

Allocating Time to Build Your Business

To determine the number of hours you have available for building your business, calculate the number of daily hours you spend:

_____ hours sleeping

_____ hours with family friends

_____ hours eating

_____ hours for fitness and grooming (other personal time)

_____ hours driving

TOTAL _____ hours committed to personal time

(-) 24 = _____ hours in a day

_____ **hours available for work**

Divide by 2

_____ **hours to be spent on building your business**