

Julie's Success Circle Membership Group

Homework

October 2016 – Time Management

1. For 1-2 days, time yourself every 15 minutes to see where you're spending your time during your creative business. You will start to see a pattern of where you waste time. Note your time wasters you have found with this exercise?

What will you do to help eliminate these time wasters?

2. Decide right now this month what your creative business work hours are. Is it Monday through Friday? Weekends? Part time? Full Time? Write down exactly what you want. This is what you can tell family and friends so that you work during these hours. It also helps with the guilt when you're not working.

My creative business work days and hours are: _____

3. What are some of your biggest distractions during your work day?

Write down exactly what you can do to eliminate them?

4. Make to do lists so that you get the most important stuff done first? Download my example given in the group where I list my top 3 money producing items to do first daily. Top 3 things would be what will grow and propel your business. Or use my favorite planner [Day Designer Here](#)

5. Do you need to organize your craft area, desk or home in order to be more productive?

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6. How can you simplify your social media using a post scheduler app? These are the ones I mentioned in the training (click link to go to their website):

[Around.io](http://around.io)

[Hootsuite](http://hootsuite.com)

[SproutSocial](http://sproutsocial.com)

[Post Planner](http://postplanner.com)

7. What time of day are you most productive?

8. What are the big things that you need to do in your business right now during your most productive hours to grow it?

Notes/Comments