



From Acorns...how to build your brilliant business from scratch

TOOL: MAKING BETTER USE OF YOUR TIME

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9							
10							
11							
12							
1							
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8							

1. For each hour period, write down the type of work you are doing such as sales, administration, production, book-keeping, travelling.
2. At the end of the week, sit down and add up the time you spend doing each of the type of tasks.
3. Next, try to do an honest appraisal of which jobs are most going to help your business grow in the future, and which are just chores. The stuff that really helps the business grow (i.e.: sales and planning) you should spend more time on. The chores you want to get rid of. Think if a supplier could do this for you (i.e.: a courier for delivery, a book-keeper for finance). It might be a small cost in the short term, but if it frees you up for all the good stuff like sales, it will soon pay for itself.
4. Repeat this exercise in six months. Aim to have doubled your good stuff, and halved your 'chores'.