THE TIME SPLIT PLANNER

5 steps to split your week: promote, deliver, build.

If you are brand new to business and do not know how to divide your time, one well known creator suggests an equal split between promotion, delivery, and building. His example is twelve hours total, four hours each. Adjust it to your own hours.

THE 5 STEPS

1. Pick the number of hours you can work each week. His example is twelve hours.
2. Spend a third of those hours on promotion, which means letting people know about what you sell.
3. Spend a third on delivery, which means giving people what you promised.
4. Spend a third on building, which means working out what to do next and how to do it.
5. Check your week at the end, and adjust the split if you need to.

MY WEEKLY SPLIT

Block	Hours	What I will do
Promote		
Deliver		
Build		

WEEK LOG

Day	Promote	Deliver	Build
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

WEEKLY REVIEW

- Did I spend time on all three blocks?
- Which block got ignored?
- What worked best this week?
- What will I change next week?

Educational only. One creator's suggestion for new businesses. No results promised.

Now put it in front of more people.

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