
A Week / B Week Work Routine

On the following pages, use the scheduling templates to create your new business routine.

Here's how:

A Week - Schedule all client work.

This week is for client work and client work alone, plus some light admin and email tasks. The focus should be primarily on working directly with clients through 1:1 sessions, leading a group program, or hosting a webinar.

B Week - Schedule all non-client work.

This week includes non-client work, such as content creation, networking, guest post pitches, phone or video check-in with your team. It is the time when you work on the behind the scene tasks that are no-less-important, but don't directly contribute to your revenue growth. Remember it this way, 'B' stands for Business Building.

It may take a few weeks to arrange your schedule so that all clients are booked every other week. Once you have it there, hold yourself accountable to stick with it for at least two cycles. If you need an incentive, plan on a special reward for you for testing and possibly adopting the new work routine.

And don't forget to let your team know about the new routine. It will help them to know when you'll be more actively working on the business building projects and when they should be scheduling certain types of appointments.

Get stuck with the implementation? Email me at support@lindsaygomez.com and I'll help you out.

A Week – Coaching and Client Work

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							

B Week – Non-Client Work, Business Building Activities

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							

Who is Lindsay?

I help established coaches and creative entrepreneurs who feel like there aren't enough hours in the day to reach their goals. They're letting clients walk away because their endless to-do list is overwhelming. I create a personalized, actionable plan so they can build a streamlined, successful business that they love.

But it wasn't always like this...

Before branching out to do my management and consulting work, I spent over 10 years in the office products industry developing consumer products. It was the desire to help people on a more personal level that ultimately led me from the corporate world to my work with small businesses. To work 1:1 with people to wrangle in their business schedule, systems, operations, and team, so that they could focus solely on their gifts to the world and build a business and life that they love.

The planet is filled with amazing women entrepreneurs, full of inspiration, passion and resilience. They've gotten things to work "well enough" in their business, but it isn't totally clicking as they hoped. They're working too hard for too little in return. As in the corporate world, I can see these business blind spots (*that's my superpower*) and put together an action plan to building a successful business.

Today, I've built a business that I love. I'm using my innate skills in systems and management to build thriving businesses with my clients.

My work matters, and so does yours.

For more tips, tools and strategies on how to build a successful, streamlined business that you love, visit LindsayGomez.com.

