



HOUR BY HOUR

HOW TO SCHEDULE YOUR ACTION PLAN SO
YOU CAN FINALLY GET STUFF DONE

Set SMART goals

The first step to getting somewhere is to know where you are going. Step 1 towards your hourly schedule is to write down what all you want to do. Make sure your goals are Specific, Measurable, Achievable, Realistic, and Timely (SMART).

Remember the mundane

Whether it's answering emails, planning the week, responding to voicemails, writing a new blog post, or scheduling your social media your regular tasks take time. Set blocks of time for them so you don't forget them AND so that they don't bleed over into your other categories.

Budget!

Budget your time like you do your money. Set specific times for doing things then stick to that time like glue. When it's time for writing, you write like you have nothing else to do. When that time is up, stop, and move on to the next thing.

What tasks do you need to get done?

Brainstorm! Don't make it pretty or organized, list all of the things you want to get done in one giant, messy list right here. We'll organize it in the next step.

How much time do you have?

Take a look at your existing schedule. Can you carve out one hour after lunch? Two hours before bed? When is your "work time"? Write that down.

How much time do you need?

Next to each of your tasks, write out how much time it will take you to do that item.

Schedule it.

Use the schedule on the next few pages to identify your work time and assign your tasks to fit within those time blocks.

Day:

5:00 am

6:00am

7:00 am

8:00 am

9:00 am

10:00 am

11:00 am

12:00 pm

1:00pm

2:00pm

3:00pm

4:00pm

5:00pm

Monday

6:00pm

7:00pm

8:00pm

9:00pm

Print this guide to have multiple days, and there are some unnamed lines if you need additional time (For all the night owls!)

Fill in each time slot with it's task. Keep assigning time to tasks until your "to do" list is completely marked off. Once you've scheduled everything, all you have to do is follow the plan to get everything done. Hang it on the wall or put it in your desk drawer to remind you to stick to the plan!