

Weekly Schedule 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30	Morning Routine	Morning Routine	Morning Routine	Morning Routine	Morning Routine
8.00					
8.30					
9.00	Content Creation	Content Creation	FREE	Content Creation	Content Creation
9.30					
10.00					
10.30	BREAK	BREAK		BREAK	BREAK
11.00	Client Work	Client Work		Client Work	Client Work
11.30					
12.00	Emails / Admin	Emails / Admin	Emails / Admin	Emails / Admin	Emails / Admin
12.30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13.00					
13.30					
14.00					
14.30					
15.00	WALK	WALK	TIME OFF	WALK	WALK
15.30	Client Work	Client Work		Client Work	Client Work
16.00					
16.30	BREAK	BREAK		BREAK	BREAK
17.00	FBA	FBA		Coaching / Outreach	Coaching / Outreach
17.30					



Key

Morning Routine	7.30-9.00am	Every day (M-F)	<ol style="list-style-type: none"> 1. Get up make the beds, clean teeth and drink a glass of water. 2. Make and eat breakfast. 3. Shower.
Content Creation	9.00-10.30am	Every day (except Weds)	<ol style="list-style-type: none"> 1. Newsletter writing. 2. Blog posts. 3. Social media posts. 4. Web copy. 5. Resources.
FREE	9.00-12.30	Every Wednesday	This is my time to work on whatever I feel like working on. Sometimes use this for professional development.
BREAK	10.30-11.00am 4.30-5.00pm	Every day (except Weds afternoons)	Use this time to have a cup of tea/coffee and be away from the computer. Good time to read a novel.
Coaching	5.00-6.30pm	Tuesday (when no FBA calls or office hours), Thursdays + Fridays	This is where my coaching calls will be - both paid and non-paid. If no calls are scheduled, I'll use the slot for outreach.
Emails / Admin	12.00-12.30pm	Every day (except Weds)	This is where I answer emails and do any general admin.
LUNCH	12.30-3.00pm	Everyday	This is where I spend time with my family. Both my husband and son come home from work/nursery and we get to hang out for two whole hours.
FBA	5.00-6.00pm	Every Monday + Tuesday.	This is where I work on the FBA. Scheduling posts. Answering queries. Live group calls. Office hours.
Client work	3.30-4.30pm (Mon) 3.30-4.30pm (Tues) 3.30-4.30pm (Thurs) 3.30-4.30pm (Fri)	Monday, Tuesday, Thursday + Friday	This is where I do paid for client work. Sometimes coaching sessions, sometimes project work.

TIME OFF	3.00-6.00pm	Every Wednesday	This is my time to do whatever takes my fancy: make art, read, have a nap, go for a walk, catch up with friends, take my son out of nursery. Totally free time.
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