**Weekly Work Schedule**

**My actual schedule has the clients name and business as well as some additional information. I edited that out to maintain privacy.**

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **NOTES** |
| **6-7:00 Blog**  Schedule Facebook for Monday and Tuesday  Respond to comments  Share/schedule old posts  (3-5 per week) | **6-8 am**  Client Work  Schedule FB  for week    Write 1-2 blog posts for client and schedule. | **6-7 am Blog**  Schedule Facebook for Wednesday and Thursday  Respond to comments  Visit link ups  Write 1-2 posts or create photos | **6-7 AM**  Schedule clients Facebook page for week  Write 1 blog post **or**  Create picture | **6-7 am BLOG**  Schedule Facebook through Sunday  Schedule Tailwind and Buffer through Monday  Check blogging groups | **Posts to write:**  Link up  1.  2.  3. |
| **7:00-8:00 AM**  VA work for client | **1-2 pm**  VA work for client | **7:00-8:00**  VA work for client | **7-8 am**  VA work for client | **7:00-8:00 am**  VA work for client | **Misc. To Do** |
| **8:00-10:00 PM Blog**  Write 1-2 posts or recreate photos  Any other work that needs done for BLOG | **2-3 pm Blog**  Schedule Tailwind and Buffer through Friday  Check blogging groups | **1-3 pm**  Misc. Work that needs done either for blog or work  **THIS is my flex box. Things come up sick kids, field trips, family issues, appointments, etc. I recommend this because well LIFE happens. If I don’t need it I take it off, or work ahead and enjoy Friday movie night with my hubby and kids ☺** | **1-3 pm Misc Blog WORK**  Newsletter  Any other work that needs done for BLOG | **8-10 PM**  Misc Work that Needs Done  Paid work done?  2-3 blog posts done for next week? | **Invoices sent and paid** |

Monday-4 hours Tuesday 4 hours Wednesday 4 hours Thursday 4 hours Friday 4 hours **Total: 20 hours**