

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							

Add or remove from this list what is or isn't relevant.

Non Negotiables

These are your self care routines, or family time, the non-negotiables are the things you love to do and want to do and thrive on doing.

- Self Care
- Walks
- Naps
- Family/Friend Time
- Therapy
- Creative Time
- Sleep

Add or remove from this list what is or isn't relevant.

Workflow

These are the bare bones things you need to do in your business. When you write this list consider the question. If your time is worth \$300/hour what would you stop doing?

- Check meetings
- Check emails
- Planning
- Marketing
- Write emails
- Follow ups
- Calls/Check-Ins
- Team Meetings
- Course Development

Add or remove from this list what is or isn't relevant.

Delegated

Originally on my workflow, skills not my strength became a process or was delegated to a skilled team member or trained to allow our business to scale.

- Invoicing
- Setup Meetings
- Artwork
- Ad Management
- Website Updates
- Event Updates

Notes from Ming. There are a few rules of engagement with this and while the time block structure can change it is always suggested you work no more than 2 hours per block, ensure breaks in between (even 10 minutes is better than nothing.) The goal of this is to plan out your days and then allow for the flexibility of interchanging tasks within those blocks. The principle of the 4 hour day is not to work ALL OF THE HOURS like we sometimes do when we first start our businesses but to work efficiently with the time we have. There have been times where "procrastination" or "procrasti-cleaning" have become some of my self care routines. It allows space for forgiveness in the procrastination and trade off with tasks I haven't done that week. Nothing is so urgent that it requires you to sleep kill yourself with sleep deprivation. The lists here are just suggestions from how I structure my day however it is important to note that I don't have kids and often things like school pickup become non-negotiables. If you find that you are not keeping to the time blocks you set for yourself it might be more prudent to instead document how you currently spend your time and map that out. We are creatures of habit, it isn't until we identify our habits do we know that we can change them to something more conducive of the lifestyle we want to live. Page 2 gives the example of one version of my timeblocks. I have different variants when I'm travelling and working or we are in a different season in business (winter time vs summer time). This is formatted to print out in A3.



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:00 AM		Check Meetings					
5:00 AM		Check Emails					
6:00 AM	Sleep/Walks						
7:00 AM	Sleep/Walks						
8:00 AM	Marketing	Client time/Meetings	Interns	Planning	Client time/Meetings	Family/Friend Time	
9:00 AM				Team Meeting			
10:00 AM				Course Development			
11:00 AM	Self Care/Walk/Lunch						
12:00 PM	Planning	Self Care	Self Care	Course Development	Self Care		
1:00 PM	Self Care/Walk/Lunch						
2:00 PM	Lunch/Naps						
3:00 PM	Family/Friend Time	Therapy	Write Emails/Client Meetings/Follow Ups/Calls Checkins				
4:00 PM		Reply Emails					
5:00 PM							
6:00 PM	Creative Time/Walks						
7:00 PM	Creative Time/Walks						
8:00 PM	Check Meetings	Family/Friend Time					
9:00 PM	Family/Friend Time						
10:00 PM	Sleep						
11:00 PM	Sleep						
12:00 AM	Sleep						
1:00 AM	Sleep						
2:00 AM	Sleep						
3:00 AM	Sleep						

Non Negotiables

- Self Care
- Walks
- Naps
- Family/Friend Time
- Therapy
- Creative Time
- Sleep

Workflow

- Client time
- Check meetings
- Check emails
- Planning
- Marketing
- Write emails
- Follow ups
- Calls/Check-Ins
- Team Meetings
- Course Development
- Interns

Delegated

- Invoicing
- Setup Meetings
- Artwork
- Ad Management
- Website Updates
- Event Updates



This worksheet was designed and centered around the "4 hour work day" concept put together by Ming Johanson while I love that this concept is shared actively by my clients and advocates I also appreciate any reference made to crediting back to the author.