



Repeat Checklist

Time Management

- ☐ Determine your total available time allotted for this business project
- ☐ Add time for lunch and frequent 15-minute breaks
- ☐ Divide total available time into "1 Hour Time Blocks"

8 Hour Work Schedule

- ☐ 7 AM: Wake, shower, breakfast
- ☐ 8 AM: At your desk, writing, assessing the day's duties
- ☐ 9 AM: Review incoming messages from clients/leads
- ☐ 10 AM: 15 min break, followed by outreach
- ☐ 11 AM: Outreach/Follow Up
- ☐ 12 PM: Outreach/Follow Up
- ☐ 1 PM: Lunch
- ☐ 2 PM: Post Writing / Client Service
- ☐ 3 PM: Break: Writing/Service

10 Hour Work Schedule – Day 1

- ☐ 7 AM: Wake, shower, breakfast
- ☐ 8 AM: At your desk, writing, assessing the day's duties
- ☐ 9 AM: Review incoming messages from clients/leads
- ☐ 10 AM: 15 min break, followed by outreach
- ☐ 11 AM: Outreach/Follow Up

10 Hour Work Schedule – Day 2

- ☐ 1 PM: At your desk, assessing the day's duties
- ☐ 2 PM: Outreach/Follow Up
- ☐ 3 PM: Break: Outreach/Follow-Up
- ☐ 4 PM: Writing/Service
- ☐ 5 PM: Review incoming messages from clients/leads

20+ Hour Work Schedule – Day 1

- ☐ 7 AM: Wake, shower, breakfast
- ☐ 8 AM: At your desk, writing, assessing the day's duties
- ☐ 9 AM: Review incoming messages from clients/leads
- ☐ 10 AM: 15 min break, followed by outreach
- ☐ 11 AM: Outreach/Follow Up
- ☐ 12 PM: Outreach/Follow Up



20+ Hour Work Schedule – Day 2

- ☐ 7 AM: Wake, shower, breakfast
- ☐ 8 AM: At desk, daily assessment
- ☐ 9 AM: Outreach
- ☐ 10 AM: Outreach
- ☐ 11 AM: Review incoming messages/follow-up

20+ Hour Work Schedule – Day 3

- ☐ 1 PM: At desk, daily assessment
- ☐ 2 PM: Outreach/ Follow-up
- ☐ 3 PM: Break/ Outreach/ Follow-up
- ☐ 4 PM: Writing Service
- ☐ 5 PM: Review incoming messages/follow-up

20+ Hour Work Schedule – Day 4

- ☐ 1 PM: At desk, daily assessment
- ☐ 2 PM: Outreach/ Follow-up
- ☐ 3 PM: Break/ Outreach/ Follow-up
- ☐ 4 PM: Writing Service

Social Media Automation

- ☐ www.later.com
- ☐ www.hootsuite.com

Facebook Post Scheduling

- ☐ Ensure the page is a business page
- ☐ Click “Publishing Tools”
- ☐ Create post content
- ☐ Add call-to-action
- ☐ Click the arrow next to publish
- ☐ Schedule the post using the calendar

Essential Services

- ☐ Domain Name: <https://www.landroservices.com/products/domain-registration>
- ☐ Hosting: <https://www.landroservices.com/products/cpanel>
- ☐ WordPress Website: <https://www.landroservices.com/products/wordpress>
- ☐ Website Builder: <https://www.landroservices.com/products/website-builder>
- ☐ Security: <https://www.landroservices.com/products/ssl>
- ☐ Email Marketing: <https://www.landroservices.com/products/email-marketing>
- ☐ Email Hosting: <https://www.landroservices.com/products/email>

