

Home Office Organization & Time Management Plan

1. I plan to devote _____ hours per week to my home business.
2. I plan to devote _____ hours per week to filing, organizing and cleaning my office space.
3. I plan to meet with clients either 1) in my home business, 2) at the client's place of business, or 3) a predetermined neutral location. If a predetermined location, it is how far from my home?

4. I sat down and discussed with my family, friends and clients that I will work the following days/hours:

- | | |
|--------------|--------------|
| a. Monday | Hours: _____ |
| b. Tuesday | Hours: _____ |
| c. Wednesday | Hours: _____ |
| d. Thursday | Hours: _____ |
| e. Friday | Hours: _____ |
| f. Saturday | Hours: _____ |
| g. Sunday | Hours: _____ |

5. I plan to meet with clients during the following days/hours – (different from the above because this is possibly non-billable time if you will offer free consultations and you will need to plan for this time allocation):

- | | |
|--------------|--------------|
| a. Monday | Hours: _____ |
| b. Tuesday | Hours: _____ |
| c. Wednesday | Hours: _____ |
| d. Thursday | Hours: _____ |
| e. Friday | Hours: _____ |
| f. Saturday | Hours: _____ |
| g. Sunday | Hours: _____ |

6. I need _____ initial space for my office. My office will be located:

7. I will be buying or already have the following furniture/equipment that will need to be arranged in this office space. Do I have a space for everything?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____
- k. _____
- l. _____
- m. _____
- n. _____

8. My software will be stored: _____

9. I will have backups of all of my original software, which will be stored offsite at:

10. I will have backups of all of my client's electronic files stored offsite at:

11. My primary filing space for business clients will be:

12. My primary filing space for personal papers will be:

13. I have on hand office and other supplies I anticipate will last for _____ (months/years).

14. I will store office supplies here: _____

15. I will check office supplies for low stocks every (Monday, Tuesday, Thursday, Wednesday, Friday) – circle one

16. I plan to spend _____ hours per week on my own business marketing (letter/postcard preparation and mailing, calling, website updates, new promotions, etc.)

17. I will do my business marketing on (circle one):

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. Saturday
- g. Sunday

18. I will spend this time with my family or friends. I need down time and value the time I must spend on myself, which helps keep my business and family life separate and in perspective (this could be one half day per week or several mornings, evenings, whatever, that you will devote to take care of YOU and your personal relationships, which will help keep your business healthy as well):

19. This is my contingency plan when me and/or my children are sick and I have deadlines for my business (backup or subcontractor):

20. This is my contingency plan for emergency day care if I need to meet unexpectedly with a client/potential client:

21. I will need continuing education to continue building my business and stay on the cutting edge. I will devote this specific time every week/month to continue building my skills:

22. I am a member of _____ trade organizations. I am expected to participate _____ (weekly/monthly) in their activities. I will realistically be able to devote _____ hours per week to these organizations.

Pro Bono Services Commitment

I add this section because I have heard time and time again from people (myself included) that they offer pro bono services partially to begin building their client base and show they do in fact have the skills they are saying they do. The problem is that pro bono offerings can snowball, sucking up all of your time and leading into leaving very little time for your BILLABLE business. You need to, in advance, determine what you will set for limits if you do at all decide to offer pro bono services, especially to friends and family. Make this commitment and STICK TO IT – you will thank yourself later when you are not tied down to a free job when you have a paying job that needs to be done right away. You can choose either choice here

23. I offer pro bono (free) services to some nonprofits, family or friends:

a. _____ I currently offer or will be offering pro bono services on some level, either to non profit organizations, family or friends. I will commit to ONLY _____ hours per week/month for pro bono service offerings and I will NOT let these free services interfere with my paying client work. I will develop a contract specifically for pro bono services, specifying exactly what I will and will not do for them, and will not commence services

until that contract is signed. In that contract will be clarified that my regular client work comes first, as it is my primary income, but that their work is important to me and it will get done in the blocks of time not committed to my income-producing client services.

b. _____ I do not and do not intend to offer pro bono services on any level.

Commitment to yourself

By completing and signing this home office organization and time management plan, I have committed to organizing my business and office from the beginning, enabling me to more effectively manage my time with my business as well as my family commitments. I am committed to keeping my business organized and effectively managing my time on a continuing basis, which will better equip me to be successful in my business endeavors.

Signature

Date: