



Worksheet



TIME
MANAGEMENT
For
Entrepreneurs



NLVA



Time Management for Entrepreneurs

Use this worksheet to determine your time traps and develop a plan to eliminate them from your life.

Steps to take	Actions
<p>1. Track your time every day:</p> <p>■ Morning _____ _____ _____ _____ _____</p> <p>■ Afternoon _____ _____ _____ _____ _____</p> <p>■ Evening _____ _____ _____ _____ _____</p>	<p>Answer these questions:</p> <p>■ Which tasks are my personal time traps? _____ _____ _____</p> <p>■ Which tasks do I routinely procrastinate doing? _____ _____ _____</p> <p>■ Which tasks are not comfortably within my area of expertise? _____ _____ _____</p>



Steps to take	Actions
<p>2. Look for tasks that can be completed with copy and paste templates.</p> <ul style="list-style-type: none">■ Client correspondence _____ _____ _____ ■ Frequently asked questions _____ _____ _____ ■ Billing and payment issues _____ _____ _____	<ul style="list-style-type: none">■ Create templates your team can use for: _____ _____ _____ _____ _____ _____ ■ Build a help desk with an FAQ page and canned responses: _____ _____ _____ _____ _____ _____ _____
<p>3. Identify ways to systematize your tasks.</p>	



Steps to take	Actions
<p>4. Make a list of your tech trouble areas.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none">■ Determine the rate you can afford to pay an assistant.■ Interview at least three tech support VAs to help you on an as-needed basis.
<p>5. Calculate the value of your time.</p>	
<p>6. Research potential assistants.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	



Steps to take	Actions
<p>7. Create a calendar (and build the habit of using it).</p> <p>8. Review every potential learning opportunity with these questions in mind:</p> <ul style="list-style-type: none">a. Do I need this right now?b. Will it help me make more money?c. Will it help me reach more people?d. Will I use it in my business within the next month?	<ul style="list-style-type: none">■ Determine how much time you have to devote to education.■ Note the times you can safely multitask.■ List your top learning objectives. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Steps to take	Actions
<p>9. Determine what your market wants and needs.</p> <ul style="list-style-type: none">■ Listen on social media■ Review your blog comments■ Review your support tickets■ Conduct a survey■ Check out your competition <p>10. Determine:</p> <ul style="list-style-type: none">■ Length■ Format■ Price <p>11. Develop your program using:</p> <ul style="list-style-type: none">■ Repurposed content■ Crowd sourced content■ Outsourced content■ Rebranded content	<ul style="list-style-type: none">■ Identify your market's biggest pain point■ Review your survey for language use■ Schedule time in your calendar to work on your program■ Outsource formatting and editing