

THE BUSY FEMME BOSS

DAILY SCHEDULE

MORNING TASKS

5:00a Workout for 60 minutes & eat a healthy breakfast

6:30a Shower & dress for success

7:00a Check all emails, respond back to emails, send out emails to new leads that came in. Respond back to comments/messages on all social media accounts.

8:00a Spend 15 minutes liking/commenting 100-200 local Instagram photos. Spend 15 minutes

9:00a Call/text all leads coming through from social media. Put new leads on drip if a connection is not made.

10:00a Automate all content for the month (if not already done), post content on Twitter/FB/Insta (15X/month) Enjoy lunch.

11:00p Take one hour break for personal/family time.

AFTERNOON TASKS

12:00p Edit/Post any new videos of *product/service* to YouTube. Do all new product sales/service sales marketing on social media. If no sales, advertise in all local groups for leads - (2X/month)

1:00p Appointments Between 1-4 P.M.

2:00p Spend 15 minutes liking/commenting 100-200 local Instagram photos. Spend 15 minutes. Commenting and liking posts in local Facebook groups. Respond to messages/comments.

3:00p Respond back to any emails. Create/schedule 15 social media posts, set to automate if needed (Or attend appointments)

4:00p Write short local/blog (on your profession), post to website, share on social media. Schedule weekly tasks of must do's in planner. Appts., marketing tasks, projects, announcements, etc.

5:00p Respond back to emails. Repeat 15 minutes on Instagram, repeat 15 minutes on Facebook.

6:00p - 8p Dinner/Family

8:00p - Add and review your "To Do" list for tomorrow.

9:00p - Bedtime, workout clothes laid out on the counter ready to go.

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MORNING TASKS

5:00a

6:30a

7:00a

8:00a

9:00a

10:00a

11:00p

AFTERNOON TASKS

12:00p

1:00p

2:00p

3:00p

4:00p

5:00p

6:00p - 8:00p

8:00p

9:00p

My Number One Goal For Tomorrow Is:

