MILLIONAIRE HUSTLERS

CREATING A MASTER SCHEDULE

Time is a created thing, to say you don't have time means you don't want to
- Lao Tzu

We have to pay attention to the priorities we have so that we can create the life we want. If you aren't doing the things that are extremely important for you, you aren't going to move the right things forward.

First, watch the video here: http://eventualmillionaire.com/masterschedule

Then, before you create your Master Schedule ask yourself these questions:

1. What are the non-negotiable things you need to do every day or week? {Make a list}
2. Are there items that you could batch together — calls, appointments, misc tasks or errands?
3. What are the items that you NEED to get done every week to help your business grow and thrive?
4. What are items professionally and personally that you wish you made more time for every week?

Use the template provided or your own calendar to visually lay out your schedule for the week. The idea is not to micro-schedule everything but to have a visual roadmap of how you spend your time and what your priorities are.

You may find that you have way more priorities that you have time for, and you may have to cut a few things out in order to make space for other important items.

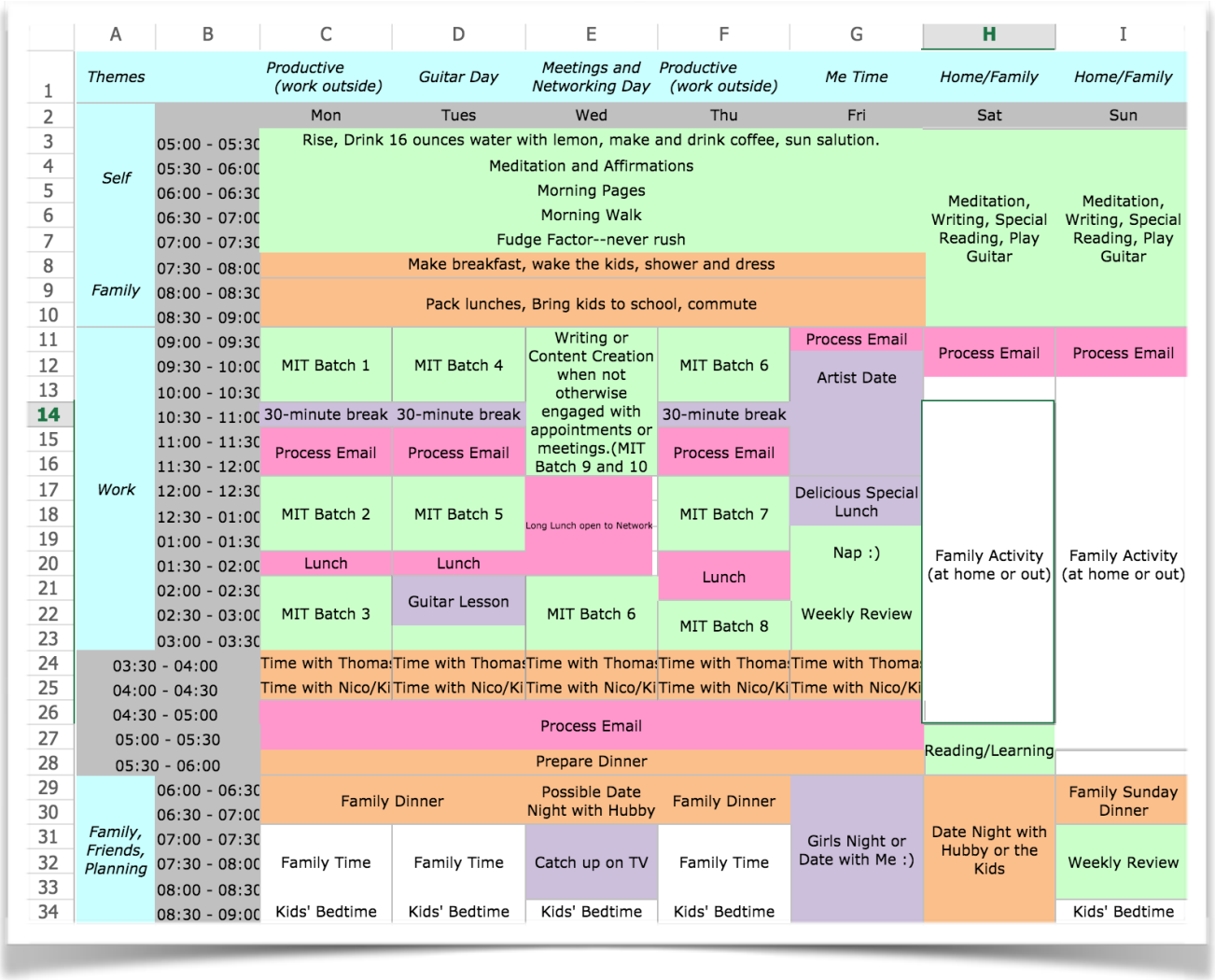
**Remember - this is professional AND personal so make sure you're reserving space to keep yourself, your family, and your relationships healthy too!*

Items to consider for your Master Schedule:

- Your Morning Routine
- Blocks of Time for Most Important Tasks {MIT's}
- Hobbies/Classes You're Committed To
- Family Time {Game Nights, Crafts, Family Experiences}
- Date Night or Quality Time with Significant Others
- Exercise
- Processing Email
- Reading
- Keeping up with Industry News

- Volunteering Time
- Prepping Food/Meals
- Open Free Time
- Writing/Content Creation
- Booking Keeping
- Batched Time for Meetings
- Weekly Meetings with Your Team

VISUAL EXAMPLE OF A MASTER SCHEDULE:



	A	B	C	D	E	F	G	H	I
1	*Themes*		*Productive (work outside)*	*Guitar Day*	*Meetings and Networking Day*	*Productive (work outside)*	*Me Time*	*Home/Family*	*Home/Family*
2			Mon	Tues	Wed	Thu	Fri	Sat	Sun
3	*Self*	05:00 - 05:30	Rise, Drink 16 ounces water with lemon, make and drink coffee, sun salution.					Meditation, Writing, Special Reading, Play Guitar	Meditation, Writing, Special Reading, Play Guitar
4		05:30 - 06:00	Meditation and Affirmations						
5		06:00 - 06:30	Morning Pages						
6		06:30 - 07:00	Morning Walk						
7		07:00 - 07:30	Fudge Factor--never rush						
8	*Family*	07:30 - 08:00	Make breakfast, wake the kids, shower and dress						
9		08:00 - 08:30	Pack lunches, Bring kids to school, commute						
10		08:30 - 09:00							
11	*Work*	09:00 - 09:30	MIT Batch 1	MIT Batch 4	Writing or Content Creation when not otherwise engaged with appointments or meetings.(MIT Batch 9 and 10	MIT Batch 6	Process Email	Process Email	Process Email
12		09:30 - 10:00					Artist Date		
13		10:00 - 10:30							
14		10:30 - 11:00	30-minute break	30-minute break		30-minute break			
15		11:00 - 11:30	Process Email	Process Email		Process Email			
16		11:30 - 12:00							
17		12:00 - 12:30	MIT Batch 2	MIT Batch 5	Long Lunch open to Network	MIT Batch 7	Delicious Special Lunch	Family Activity (at home or out)	Family Activity (at home or out)
18		12:30 - 01:00							
19		01:00 - 01:30					Nap :)		
20		01:30 - 02:00	Lunch	Lunch		Lunch			
21		02:00 - 02:30	MIT Batch 3	Guitar Lesson	MIT Batch 6				
22		02:30 - 03:00				MIT Batch 8	Weekly Review		
23		03:00 - 03:30							
24		03:30 - 04:00	Time with Thomas	Time with Thomas	Time with Thomas	Time with Thomas	Time with Thomas		
25		04:00 - 04:30	Time with Nico/Ki	Time with Nico/Ki	Time with Nico/Ki	Time with Nico/Ki	Time with Nico/Ki		
26		04:30 - 05:00	Process Email						
27		05:00 - 05:30						Reading/Learning	
28		05:30 - 06:00	Prepare Dinner						
29	*Family, Friends, Planning*	06:00 - 06:30	Family Dinner		Possible Date Night with Hubby	Family Dinner	Girls Night or Date with Me :)	Date Night with Hubby or the Kids	Family Sunday Dinner
30		06:30 - 07:00							
31		07:00 - 07:30	Family Time	Family Time	Catch up on TV	Family Time			Weekly Review
32		07:30 - 08:00							
33		08:00 - 08:30							
34		08:30 - 09:00	Kids' Bedtime	Kids' Bedtime	Kids' Bedtime	Kids' Bedtime			Kids' Bedtime