

How to Find Time to Build Your Side Business

by Holly Hierman



Hey! It's Holly!

I am the CEO of Fit Finances and former Vice President of Powder Blue Productions.

In this guide I would like to share with you
5 simple steps on how to find time
to build your side business.

Step 1

WRITE THE WEEK AHEAD

copies?

→ Timed Write

Write the week ahead.
Just label the days and put
the time along the side. A
planner or a calendar works
just fine.

Or, simply print the
worksheets I've included
for you.

26

Streetcars Tournament
Round 2
Goodlet Park, 10am

20

21

Therapeutic Camp
Spring Break Begins

22

League Begins
Bucky Dent Park

23

Spring break swim
McDonald Aquatic Center
10:30am

24

Aquatic Centers Open
Early for Spring Break
10:30am-5:30pm

Talent Show
Hickory Hill, 10pm

25

Aquatic Centers Open
Early for Spring Break
10:30am-5:30pm

26

Spring break swim
McDonald Aquatic Center
10:30am

17

18

Step 2

FILL IN

ANYTHING THAT
IS NON-
NEGOTIABLE

SEPT

FRI

SAT

SUN

MON

6

SAT

SUN

MON

7

8

9

10

2

3

5

6

7

8

9

10

2

3

4

5

6

7

8

9

10

11

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.

This is how my typical week looked:

7am wake up, get ready, drive to work

8am to 5pm work

5pm get off work and head to the gym

6pm drive home, shower, then eat dinner

8-10pm family time

I was building my side business while working full-time so it was really important to lock these in to my schedule. **I HAD to do these things.** There was no wiggle room.

Weekends were a little more flexible.

Saturday:

8am work out, shower

9am shopping for the week

10 - 11am food prep, the rest of the day was free time.

Sunday:

9 - 11am church

Work out after church then shower.

These are my non-negotiables. Now fill in your calendar with what you absolutely must do on a daily basis.

Step 3

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.

My non-necessary items:

Mon - Fri:

I liked to check social media or play an online game before getting ready for the day. At night I watched TV.

Sat and Sun:

I liked to sleep in and go to the movies.

Step 4

SPEND
FOCUSED TIME
ON YOUR
BUSINESS

Spend focused time on your business. Look at your calendar and find little nuggets of time. Look for things like breaks at work, your lunch break, drive time, or perhaps while on the treadmill or elliptical.

If you have a typical 8 hour job, you get a 30 to 60 minute lunch break and two 15 minute breaks. Mark those breaks on your calendar in green ink because green is the color of money!

Next, think about your drive to work. Average commute is 30 minutes each way. Mark those times off as well.

Tues and Thurs mornings, instead of going online and doing something fun, I'm going to focus on my business instead.

Mon, Wed, Fri, instead of watching TV, I'm going to sacrifice that last hour to work on my business.

We don't want to get rid of our fun stuff but we can sacrifice a couple small things.

So, you can start to see the little pockets of time in your day.

Let's look at the weekends. I don't want to give up my entire weekend of course, but I know there is time to be had.

On **Saturday**, from 12 to 2pm, I really don't have anything so I could dedicate two hours to building my future. And by waking up a little earlier on a Saturday morning you could put another hour there.

Remember: this is all about building what **YOU** want! If it's important enough, you're going to find time. I'm just here to help you find the time to do it.

Sundays: Let's just find a couple hours to do a little prep and planning.

There are pockets of time. At first glance this might look very frightening.

Once you write it all down you see just how busy you are. Don't be worried. **Be confident** that it's very possible if you're organized enough to do the work and figure out where you're willing to give up a little free time to **build your empire**.

EXAMPLE CALENDAR

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5 am							
6 am	Online	Online	Online	Online	Online	Sleep	Sleep
7 am	ready drive	ready drive	ready drive	ready drive	ready drive	↓	↓
8 am	J O B	J O B	J O B	J O B	J O B	Workout	↓
9 am						Shower	Church
10 am						Shopping	Church
11 am						Food prep	Workout
12 pm							Shower
1 pm							
2 pm						Movies	
3 pm							
4 pm	J O B	J O B	J O B	J O B	J O B		
5 pm	Workout	Workout	Workout	Workout	Workout	↓	
6 pm	drive shower	drive shower	drive shower	drive shower	drive shower		
7 pm	Dinner	Dinner	Dinner	Dinner	Dinner		
8 pm	Family	Family	Family	Family	Family		
9 pm							
10 pm	T V	T V	T V	T V	T V		
11 pm							

■ Non-Negotiable Tasks
 ■ Like To Do Tasks
 ■ Time To Be Used for Business

Step 5

ADD UP ALL
THAT TIME

Add up all that time. This is really eye-opening.

Using our example calendar this is what we have:

Mon, Wed, Fri: one hour each night
Tues and Thurs: one hour each morning

That gives 5 hours so far.

Drive time: Trust me, there are things you can do with your business that can be done while you're driving. That's another hour per day.

Mon-Fri breaks at work provide another whole hour per day.

That is 15 hours per week, not even counting the weekend yet.

With 15 hours Mon through Fri plus 3 hours on Sat and another 2 kicked in on Sun, we've come up with **20 hours per week** that you could be focusing on your business.

Do you think you could make some big moves and make some big things happen if you are focused for 20 hours per week? **YES! Absolutely!**

Now, don't be afraid! You can do this how you want, even half of that. It's your business. I'm here to show you it's possible. People say:

"I don't have the time to start my business. I work full-time, have a family, obligations, responsibilities."

It IS possible for you to build your side business. If you take one thing from this video, I want you to realize: if you put it on your calendar, it's much more likely to happen. Anything that's important goes on your calendar. Schedule it like a doctor or dentist appointment. You must carve out time to make it happen.

I'm here to help you to make it happen. If you don't schedule time to build your business, it's just not going to happen. **Be smart about it.** Put it on your calendar and make the time to make your future happen.

Thank You!

If this guide helped you or if you enjoyed it, please share it with your friends. Also if you want to learn more and stay in touch with me, you can check out my facebook account or my website.

**I look forward to connecting
with you!**



www.facebook.com/HollyHierman