

HOW TO WORK 25 HOURS A WEEK

The key to working 25 hours a week is having boundaries around your time and sticking to them.

You can create an ideal schedule, but it won't be effective if you don't make a commitment to adhere to it.

Start by creating your perfect schedule with the specific days and times you'll be working. Don't worry about what anyone's else's needs are for now. Just do what works for you.

I also recommend scheduling in your daily self-care time so it becomes a non-negotiable. When you prioritize it, you will be more focused and efficient in your work.

Print your finished calendar somewhere you can see it daily and use it as a template for your online calendars.

HERE ARE SOME PROMPTS TO GET YOU STARTED:

How many hours are you currently working a week?

Why isn't this working for you?

How will your life be different if you work less?

Who else will it impact?

What days of the week do you want to work?

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What time will you start and end your work each day?

What time will you take lunch or other breaks?

How many maximum clients do you want to work with weekly?

When do you want to work with clients?

When will you do your weekly marketing? Specify the day and time.

When will you schedule your CEO time?

What will be different in your life if you stick to this schedule?

What will you do with your extra time?

