YOUR READING MAP

Give your day a direction

Simple routines for a business with real customers and surprises.

Your mission

Choose one useful result for tomorrow. Give it a realistic place in your day, protect that time and review what actually happened.

03-04 / See where time goes

Meet Maya and run a short time audit.

05-07 / Plan for real life

Choose priorities, protect focus and budget your hours.

08-09 / Handle the messy bits

Use helpful scripts and a weekly reset.

10-11 / Explore 10 business ideas

Each service idea has a small first test.

12-14 / Make it a habit

Follow the action plan, fill your worksheet and review.

01 / UNDERSTAND IT

Busy is not a finish line

Fictional example: Maya runs a gift shop.



Meet Maya.

She answers every message as it arrives. She starts a product listing, stops to check stock, then starts again.

By closing time, the listing is unfinished. She has worked hard, but her key task has no protected time.

Start with a result you can recognise.

“Work on marketing” is vague. “Publish one checked product page” has a finish line. Break large work into a next step that can fit inside a real time slot.

☺ MAYA’S NEW RULE

“Before I open my inbox, I will decide what must move forward today.” Customer needs still matter; they need a place in the plan.

02 / NOTICE THE PATTERN

Track before you change

Use three ordinary workdays as a starting experiment.

Keep a light time log

Record start, finish, activity and interruptions. Use rough blocks if minute-by-minute tracking is distracting. Include customer work, admin, travel, breaks and rework.

Fictional log: one interrupted morning

09:00-09:20	Customer messages
09:20-09:35	Start a quote
09:35-10:00	Unplanned supplier call
10:00-10:20	Restart and finish quote

Look for one fix, not a perfect day.

Which task repeats? What makes you restart? Which delay can you prevent? Ask whether a step is needed before trying to make it faster.

TRY IT TODAY

Choose one repeated interruption to reduce tomorrow.