**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 TuesdayRespond 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 ThursdayRespond to commentsVisit link upsWrite 1-2 posts or create photos | **6-7 AM** Schedule clients Facebook page for weekWrite 1 blog post **or** Create picture  | **6-7 am BLOG**Schedule Facebook through SundaySchedule Tailwind and Buffer through MondayCheck blogging groups  | **Posts to write:**Link up1.2.3.  |
| **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 photosAny other work that needs done for BLOG | **2-3 pm Blog**Schedule Tailwind and Buffer through FridayCheck 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**NewsletterAny other work that needs done for BLOG | **8-10 PM**Misc Work that Needs DonePaid 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**