

# *The* **My Online Biz** **Tool Kit**



**The 50-piece toolkit to start, scale and  
sustain your online business!**

## Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

One of the best parts of having your own business is that you can set your own schedule. However, some business owners make the mistake of essentially working whenever they feel like it, which means they don't work very much at all. Others err in the other direction by overworking and burning out.

You'll want to avoid both of these scenarios by creating a schedule that works on a personal level for you while giving you enough time to properly grow your business. And that's exactly what this scheduling tool will help you do.

This resource starts by asking you questions so that you get a good sense of what you need to do and how much time you need. Then later, you'll use that information to create your own custom schedule.

Let's jump in...

What tasks do you need to do for the upcoming week?

---

---

---

---

---

---

**TIP:** If you don't know what tasks you need to do, then you need to set goals and create implementation plans. Once you have an overall long-term implementation plan, then you can organize the tasks by what you'll do in the next month, what you'll do in each specific week, and what you'll do each specific day.

## Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

Double check...

Do these tasks all support your overall goal in some way? Yes\_\_\_ No\_\_\_

If not, you may need to review your plans and goals so you can reprioritize tasks. Then go back to the first question and list all the tasks you need to do this week.

Of these tasks, which ones are your top priorities?

---

---

---

---

---

---

---

Which tasks do you find difficult and / or dread doing?

---

---

---

---

---

---

---

**NOTE:** If you really dread doing something or find it difficult, then outsource it if you can. Also, be sure to include any outsourcing tasks as part of your schedule. (E.G., *"Find writer to create blog content."*)

## Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

Now take each of your tasks and break them into smaller steps that won't overwhelm you.

**Example:** If you need to write a blog post, don't put *"write a blog post"* on your to-do list. Instead, list each step separately (*research the post, outline it, write it, proof it, finalize it*).

---

---

---

---

---

---

*How long will each of these tasks take?* Do your best to estimate if you've never done the task before. When in doubt, seek to overestimate so that you don't throw your entire schedule off.

---

---

---

---

---

---

Now list *"would be nice to do"* tasks – those that you perhaps need to do by next week, but you can get a start on them this week if you finish this week's tasks earlier than estimated.

## Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

---

---

---

---

---

---

*What other tasks do you do daily, but they are not part of your "goals" to-do list?*

Example: Check email, answer customer service inquiries, run reports, etc. List them here.

---

---

---

---

---

---

At this point, you know what work tasks you need to do and how long they'll take (*approximately*). Now you need to fit these tasks around your personal life and obligations.

*What is the most productive time of the day for you to work?*

---

## Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

---

---

---

---

---

*What do you find to be the worst time of the day to work? (E.G., maybe you get sleepy after lunch, so your productivity drops off for a couple hours.)*

---

---

---

---

---

*What times of the day are absolutely off limits for work? (E.G., perhaps you have family obligations, a hobby or some other activity.)*

---

---

---

What other items fill your schedule this week, such as doctor's appointments, an outside job, jury duty, attending someone's birthday party, errands, etc. List everything you can think of along with when they occur.

---

## Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

---

---

---

---

---

Now let's take all the information you've shared so far and use it to create your five-day workweek. For this scheduling template, I've listed the hours between 5:00am and 10:00pm. You'll want to tweak this template based on your unique needs (*such as if you tend to be a night owl who works late into the night*).

Here are the steps which you can fill into the template below or fill the information directly into your calendar app. (*Note: Google calendar is a simple solution if you're looking for a basic calendar / scheduling app. Or you can use an app like Todoist, which helps with prioritizing and analyzing your productivity.*)

1. List all your personal obligations, appointments, and other times that are off limits for work during the five-day period.
2. Fill in the available best times of the day to work with your top-priority tasks. During each session, plan on doing your most-dreaded / disliked tasks first to get them out of the way.
3. Add your low-productivity hours with your easiest, lower-priority tasks. These may be your "everyday" tasks like running reports or checking email.
4. Include any other optional tasks – those you'd like to get a jump start on for next week, time permitting.

Now take a final look at your schedule:

- ⇒ Did you overlook any work tasks?
- ⇒ Did you overlook any personal items on your schedule?

## **Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)**

- ⇒ Have you allotted enough time for everything?
- ⇒ Do you add “*cushions*” to certain blocks of time, such as doctor’s appointments (*which tend to run over*).
- ⇒ Are there any opportunities to get work done during a personal task? For example, if you’re just waiting for an appointment, you can check and answer emails.



**Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)**

	MONDAY
5am:	
6am:	
7am:	
8am:	
9am:	
10am:	
11am:	
Noon:	
1pm:	
2pm:	
3pm:	
4pm:	
5pm:	
6pm:	
7pm:	
8pm:	
9pm:	
10pm:	

### Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)

	TUESDAY
5am:	
6am:	
7am:	
8am:	
9am:	
10am:	
11am:	
Noon:	
1pm:	
2pm:	
3pm:	
4pm:	
5pm:	
6pm:	
7pm:	
8pm:	
9pm:	
10pm:	

**Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)**

	WEDNESDAY
5am:	
6am:	
7am:	
8am:	
9am:	
10am:	
11am:	
Noon:	
1pm:	
2pm:	
3pm:	
4pm:	
5pm:	
6pm:	
7pm:	
8pm:	
9pm:	
10pm:	

**Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)**

	THURSDAY
5am:	
6am:	
7am:	
8am:	
9am:	
10am:	
11am:	
Noon:	
1pm:	
2pm:	
3pm:	
4pm:	
5pm:	
6pm:	
7pm:	
8pm:	
9pm:	
10pm:	

**Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)**

	FRIDAY
5am:	
6am:	
7am:	
8am:	
9am:	
10am:	
11am:	
Noon:	
1pm:	
2pm:	
3pm:	
4pm:	
5pm:	
6pm:	
7pm:	
8pm:	
9pm:	
10pm:	

## **Tool #10 - Schedule For Success Your 5-Day Work Week (With Examples)**