

# TIPS AND SUGGESTIONS

- We can spend time with our families
- We can prepare a schedule where we decide what we are going to do during the day
- We can learn new things, or improve some skills
- We can dedicate more time to our hobbies



### HOW TO SCHEDULE YOUR DAY FOR MAXIMUM PRODUCTIVITY WHEN YOU OWN A SMALL BUSINESS

**Wake up and work out.**  
Working out early in the morning doesn't just help you meet your fitness goals, but it could even give you more energy than those few extra minutes of shut-eye.

**Get ready for the day ahead.**  
Time to hit the showers, eat a healthy breakfast, take care of family responsibilities, and get people where they need to go.

**Do the most important stuff.**  
The first thing in the workday is your core production time, when you should focus on the day-to-day priorities that need to get done for your business to stay afloat.

**Eat a social lunch.**  
Use your lunch break to cement relationships with people you know or would like to get to know better, whether they be employees or people outside your business.

**Learn something new.**  
Read, take an online course, or use other resources to learn a new skill or bone up on something you already know. As an alternative, you could also spend this time prospecting new projects.

**Make yourself more visible.**  
It's important to establish yourself within your industry and local communities. Get out there, mentor, and give back to the community to build your external career capital.

**Take a walk.**  
Getting natural sunlight and a little exercise are great ways to boost alertness and add to your energy level during your midday break.

**Leave this time open.**  
Things will crop up throughout the day that need dedicated time for addressing – now's the time to mop up anything that needs attending to.

**Plan for what's ahead.**  
Figure out your top-three priorities for the next day and if you need to realign anything. Or, if you plan to do work later in the evening, know ahead of time your strategy for getting it done efficiently.

**Disconnect from work.**  
Whether you want to spend time with the family, hang out with friends, volunteers, or relax by yourself, your personal time shouldn't involve any work.

**Log back on, briefly.**  
Some small business owners, and working people in general, find it hard to completely log off after work. Take an hour for mop-up work, creative thinking, or reading for work.

**Shut down.**  
Close the laptop, put the phone down, and take a little more personal time before bed.

**Sleep.**  
Sleep needs vary from person to person, but a solid seven hours may be a good point.

SOURCES: Laura Vanderkam, National Sleep Foundation; Till Roenneberg, "Internal Time: Chronotypes, Social Jet Lag, and Why You're So Tired", NBC; The New York Times.