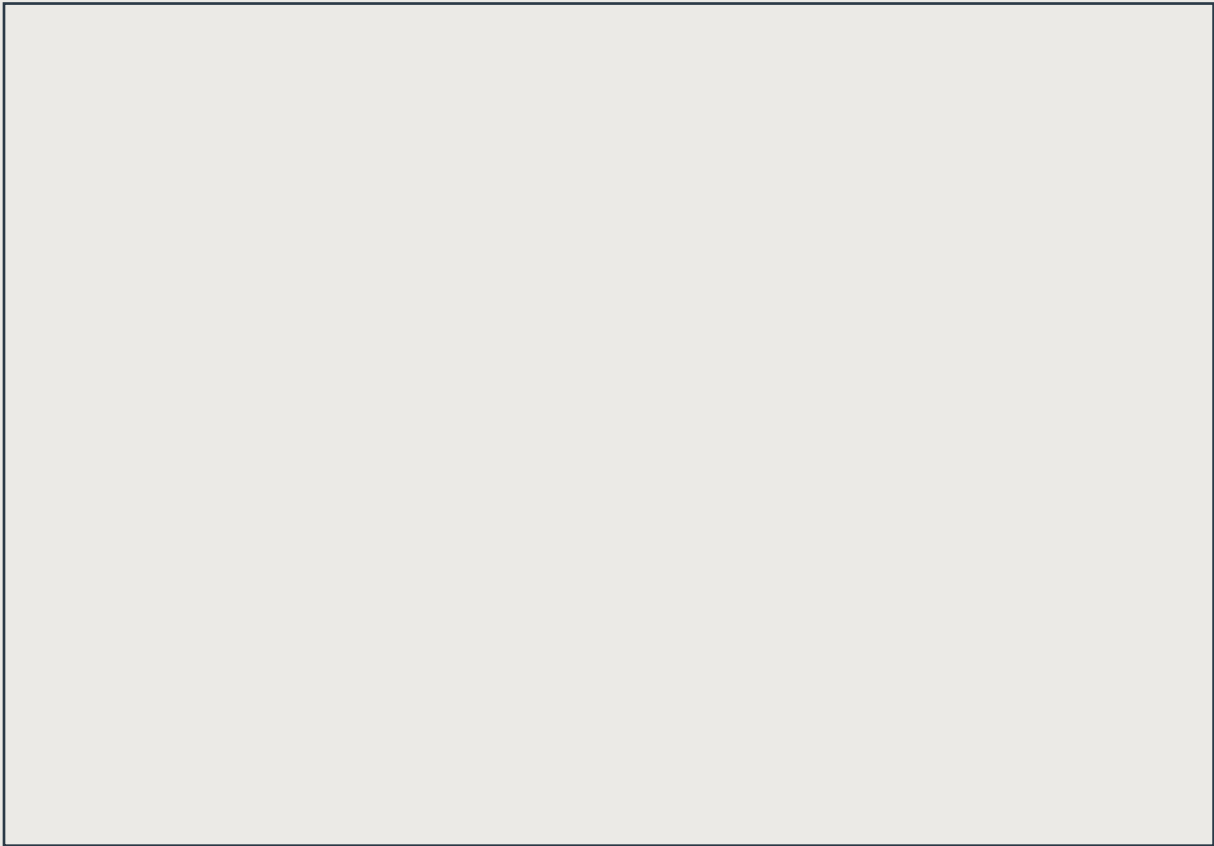
FOUR TIPS ON
MANAGING YOUR TIME
WHILE WORKING FROM HOME

STEP ONE: SETTING WORK HOURS

Use this space to write down how you spend your time each day. Print out one page for each day of the week and keep track of your time in the space below.

STEP ONE: SETTING WORK HOURS

MY IDEAL WORK HOURS ARE:



PRO TIP:

Once you have your office hours set, make sure you update your website and your facebook page with your updated hours! This way your customers will know when they can reach you or expect a response to their messages!

STEP TWO: INSPIRING WORKSPACE

Use the space below to sketch your dream workspace! What candle or diffuser blend would you have going all the time? What would be on your playlist? Where could you put a moodboard for inspiration? Sketch it all below and start to bring your vision to life!

STEP THREE: FOCUS ON FIVE THINGS

Think of 3 to 5 things you want to accomplish each day and write them in the spaces below. Keep in mind - you don't have to have a to do list for your weekends! Make sure to schedule time to relax and recharge.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1. _____	1. _____	1. _____	1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____	5. _____	5. _____	5. _____

BREAK DOWN BIGGER PROJECTS:

Take your big projects and break them down into smaller, more manageable chunks.

PROJECT NAME:

TASK BREAKDOWN:

PROJECT NAME:

TASK BREAKDOWN:

PROJECT NAME:

TASK BREAKDOWN:

Now get these broken down tasks scheduled out on your calendar, working backward from your goal end date.

STEP THREE: ACCOMPLISHMENTS

We tend to forget about the things that we have gotten done because we focus more on what we need to get done. Use the space below to keep track of the things you've accomplished this week.

STEP FOUR: DECLUTTER YOUR BRAIN

Write down everything that is on your mind that you have/want to do - from groceries to writing that New York Times Best Seller. If it's in there, write it down in the space below.

STEP FOUR: CATEGORIZE YOUR TO DOS

Break each item you wrote down into one of the categories below.

ONE WEEK:

ONE MONTH:

SIX MONTHS:

ONE YEAR:

FIVE YEARS:

Now that they're broken down into a timeline, work backward to reach them using the exercise in Step Three!

PRO TIP:

Doing work that makes you happy helps you stay productive because it doesn't feel like work. Try to incorporate your hobbies into your work and you'll get much more done and have more fun with it!