

Entrepreneurial Time Management System

This system was created by Dan Sullivan, creator of [Strategic Coach](#)

Free Days – these days are business-free days

Focus Days – these days are spent doing the activities that generate revenue

Buffer Days – these days are spent preparing for your focus days

A sample week is shown below.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Buffer Day	Focus Day	Focus Day	Focus Day	Buffer Day	Free Day	Free Day
1. Set up appointments 2. Return phone calls to set up speaking engagements	1. Client projects	1. Speaking Engagement 2. Client projects 3. Calls: new client setup	1. Client projects	1. Invoice clients 2. Send VA the projects for next week 3. Return emails + phone calls	Family getaway	Spa

Monday Morning VA

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Think about the activities that must be done in your business. Which ones create revenue for your business? When do you need to bring you're A game? Start brainstorming below, and then create your entrepreneurial time management system.

I need to have laser focus for these activities (FOCUS DAYS)

These activities help me prepare to prepare for my focus days (BUFFER DAYS)

I like to unwind by doing these activities (FREE DAYS)

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Your Entrepreneurial Time Management System

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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