

How to Find Time to
Build your Side Business

WORKSHEETS

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							

FILL IN ANYTHING THAT IS NON-NEGOTIABLE

Fill in anything that is non-negotiable. These are things which you absolutely must do like work, exercise, family time, food prep, eating, shopping, church; anything that you absolutely must do.

List below everything you MUST do on a daily basis:

List below anything you MUST do specifically on certain days:

Now, go to your calendar and fill in those tasks, with the appropriate time!

FILL IN EVERYTHING YOU LIKE TO DO

Fill in everything you like to do. These are non-necessary but fun or enjoyable. It's really important when you look at your calendar to know how you're spending your time.

List below everything you LIKE to do on a daily basis:

List below anything you LIKE to do specifically on certain days:

Now, go to your calendar and fill in those tasks, with the appropriate time!

FIND TIME FOR YOUR BUSINESS

List below all days / times you drive:

List below all break times (lunch time, etc):

**List below some things you can sacrifice / give up to focus on
building your future:**

Now, go to your calendar and fill in those tasks, with the appropriate time!

ADD IT UP!

List below all the time frames you can dedicate to working on your business each day.

Monday

TOTAL:

Tuesday

TOTAL:

Wednesday

TOTAL:

Thursday

TOTAL:

Friday

TOTAL:

Saturday

TOTAL:

Sunday

TOTAL:

WEEKLY TOTAL: