

My Exact WEEKLY SCHEDULE



This is my exact weekly schedule in a rather busy week (aka working 5-6 hours per day 😊) of running my multiple-six figure online business.

BUFFER tasks vs. FOCUS tasks vs. FREE time vs. CALL time

Monday

- 5:30am - 6:00am: Mindset journaling
- 6:00am - 7:00am: Group coaching call
- 7:00am - 8:00am: Breakfast
- 8:00am - 10:00am: Work session
- Recorded an offer audit for a client (15 minutes)
 - Recorded a bonus video for my minimind (25 minutes)
 - Voxer check in with all my clients answering questions (45 minutes)
 - Quick IG story (5 minutes)
- 10:00am - 12:00pm: Met in person with my new personal assistant and moved into a new apartment
- 12:00pm - 1:00pm: Lunch break
- 1:00pm - 1:45pm: Wrote a long newsletter for my email list
- 1:45pm - 2:00pm: Emails, DMs and Instagram stories
- 2:00pm - 2:30pm: Worked on a process to collect client wins
- 3:00pm - 3:45pm: Group coaching call
- 4:00pm - 4:20pm: Team meeting

Tuesday

- 5:30am - 6:00am: Mindset Journaling
- 6:00am - 6:30am: 1:1 Coaching Call with my own coach
- 6:30am - 7:00am: Discovery Call with a new OBM
- 7:00am - 8:00am: Breakfast, update Andy about hiring the new OBM
- 8:00am - 12:00pm: Voxer Coaching Day with a client
- 8:00am - 9:00am: Voxer check-in with other clients and masterminds
- 9:00am - 10:00am: Pay new OBM, delegate tasks to my team, record Less is More module 5, upload to vimeo

10:00am - 11:00am: Come up with a new course bundle, design a bonus PDF with my weekly schedule, brief my team about the new offer, ask for new graphics and order form

11:00am - 11:45am: Lunch

12:10pm - 1:30pm: Had a bath, worked on my puzzle, posted some IG stories and brainstormed 3 new mini offers

1:30pm: Check in with my 1:1 clients and mastermind clients on Voxer

1:30pm - 2:00pm: Entrepreneurial Management Course

2:00pm - 2:40pm: Nap

2:40pm - 2:45pm: Voxer

2:45pm - 2:50pm: Learning Course

3:00pm - 4:30pm: Group Coaching Call

4:30pm - 8:00pm: Playing badminton outside, dinner, watched a movie and puzzled

8:00pm: Bed

Wednesday

5:00am - 6:00am: Mindset course and Mindset Journaling

6:00am - 7:00am: Gym

7:00am - 8:00am: Breakfast, puzzle, reading

8:00am - 9:00 am: Masterclass in Facebook group

9:00am - 9:30am: IG Live

10:00am - 10:40am: Create 2 PPTs for Less is More Mastermind

10:40am - 11:00am: Voxer coaching 1:1 clients and mastermind clients

11:00am - 1:30pm: Check-in with friends on WhatsApp, lunch Break and going outside for room cleaning

1:30pm - 1:40pm: Created order form for course bundle

1:45pm - 2:15pm: Listening to a podcast + sorting my files

2:15pm - 2:45pm: Work on Notion

3:00pm - 4:00pm: Nap

4:30pm - 5:30pm: Coaching call

5:30pm - 8:30pm: Dinner, movies, puzzle, reading

8:30pm: Bed

Thursday

6:00am - 6:30am:	Replan my week
6:30am - 7:45am:	Guest Expert Training in my Mastermind
7:45am - 9:00 am:	Breakfast
9:00am - 9:15am:	Working on an order form for a flash sale for 15 minutes, #frustration delegated it to my team
9:15am - 10:00am:	Bubble bath to reset myself
10:00am - 10:45am:	Personal assistant arrived, delegated household tasks
10:45am - 10:50am:	Shared 1 short and sweet post in one Facebook group and on my Facebook profile (plus some Instagram stories) - that's it for my content creation for today
10:50am - 11:30 am:	Transferred Company History Doc & Company Manifesto into Notion
11:30am - 12:00pm:	Read feedback from MJT members
12:00pm - 1:00pm:	Lunch
1:00pm - 1:30pm:	Listen to podcast whilst replying to emails
1:30pm - 2:30pm:	Entrepreneurial Management Course
3:30pm - 4:00pm:	Client Call
4:15pm - 7:00pm:	Aquarium and shopping mall
7:00pm - 8:30pm:	Dinner, movie, puzzle, read
8:30pm:	Bed

Friday

3:30am:	Woke up #sleepdisorder
4:15am - 6:00am:	Got up and scrolled on my phone so I won't wake Andy
6:00am - 6:30am:	Getting ready
6:30am - 7:30am:	Call with systems strategist
8:00am - 8:30am:	Livestream and Youtube filming
8:45am - 9:15am:	Create Video Module Less is More Week 10
9:15am - 9:30am:	Voxer Coaching Mastermind clients
9:30am - 10:10am:	Watched YouTube video on mental health, did some Instagram stories
10:10am - 5:00pm:	Wrapped up the work day, reading, puzzle, ordered pizza, Netflix(Good Girl), played Settler of Catan w/ Andy
5:00pm - 8:30pm:	Bath with candles and bubbles, dinner, reading
8:30pm:	Bed

On the weekend we had a special treat at the Intercontinental in Hanoi including a 5-star dinner, lots of cake and french macarons, and sauna.