



Nannypreneurship 101 Week 6

It's time to make that change!
Time Management, Planning and Setting Boundaries

*"Everything can happen if you let it!"
Mary Poppins*

Now that we've taken the time to go through the steps to build your business, make sure that you set aside time to actually run your business. Remember, it'll take a little while to set everything up if you're still in the building stages, but start being intentional with your time which will help you in the long run.

In module 6, we will develop a time management system to implement the growth of your businesses into your everyday life. We will also work on setting realistic boundaries to stay focused. You will need your planner or Asana to complete the tasks. I've included blank templates to print and create your own daily schedule and weekly goals!

- Time Management and Planning
- Setting Boundaries
- Homework

One of the biggest things I hear from those interested in starting a new business is that they don't have enough time. I always ask them to give me a rundown of their day or week so that I can have a better idea of how they're using their time. We all have a different set of priorities and responsibilities like spouses, kids, full time jobs, community service and other things, however, there's a way to incorporate a little business into your everyday life. On the following page, I've included a sample of my daily schedule to give you an idea of how I incorporate business into my day. This will look different everyday since some tasks only need to be completed once a week. Here are a few things to consider.

You are #1

Always make home and your personal life a priority. This includes planning quiet time, workouts, grocery shopping, kids activities and anything that includes self care. You do not want to neglect your personal life or family just to run business.

Create a schedule

Create a simple daily schedule and routine that's easy to manage and leaves a little extra room in your day just in case a task needs to be extended or changed. Remember, to include personal time in this schedule as you don't want to fill your day with business tasks only.

Goals

Set goals for each day, week or month and stick to them. Use the tools in Asana to set specific dates to complete these goals. Create reminders in your phone and use calendars connected to your email. If you have staff members, give them access to your calendar. This will help when setting up meetings and creating projects.

Work while you work

Working while you work can vary based on your career. Use your lunch time or kids nap time, if you're a nanny, as quiet time to regroup, answer emails or make a few phone calls.

Be careful with jumping ahead

Don't move ahead to a new thing until you've completed the old task. This can be tough, especially if you're a creative. You have an idea, get excited about it and move on it instantly while neglecting old tasks. It's ok to write down the idea, but don't move on it until you've planned it out and added it to your calendar.

Ask for help

Consider hiring an intern, part time virtual assistant or outsource areas of your business to lighten your load. Use Fiverr if you're on a budget, or reach out to Facebook groups, Craigslist for assistance. There's a fun app I discovered called Shapr. It's almost like business matchmaking, and it's free! Build a profile and connect with business owners in your area.

Stephanie's Monday Schedule

6:00: Prayer and devotion

7:00: Workout, eat and get dressed

8:00: Schedule social media posts for the week

9:00: Answer emails and reply to social media posts and messages

10:00: Label and fulfill weekend orders

11:00: Ship Items

12:00: Lunch

1:00: Coaching Session w/new client

2:00:

3:00: Meal prep and cook

4:00:

5:00: Dinner

6:00: Nanny job- answer emails and social media posts after children are in bed.

7:00:

8:00:

9:00:

10:00:



Daily Schedule

6:00:

7:00:

8:00:

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10:00:

11:00:

12:00:

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Weekly Goals

Goal

Action

Complete

<p>Monday</p>	<p>Finish mug and tumbler designs Workout 45 minutes everyday</p>	<p>Contact Nico for final designs Wake up 15 minutes earlier, add abs</p>	
<p>Tuesday</p>	<p>Plan promo for NP 101 Winter Session</p>	<p>Create content calendar for NP</p>	
<p>Wednesday</p>	<p>Follow up with coaching clients</p>	<p>Send email and share new winter deal</p>	
<p>Thursday</p>	<p>Nanny Happy Hour schedule</p>	<p>Confirm topics and follow up w/guests</p>	
<p>Friday</p>	<p>Plan meals for next week</p>	<p>Write out grocery list & use meal planner</p>	
<p>Saturday</p>	<p>Sat. mail orders from Tues-Fri Sunday-family day. Rest</p>	<p>Label and fulfill orders Friday night.</p>	

Weekly Goals

Goal

Action

Complete

	Goal	Action	Complete
Friday			
Thursday			
Wednesday			
Tuesday			
Monday			
Sunday			

Time management, planning and setting boundaries all go hand in hand. Over the last few years, I've realized that one of the main reasons time slipped by was due to the lack of setting life and business boundaries. I didn't have boundaries with technology, answering phone calls, "helping" other people, with social media and in my personal life. To be honest, I realized that my love for helping others hindered me in many areas of my life. I'd be so busy helping others run their businesses, that I'd neglect mine. I'd spent countless hours responding to text message or Facebook messages playing therapist while I could've been working out. Or, I would spend all day and all night working on my own business or at a nanny job, and in turn I'd neglect my health. After being tired of getting nowhere, I decided to set boundaries to get my life and business back on track.

In module 1, we spoke about getting to the root of you. Since you now know what you really desire, you should have no problem setting your focus and priorities on that by creating healthy boundaries.

Say no!

Say no without explaining yourself. This can be a very hard thing to deal with, especially when it comes to loved ones. If you haven't grasped this concept and have found yourself behind in life and in business, start saying no. You don't have to attend every event. You don't have to stop your day to solve everyone else's problems. You don't have to volunteer for every committee. You will drain yourself, add unnecessary stress to your life and you won't have clear focus when it comes to building your business. Repeat after me, "NO!"

Set boundaries on technology

We can't escape technology if we tried. The world is literally at our fingertips and it's easy to get caught up with reading a status, getting involved in debates on social media, finding out the latest news or just scrolling through your Instagram feed. It can literally set you back by hours if you're not careful. Make the decision to trade social media time for business building time. Social media is a huge part of business, however, don't get trapped. Use it for growth and schedule time after your business tasks are complete to use it for leisure.

Self care

I read a status that said, "I didn't know that when I became a business owner that I'd trade my 40 hour work week for a 100 hour work week." This is 100% true! You will spend more time building and growing your business than you spent working your day job. Many of us work after work since we're still working full and part time. Although you may have the drive to work day and night, you must get rest. The same emails, messages and tasks can be done the next day. They aren't going anywhere. If you need to set a timer, do it. Get plenty of rest so that you can give yourself and your business your best. Make time to workout, exercise, plan and eat healthy meals. A healthy mind, body and spirit will product a healthy thriving business.

Don't discount yourself

I had an issue with always giving out deals, always giving out free coaching sessions, always giving out discount codes and it took a toll on me. My business was suffering and I couldn't get the time back. Building a business costs and most of us in this class are for profit businesses. Value yourself and your time enough to charge what you're worth. Think about it. Most high end products, cars, hotels and other things of value hardly go on sale. If customers really want something of value, they save their money until they can afford it. That goes for you and your business. Believe that your niche is more than happy to pay what you ask. This doesn't mean that you can't offer a deal. It just means that what you have to offer is valuable and as the expert, your pricing reflects your expertise.

Write a no and boundaries list below. Be honest with yourself about areas where you need to set boundaries and reorganize your time.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- * Write your weekly goals and daily schedule.
- * Use Asana or your planner to write it down and set dates.
- * Check off your weekly goals as they are completed.
- * Write out your boundaries and “no” list.
- * Visit this link to setup your complimentary 1 on 1 coaching session with me. I need at least 24 hours notice. Remember, this is free for all Nannpreneurship 101 registrants.
<https://www.nannypreneurship.com/book-online/pick-stephanie-s-brain>