

Worksheet

Time-Blocking

FOR CLIENT BUSINESSES

YOUR TYPICAL

Work Week

First, start by using the calendar below to fill out what your typical weekly schedule looks like. Add blocks for your daily activities (like eating or working out.) Then, add in more admin tasks for work (like checking emails.)

Finally, determine how many blocks of “deep work” you have to work on clients per week and fill those blocks on your calendar in a different color.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6AM							
7AM							
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							

YOUR CLIENT

Capacity

Based on the typical week outlined above, how many total client blocks do you have available per month? (Multiply your weekly blocks by 4 to get a general idea.)

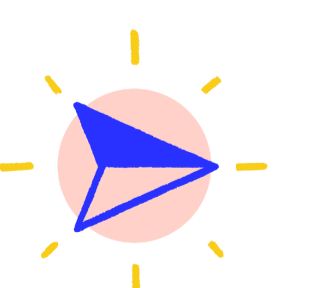
Total client blocks available per month:

Your total potential monthly client income (client blocks per month x hourly rate):

Your hourly rate:

(Why is there a cactus taco here? Be sure to watch the video in the article!)

READ THE FULL ARTICLE: WanderingAimfully.com/time-management-tips



wandering aimfully

Are you a client-based business owner who wants more flexibility in your schedule and who wants to be more selective with your clients?

Our Wandering Aimfully Membership might be right up your alley. In addition to a supportive community of fellow business owners, you get access to our cornerstone program, Build Without Burnout Academy.



Build Without Burnout Academy is a six-month program with weekly lessons helping client-based business owners transition to digital products —without burning out in the process.

Learn more at: join.wanderingaimfully.com