



# 3 Day Challenge

Get a Month of  
Time Back in  
Your Business

WELCOME!



Can you imagine having a full month completely unplugged from your business? Can you imagine if when you came back, your business was not only still running, but running smoothly, effectively, and was still generating revenue?

This is possible and we are excited to help you make it happen! We are Clockwork Certified Partners™ and we are here to guide you through the proven system to help you create balance in your business and life, including a 4 week vacation!

This 3 day challenge is designed to give you a glimpse into the possibilities of Clockworking your business. Our goal is to find you 3 hours a week of free time. 3 hours a week over the course of a year is 156 hours! If you work a 40 hour work week, that is close to 4 full weeks of time back in your pocket! What would you do with a month worth of time?

*Lia & Briar*

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3 DAY TIME  
TRACKING  
CHALLENGE

One always has time  
enough, if one will  
apply it well.

Johann Wolfgang von Goethe

#### **YOUR CHECKLIST**

MAKE A PLAN FOR YOUR NEW FOUND TIME

FILL IN TIME TRACKING SHEETS

TRASH/TRIM/TRANSFER YOUR TASKS

# Introduction

We all have those moments in the middle of our workday, you know, the daydream moments? If only I had time to go out for coffee with a friend. If only I had time to make my kid a birthday cake instead of buying it. If only I had time to take care of myself. Let's dive in and find that time!



In this first section, we want you to let those daydreams roam free. What would you do if you had 3 free hours a week, or 156 free hours a year? How would your life be better? If you aren't working towards something, this process might be hard to follow. So set yourself up for success and choose some things that you want to fill your new free time with that will bring you joy and excitement.

Is it something in your business that you've been dreaming of doing but never have time for, or something in your personal life that you long to do but never seem to be able to fit in? Or maybe a bit of both!



*You are a busy entrepreneur, you don't have any spare time.  
But, what if you did? What would you do with it?*

1. Make a list of what you always wish you had time to do, but never get to in your business

2. Make a list of what you always wish you had time to do, but never get to in your personal life

## PLAN YOUR TIME

*Choose 3 things from your lists above to do with your 3 free hours a week. Make sure they excite you!*

1

2

3

# Introduction

Ok, so this isn't going to be the most fun part of this challenge, but it is where the magic happens. You don't think you have any time, but we want to see everything it is that you are getting up to in a day. Where is your time actually going and are you spending it in the best way possible?



Get out your clock and your pen, you are going to get to work! This process works best if you choose 3 typical days for your business and life. You know, the days that you tend to do on repeat all the time. If you have a doctors appointment, or a conference, or a major event in your business, maybe save this step for another day or week. We want to catch you at the most normal time possible so that we can capture those things you do on repeat that can be shifted.

Start on the right hand side of the Time Tracking sheets and jot down the task you just did and how long it took you. It will be annoying, but it is only for three days. Remember that exciting thing you want to spend your time on? Keep this in mind as your roll your eyes and get tracking!

# Time Tracker

## TASKS & LENGTH SPENT

DATE

TRASH

TRIM

## TRANSFER

# Time Tracker

## TASKS & LENGTH SPENT

DATE

TRASH

TRIM

## TRANSFER

# Time Tracker

## TASKS & LENGTH SPENT

DATE

TRASH

TRIM

# TRANSFER

# Introduction

Here we go! Are you ready? Remember those places on the left hand side of your Time Tracking sheets, the ones labelled “Trash, Trim, Transfer”? You are about to put the secret sauce on your time and find a little freedom.



**Trash:** You really don't need to do this anymore. It isn't serving your business, so just let it go.

**Trim:** You need to still do this, but you can give yourself less time to do it in. Take that 60 minute meeting and make it 40 minutes instead. Trust us, you will make it work!

**Transfer:** Your business needs this task, but it can be better served by a team member, or outsourced. If you learned how to do it, you can teach someone else how to do it.

We want you to look for three 20 minutes chunks of time (60 minutes total) that you can assign these three Ts to. Ideally, you will find a Trash, a Trim and a Transfer in each day, but you don't have to. Remember, we are looking for a total of 60 minutes of each day to assign to these three Ts. So, maybe you can actually Trash an entire 60 minute meeting from day one and focus on Trimming and Transferring in day two and three.



*Plan how you will trash, trim, and transfer your tasks from the past 3 days. Make your action plan!*

1. Trash: Of your tasks to trash, do you need to put anything in place before you throw them out?

2. Trim: Look at your areas to trim your time, what steps do you need to take to make this happen?

3. Transfer: With your tasks to transfer, how can you set your team member up for success before passing them on?

[illegible]

THANK YOU!

## You did it....

Congratulations! You just found yourself the equivalent of one month's worth of work time. What are you going to do with your new time freedom? Play, focus, relax, unwind? You work hard and you deserve to use this time however you want to.



This is just a sample of what the Clockwork System™ can help you do with your business. Want to learn more? Join Lia and Briar over on The Balanced Entrepreneur newsletter and get insider information, tips, and access to our services.

Get Your Biz Clockworked

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