



HOW TO CREATE A SKELETON SCHEDULE



STEP 1

Your level of productivity depends on your ability to schedule well.

ANSWER THESE 4 QUESTIONS:

WHAT ARE MY FAMILY HOURS?

WHAT ARE MY WORK HOURS?

WHAT ARE MY REST/ME HOURS?

WHAT ARE MY MAINTENANCE HOURS?

STEP 2

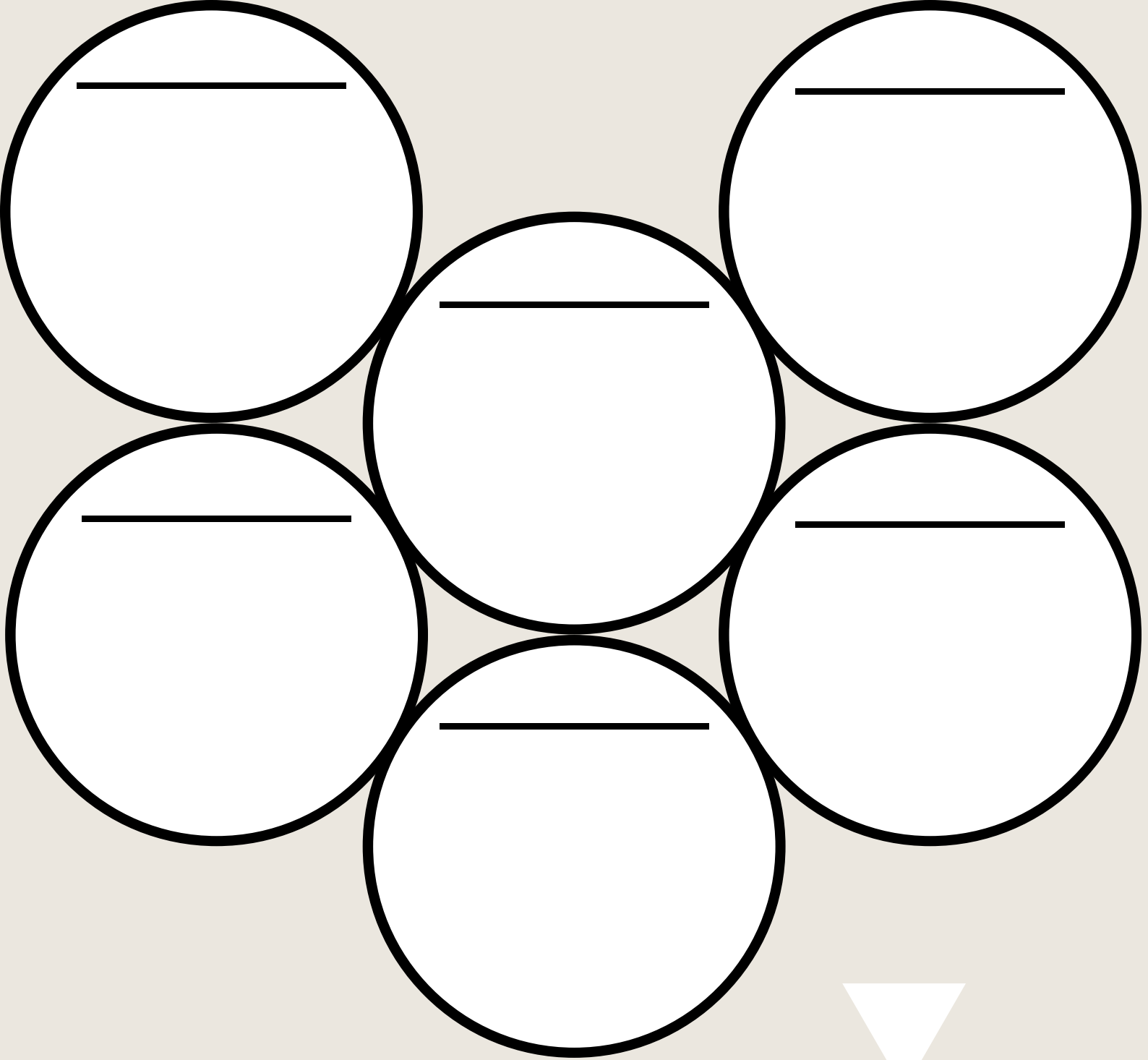
We must start with our availability before we add our responsibilities.

TAKE YOUR ANSWERS FROM STEP 1 AND PLUG THEM INTO THE DAILY CIRCLES (ON PAGE 2). WHEN YOU'RE FINISHED EACH DAY SHOULD BE BROKEN UP BY BLOCKS OF TIME ALLOCATED TO EACH OF THE 4 AREAS.

STEP 3

If your schedule doesn't protect your priorities, it will be almost impossible for you to.

USING YOUR SKELETON SCHEDULE, YOUR TO-DO LIST, AND YOUR CALENDAR, BEGIN SCHEDULING YOUR TASK OR EVENT INTO THE APPROPRIATE BLOCK OF TIME THAT YOU HAVE ALLOCATED FOR IT.



MY SABBATH DAY IS:

SKELETON SCHEDULE

NEED MORE GUIDANCE?
WE HAVE A CLASS THAT
WALKS YOU THROUGH
EXACTLY HOW TO
CREATE YOUR SKELETON
SCHEDULE INSIDE OF
THE MEMBER PORTAL!

SHEWORKSHISWAY.COM

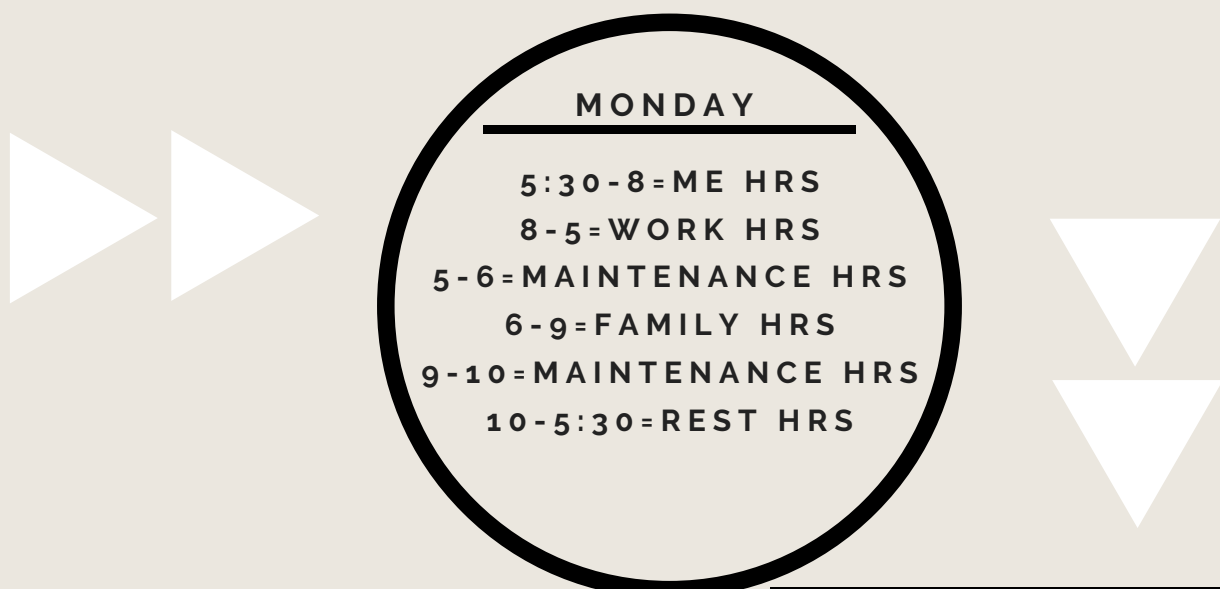
HELPFUL TIPS+AN EXAMPLE

IN THE BEGINNING REMEMBER THAT YOU ARE **WORKING TOWARD** PROPER BOUNDARIES AND THAT IT MAY TAKE SOME TIME TO GET THERE. BE PATIENT WITH YOURSELF AND FLEXIBLE WHILE YOU TRAIN YOUR DAYS TO LOOK THE WAY YOU WANT THEM TO.

MAINTENANCE HOURS = THE HOURS YOU USE TO KEEP YOUR HOME IN ORDER. AS WOMEN WE TEND TO FORGET ABOUT BUDGETING THESE HOURS, OR WE SHOVE THEM UNDER THE FAMILY CATEGORY. UNFORTUNATELY, GOING TO THE GROCERY STORE OR DOING THE BILLS DO NOT ALWAYS MAKE FOR GREAT FAMILY TIME SO LET'S GIVE THESE HOURS A SPECIFIC PLACE IN OUR SCHEDULE EACH WEEK.

YOUR SKELETON SCHEDULE SHOULD STAY MOSTLY THE SAME FROM WEEK TO WEEK SO SOMETHING YOU CAN DO IS HAVE IT **LIVE ON A WHITE BOARD** SO THAT YOU CAN ERASE AND ADD IN YOUR TASKS AND EVENTS WITHOUT STARTING FROM SCRATCH EACH WEEK.

BELOW IS AN EXAMPLE FOR YOU TO USE. PAY ATTENTION TO HOW SIMPLE IT IS. THAT'S THE KEY HERE! EVEN IF YOUR SCHEDULE IS MORE COMPLICATED, YOU CAN USE THIS TECHNIQUE TO CREATE BLOCKS OF TIME THAT WILL SERVE AS YOUR BUILT IN SCHEDULING ASSISTANT. YOUR SKELETON SCHEDULE ENFORCES BOUNDARIES, INITIATES FOCUSED HOURS, AND INCREASES THE CHANCES THAT YOU WILL ACTUALLY DO WHAT YOU SET OUT TO DO!



DAILY SCHEDULE

DAY

WEEK

MONTH

NOTES

NOW THAT YOU HAVE SCHEDULING DOWN,
CHECK OUT THE SWHW BUSINESS TRACKER!
IT'S A QUARTERLY TRACKER DESIGNED TO
HELP YOU GROW YOUR BUSINESS, STAY
FOCUSED ON THE RIGHT ACTIVITIES, AND
HONOR GOD WITH IT ALL.

[SHEWORKSHISWAY.COM/BUSINESSTRACKER](https://sheworkshisway.com/businesstracker)

