

Time Management Checklist

Use this checklist to balance your side hustle with your other commitments efficiently.

1. Set Clear Priorities

- ✓ Define your most important tasks and set daily goals.
- ✓ Use the Eisenhower Matrix to categorize urgent vs. important tasks.
- ✓ Limit time spent on low-priority activities.

2. Plan Your Schedule

- ✓ Set specific work hours for your side hustle to maintain consistency.
- ✓ Use a digital planner or calendar to block out focused work sessions.
- ✓ Plan breaks to avoid burnout and maintain productivity.
- ✓ Batch similar tasks together to improve efficiency.

3. Eliminate Distractions

- ✓ Set up a dedicated workspace free from interruptions.
- ✓ Turn off unnecessary notifications during work hours.
- ✓ Use productivity tools like Pomodoro timers to stay focused.
- ✓ Establish boundaries with family and friends regarding your work time.

4. Optimize Your Workflow

- ✓ Automate repetitive tasks using digital tools.
- ✓ Delegate tasks where possible to free up time.
- ✓ Keep track of completed tasks and progress using a to-do list.
- ✓ Reflect weekly on your time management and make necessary adjustments.
- ✓ Stay organized, focus on what matters, and maximize your time!