

MASTER YOUR SCHEDULE

Workshop and Guide



So, a side hustle, by definition is something you do **on the side of** and **in addition to** something else.

The only way to successfully and sustainably integrate a side hustle into an already busy life (and schedule) is to manage your resources, including time and energy.

This tool is meant to help you take inventory of your week, hour-by-hour (I know that sounds tedious, but bear with me!), to discover "hidden time", and then to **CREATE** a template for the week that works for you and what you want to achieve.

Keep in mind that your Master Schedule is something you will want to keep updated. If something in your schedule changes, make sure you make adjustments to your Master Schedule. I keep a link to mine in my browser toolbar for this reason.

Ok. Ready to get started?

My **28-minute workshop** explains the concept of time-blocking (the method we'll use to track and then plan our time) and shows the ways you can customize this system to work best for YOU.

Watch the workshop, then proceed!

Happy scheduling!

A handwritten signature in black ink that reads "Tracy". The signature is written in a cursive, flowing style with a long, sweeping underline.

Implementing the Master Schedule

Step 1 - Download the Master Schedule template

Grab your Master Schedule template [here](#).

Step 2 - Time Tracking

Spend one week tracking and recording your time using the Master Schedule.

I highly recommend color-coding your blocks of time in a way that is intuitive to you and then be consistent with this throughout the week. For instance, on my Master Schedule, mealtimes are always a pale red color.

Step 3 - "Find time"

Once you've tracked a week's worth of time, you can now begin to make some decisions about where you want to be spending your time moving forward. You might have already noticed a few spots in your existing schedule where you can swap out another activity for time to work on your business.

Identify all of the blocks of time in a one-week period that you are willing and able to commit to your business.

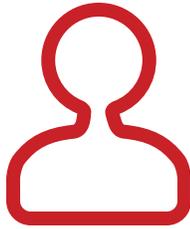
Step 4 - Planning

Now it's time to map out your "template" week! In addition to building in time for your side business, be sure to include time for all of your regular activities that take more than 15 minutes: meals, chores, commuting time (if you have it), exercise and wellness, and time for unwinding and relaxing.

The Daily Focus row, just below the day heading can be used if you'd like to batch certain types of activities or if you want to focus on a set of related activities. For instance, Mondays, Wednesdays, and Fridays are coaching days for me.

Here's a snapshot of my current morning schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Focus	Live/Weekly Review	Coaching	Content Creation	Coaching	Study Hall Alternate	Connection/Coaching	
Email List					Weekly email		
FB group	Sunday Brunch	Make-it-Happen Monday		Wow Us Wednesday Brew Break	Thursday Hot Topics	Weekly Wins Friday Fun	
	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP
4:00 AM							
:15							
:30							
:45		Me Time	Me Time	Me Time	Me Time	Me Time	
5:00 AM							
:15							
:30							
:45							
6:00 AM		Money Management	Money Management	Money Management	Learning & Development	Fizzle Mastermind	
:15		Client stuff	Content - creation/editing/distro	Client stuff		(biweekly)	
:30							
:45							
7:00 AM	Wake up	Coaching	Drive to capoeira	Coaching	Drive to capoeira	Coaching	Wake up/coffee
:15	Relax with Lilly		Capoeira		Capoeira		Relax with Lilly
:30							



COMMUNICATION IS KEY!

Discuss and collaborate on your new schedule with your spouse, partner, family, and anyone else who you feel should be involved in this planning process.



Post a screenshot of your Master Schedule in the **Side Hustle Success Lab** Facebook group when you're done and use hashtag #MasterSchedule.