

FACTOR 1  
LEADERSHIP

**sixty:forty**<sup>™</sup>  
*The Small Business Advantage*

A day in your

*Life*

WORKBOOK

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# Introduction

Welcome to our little tool for mapping out A Day in Your Life.

We all take time for granted, yet it is the only asset we have that cannot be replaced or topped up. This worksheet is used to help you track where you are currently spending your time. There are two worksheets included, one in 15 minute blocks and the other in 30 minute blocks.

These are used in our Find 5 Action Plan to identify the tasks in your business that need delegating. Knowing where your time is going is the first step to taking back control of your business and life. If you are stuck in doing low value work and need to take back your time to focus on higher level and more profitable activities, you first need to know what you are actually doing. It is only then that you can build accountability into your day.

We use this as a tool to capture where your time is going. The purpose for doing this is so that you can then identify exactly where you should be investing your time. Where you are working on those tasks that only you can do.

Maximising time is a discipline that over-worked small business owners lack. This causes them to operate in a highly stressed and reactive mode, where other people are setting the priorities.

For this exercise don't worry about the State and Frequency (unless you want to) - these are used when we actually do a time study in Find 5. Right now your focus is on capturing 2 weeks of your time. You might find yourself very surprised.

Happy recording!

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## We're on a mission!

At **sixty:forty** we want to create a world where people like you successfully start, build, manage or grow your small business in such a way that it leads to a meaningful and prosperous life for you and your family, your team members and your community.

**sixty:forty**

# A day in your life 30 minutes

Day S M T W T F S Date \_\_\_\_\_

Time	Activity Description	State		Frequency	
6.00am		P	R	R	N
7.00am		P	R	R	N
8.00am		P	R	R	N
8.30am		P	R	R	N
9.00am		P	R	R	N
9.30am		P	R	R	N
10.00am		P	R	R	N
10.30am		P	R	R	N
11.00am		P	R	R	N
11.30am		P	R	R	N
12.00pm		P	R	R	N
12.30pm		P	R	R	N
1.00pm		P	R	R	N
1.30pm		P	R	R	N
2.00pm		P	R	R	N
2.30pm		P	R	R	N
3.00pm		P	R	R	N
3.30pm		P	R	R	N
4.00pm		P	R	R	N
4.30pm		P	R	R	N
5.00pm		P	R	R	N
5.30pm		P	R	R	N
6.00pm		P	R	R	N
7.00pm		P	R	R	N
TOTAL		P	R	R	N

# A day in your life 15 minutes

Day **S** **M** **T** **W** **T** **F** **S**

Date \_\_\_\_\_

Time	Activity Description	State		Frequency	
6.00am		P	R	R	N
6.15am		P	R	R	N
6.30am		P	R	R	N
6.45am		P	R	R	N
7.00am		P	R	R	N
7.15am		P	R	R	N
7.30am		P	R	R	N
7.45am		P	R	R	N
8.00am		P	R	R	N
8.15am		P	R	R	N
8.30am		P	R	R	N
8.45am		P	R	R	N
9.00am		P	R	R	N
9.15am		P	R	R	N
9.30am		P	R	R	N
9.45am		P	R	R	N
10.00am		P	R	R	N
10.15am		P	R	R	N
10.30am		P	R	R	N
10.45am		P	R	R	N
11.00am		P	R	R	N
11.15am		P	R	R	N
11.30am		P	R	R	N
11.45am		P	R	R	N
12.00pm		P	R	R	N
12.15pm		P	R	R	N
12.30pm		P	R	R	N
12.45pm		P	R	R	N

# A day in your life 15 minutes

Day S M T W T F S Date \_\_\_\_\_

Time	Activity Description	State		Frequency	
1.00pm		P	R	R	N
1.15pm		P	R	R	N
1.30pm		P	R	R	N
1.45pm		P	R	R	N
2.00pm		P	R	R	N
2.15pm		P	R	R	N
2.30pm		P	R	R	N
2.45pm		P	R	R	N
3.00pm		P	R	R	N
3.15pm		P	R	R	N
3.30pm		P	R	R	N
3.45pm		P	R	R	N
4.00pm		P	R	R	N
4.15pm		P	R	R	N
4.30pm		P	R	R	N
4.45pm		P	R	R	N
5.00pm		P	R	R	N
5.15pm		P	R	R	N
5.30pm		P	R	R	N
5.45pm		P	R	R	N
6.00pm		P	R	R	N
6.15pm		P	R	R	N
6.30pm		P	R	R	N
6.45pm		P	R	R	N
7.00pm		P	R	R	N

# Your next step

**FIND 5** is a hands on course where we show you how to stop filling your day with tasks that should be automated or outsourced and how you can quickly develop systems to start getting predictable results.

Use our 'fill in the blank' process worksheet and create consistent task documentation and training plans. You'll learn the six elements that go into every successful task plan so that you only have to develop and record the training plan once and you then get the task done exactly the way you want it done ... every single time.



## Want more?



### Action Plans

Mini projects you can complete in less than a day that will move your business forward.



### Academy

Hands on learning that you can implement in your business immediately covering Strategy, Cash, Capacity and Clients.



### Help

Have an Action Plan implemented in your business by working with a sixty:forty Certified Professional.

## Join the Community

Looking to join a community where small business owners or aspiring entrepreneurs all come together to learn what you need to know about running a business efficiently, without having to go through the school of 'hard knocks'. A place where you can create new opportunity and open the doors to new capital. Where you can get the advice and support from industry experts and other members, no matter where you are on your business journey. We have a range of membership options, free and paid - take control of the future of your business and achieve the success you should.

Scan the QR Code with your phone camera to view membership options,  
or go to [www.sixtyforty.io/getstarted](https://www.sixtyforty.io/getstarted)

