HOW TO CREATE THE TIME YOU NEED TO ACHIEVE YOUR WORK-AT-HOME GOAL

Work At HomeSuccess

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Read the blog post that goes with this printable here: How to Build a Work-At-Home Career When You Don't Have a Lot of Time

Note: You can fill in this sheet on your computer or print out and handwrite your responses.

Step One: What do you want to achieve and where are you now?

Write down your work-at-home goals. What do you want? A full-time work-at-home job? A portable online business that lets you travel or live anywhere? Be specific! I.E. "I want a work-at-home job doing virtual support that earns $25,000 per year." Or "I want to build a passive income on information products that earns $50,000 per year." Make note of the gap between where you are now, and where you want to be.

Step Two: What Steps are Required to get to where you want to go?

Write down the specific actions you need to take to get from where you are now, to where you want to be. Don't just say, "find a job," or "build a website." List the nitty-gritty details such as, "search X,Y,Z sites for jobs, rewrite my resume, etc." Or, "research niches for my blog, buy a domain name, etc." If you're not sure what to do, the first action step is, "research how to do the work-at-home job/business I want to do."

Step Three: What do you spend your time doing? What can you delegate, outsource or delete?

It's possible you already know what you need to do, you just are having a hard time finding the time to do it. This is where you figure out where your time is going so you can make time for your work-at-home goal. Once you have a list of all the activities you do each day, go through and put a **D** next to the ones you can delegate, **O** next to the ones you can outsource, and line through the ones you can eliminate all together. For example, you can delegate laundry folding to kids or a spouse. You can outsource housecleaning to a service. Items you can stop doing include binge watching NetFlix, wasting time on Facebook, etc.

Step Four: What Tasks will Offer the Biggest Results the Fastest?

In step two, you made a list of all the actions you need to take to reach your goals. Now it's time to prioritize them into the actions that will yield results the fastest. Too often, you can waste time on busy work that feels productive, but doesn't actually move you toward your goal. Focus on items that can make money the soonest. Sending a resume will get a job faster than networking on LinkedIn. While LinkedIn can be a great source for work, sending a resume should take priority. Getting your infoproduct online and for sale will make money faster than focusing on social media graphics. List your most important tasks here:

Step Five: Prioritize and Schedule the Big Results Items

Now that you know which tasks you should do first and you made time in your day in Step 3, now it's time to schedule the most important activities into your day. Don't overdo it. Rome wasn't built in a day and neither is a work-at-home career. At the same time, make sure you do at least one tasks a day. For example, you can search for jobs 30 minutes a day. You can do one action that sets up your online business such as, outline your info product on Monday and Tuesday, or buy a domain name and hosting on Wednesday.

Step Six: Protect Your Time and Eliminate Distractions

How often have you scheduled time, only to have something come up and you don't get to it? Anticipate and put in protections for distractions and interruptions. Turn off notifications. Make sure your kids are occupied with an activity. Work in an area where you can shut the door or be away from other household activity. List the ways you'll protect your time and eliminate distractions.

Step Seven: Get It Done!

You have everything you need to start moving toward your goal. Now you just need to follow through. Each time you do something to reach your goal, mark it down. Watch how fast progress is made and how much closer you get your goal when you take care of the important tasks on a regular basis. Write down a task each time you complete it in the boxes below.