

Daily Routine by Hour (EXAMPLE)

Time		Activity	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
6:30am	Soul/spirit care tim	Awaken to Morning Meditation Track						Time = flex	Time = flex
	Body care time	Yoga							
7:15am	Meal time	Breakfast							
7:45am	Body care time	Exercise							
8:15am		Prep for day							
9:00am	Review time	Review calendar (<5 mins)						Completely free day. No working. Go out in nature, shop, be with friends, movies, dine out, creative hobbies only, time in garden, reading, meditating, sleep in, naps. Stay off computer as much as possible. If ever Sunday is a "regular" work day, MUST make Monday a completely free day.	
		Review goals - short & longterm (5-10 mins)							
		Review online landscape*. ONLY reply to urgent/important matters.							
		<i>*Twitter @ & DM; FB Profile & Fan Page; Blog comments; Email</i>							
		Check new stats/important metrics							
		Read top blog subscriptions; schedule Hootsuite (30 mins)							
10:00am	Client care time	Appointments							
		Return calls, make calls							
		If no appts, focus on Systems, Marketing, Creativity, Team time							
11:00am		Break, snack (~15 mins)							
	Marketing time	Appointments							
		If no appts, focus on Systems, Marketing, Creativity, Team time							
12:30pm	Meal time	Lunch							
1:15pm	Marketing time	Appointments							
2:30pm	Client care time	Appointments							
		If no appts, focus on Systems, Marketing, Creativity, Team time							
3:30pm		Break, snack (~15 mins)							
	Review time	Review online landscape*; reply as needed.							
		<i>*Twitter @ & DM; FB Profile & Fan Page; Blog comments; Email</i>							
4:30pm	Creative time	Writing: articles, blog posts, etc.							
6:00pm	Meal time	Dinner							
7:00pm	Planning time	Loose ends, wrap up, prep for tomorrow							
		Source content for Hootsuite early morning							
7:30pm	Flex time	Free to surf "Rabbit holes"							
8:30pm		All computer work completed. Turn off all devices.							
9:00pm	Relaxation time	Relax, read, TV, meditate							
10:00pm		Prep for bedtime							
10:15pm	Soul/spirit care tim	Meditation							
10:30pm		Sleep							