

Easy-to-Follow Time Management Schedule for Small Business Owners

The focus of Jim Penman's book, *No Other Success: How a Lawn Mowing Business Transformed Thousands of Lives*, is on success inside and outside of the home. The title of the book came from one of Jim's favorite quotes which says, "No other success can compensate for failure inside the home." He truly believes this, and his entire life has always revolved around the things that are most important to him: his wife and kids, his research, and his business.

The following schedule is based partially on Jim's, but modified, as he has employees now who manage many of the items listed below. We hope it will help you as a small-business owner make sure nothing is slipping through the cracks, including those who are most important to you.

We've included daily, weekly, and monthly schedules.

Daily Schedule

6:00 AM - 7:00 AM: Morning Routine

- Start your day with a healthy breakfast.
- Engage in light exercise or meditation to boost energy and focus.

7:00 AM - 7:30 AM: Family Time

- Spend quality time with your family before the day begins.

7:30 AM - 8:00 AM: Planning and Prioritization

- Review your to-do list.
- Prioritize tasks using the Eisenhower Matrix (urgent/important).
- Set clear goals for the day.

8:00 AM - 9:00 AM: Email and Communication

- Check and respond to emails.
- Address any urgent messages or inquiries.
- Plan follow-up emails.

9:00 AM - 11:00 AM: Focused Work (High-Priority Tasks)

- Tackle the most important and challenging tasks.

- Use techniques like Pomodoro (25 minutes work, 5 minutes break).

11:00 AM - 12:00 PM: Marketing Activities

- Schedule social media posts.
- Review marketing analytics and adjust strategies.
- Work on content creation (blog posts, videos, newsletters).

12:00 PM - 1:00 PM: Lunch Break

- Enjoy a healthy lunch.
- Take a short walk or engage in a relaxing activity.

1:00 PM - 2:00 PM: Client/Customer Meetings

- Schedule meetings with clients or customers.
- Follow up on ongoing projects and client needs.

2:00 PM - 3:00 PM: Administrative Tasks

- Handle billing, invoicing, and other administrative duties.
- Review and organize paperwork.

3:00 PM - 4:00 PM: Product/Service Development

- Work on improving products or services.
- Research new trends and innovations in your industry.

4:00 PM - 5:00 PM: Networking and Community Engagement

- Engage with industry peers on social media or forums.
- Attend virtual or local networking events.

5:00 PM - 6:00 PM: Review and Plan

- Review what was accomplished during the day.
- Adjust your to-do list for the next day.
- Reflect on what went well and what can be improved.

6:00 PM - 7:00 PM: Dinner and Family Time

- Enjoy dinner with your family.
- Spend quality time after dinner with your loved ones.

7:00 PM - 8:00 PM: Learning and Development

- Read industry-related books or articles.
- Take an online course or watch educational videos.

8:00 PM - 9:00 PM: Relaxation and Personal Time

- Wind down with relaxing activities (e.g., watching TV with family, reading, light exercise).

9:00 PM - 10:00 PM: Prepare for Tomorrow

- Set out clothes for the next day.
- Prepare your workspace.

10:00 PM: Bedtime

- Ensure you get a good night's sleep to start the next day fresh.

Weekly Schedule

Monday: Strategic Planning

- Review weekly goals.
- Plan marketing campaigns.
- Set project milestones.

Tuesday: Marketing Focus

- Develop content for the week.
- Schedule social media posts.
- Analyze marketing performance.

Wednesday: Client/Customer Relations

- Follow up with existing clients/customers.
- Conduct client/customer meetings.
- Address customer feedback and concerns.

Thursday: Product/Service Improvement

- Focus on product/service development.
- Research industry trends and competitor analysis.

Friday: Financial Review

- Review and manage financials (invoices, expenses).
- Plan budget for the next week/month.
- Reflect on the week's accomplishments and challenges.

Saturday: Family and Community Engagement

- Spend quality time with your family.
- Participate in or sponsor local community events.
- Network with local businesses.

Sunday: Rest and Personal Development

- Take a rest day with family and loved ones.
- Spend time on personal hobbies or if religious, attend church services.
- Reflect on personal and professional growth.

Monthly Schedule

First Week: Review and Planning

- Review the previous month's performance.
- Set goals and plan strategies for the new month.

Second Week: Deep Work

- Focus on long-term projects and initiatives.
- Allocate time for innovation and creative work.

Third Week: Training and Development

- Participate in professional development activities.
- Train employees or team members.

Fourth Week: Networking and Partnerships

- Build and strengthen relationships with partners and clients.
- Attend industry events or webinars.

Remember not to bite off more than you can chew! And also, if it doesn't fit on a sticky note, it won't fit into your schedule. Be realistic about what you can accomplish, and give yourself grace

if you don't get to everything. Each new day is a fresh opportunity to tackle the challenges of small-business ownership!

For more information on Jim and his company, check out [his website](#). And don't forget to [grab your copy](#) of *No Other Success: How a Lawn Mowing Business Transformed Thousands of Lives*—the story of how Jim's \$24 investment became the largest franchise chain in the Southern Hemisphere!