

THE 4 HOUR WORKDAY TEMPLATE

**MY PROVEN DAILY ROUTINE
TO HELP YOU SCALE BEYOND
6-FIGURES WORKING JUST
4 HOURS A DAY!**



Hey there!

Let me guess...You went into business for time and money freedom? Which is what most women entrepreneurs want, right?

We want to finally be paid what we are worth AND we want the time and flexibility to be able to spend it with the ones we love the most!

Sounds simple enough...

Until we become an entrepreneur!

Somehow we go from an already full lifestyle to an overflowing calendar of appointments, tasks and to-do's! And the worst part is, it never seems to end...Am I right?

You are not alone!

I was in your same shoes (*however stylish they are*) and lucky for me and you, I figured out how to get it all done in just 4 working hours each day!

Inside, I am giving you exactly what you need to FINALLY put a stop to the overwhelm and overwork so you scale without working more hours!

So let's get started!

♥ Sailynn...

Your FUN Business Coach

Creator of The Legacy Business School



To get started... We need to first establish exactly why you went into business! This step is essential, so don't skip it!

Step One - Your Why:

As a woman and entrepreneur, you are going to be bombarded with requests, asks, and opportunities all day everyday! In order to sort them quickly to determine whether they align with your life & business vision, you need a guide which I like to call your North Star!

This is your vision for what you truly want your life to look and feel like, beaming bright, guiding you along your entrepreneurial journey!

When you take the time to clarify this, that is when you will be able to make decisions quickly and effectively that move you closer and closer to the lifestyle and business you desire!

In order to determine Your Why, use this exercise:

Below, write down why you went into business. Be extremely clear and precise as possible!

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Next, take what you wrote above and write down WHY was that important to you?

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Now, write down WHY the above was important to you?

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Let's dive a layer deeper, write down WHY this was important to you?

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Finally, write down the deep down reason on WHY all of this was important to you?

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Congratulations! You just dug 5 layers deep into the root of why you started your business!

On the outside, most women say *"I went into business for more time and money"* but that is usually a surface layer response...

When the truth is they wanted more money to feel secure, because as a child or young adult, money was scarce that left an imprint on your mind that money = safety.

Or it could be that you wanted more time because your parents worked a lot to provide for your family and you felt they were not present for you as a child or young adult!

Now that we have that deep reason for why you truly went into business, we can develop your personalized vision that will serve as your North Star!



Step Two - Your Vision:

In order to make decisions quickly and effectively, you need to have some sort of vision for what you want your life and business to look and feel like!

Here are some questions to get you started:

Are you physically living in your dream home? No! Then write down where it is and what it looks like!

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Are your normal daily activities things you want to continue doing? No! Then write down what things you DO want to do daily for the long term!

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Are the people in your daily life ones that you enjoy and love spending time with? No! Then write down who you do want to be surrounded by!

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Are you happy with how you are currently making money? No! Then write down what you would like to do to make a living!

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Do you like how you feel on the inside on a daily basis? No! Then write down how you would like to feel on a consistent basis!

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Are you satisfied with the amount of self-care that you practice regularly? No! Then write down what you would like to do to care for yourself!

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Now I want you to read over your answers to each question, close your eyes and envision for a couple minutes what this vision would look and feel like. Every day, you are going to read your answers, close your eyes, and envision for a couple minutes!

This vision you just created is Your North Star!

Use it to guide you throughout your day as you are presented with all those requests, asks, and opportunities all day every day!

Step Three - Your 4 Hours:

I have a love-hate relationship with routines!

Yes, I just declared that as a Type A because my inner wild child wants FREEDOM!

So the SECRET is: Success + Freedom = Routines

You MUST declare when you will always work your business, so you have the time to create success! Which leads to the freedom to live your life!

On the calendar below, I want you to declare which 4 hours you will ALWAYS work your business!

Sidenote: For some people, this will be Monday-Friday, others will choose 3 to 4 days per week, and for some it will be 4 hours 7 days/week! You have to decide what works best for you and your business! There is no cookie-cutter answer, sorry!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Here is an example of my 4 hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am-9:30am		9:00am-9:30am	9:00am-9:30am	9:00am-9:30am		9:00am-9:30am
	10:30am-12pm	10:30am-12pm	10:30am-12pm	10:30am-12pm	10:30am-12pm	
	1pm-2pm	1pm-2pm	1pm-2pm	1pm-2pm	1pm-2pm	
	2pm-3pm	2pm-3pm	2pm-3pm	2pm-3pm	2pm-3pm	

This is my current schedule because I do yoga on Monday & Friday mornings, so I adjust to meet my UNIQUE needs!



This is my current schedule for Q1 & Q2 2024...However, this will change for Q3 because there is no yoga. Every single quarter when I sit down and plan out my business, I also plan my working hours!

I have been working in 90 day periods for my entire career because it allows me to test new ideas, make changes as needed and still get results, and make determinations on whether a project is something I want to continue without feeling I wasted a lot of time if it's a NO!

I highly suggest you start this practice in your business!

Now let's move on!

Step Four - Your 3 Daily IPAs:

The beginning of every day should be when you work on your 3 Daily IPAs - Income Producing Activities!

These are the items that MOVE THE NEEDLE in your business!

If you are stumped on what those may be, you need to CRUNCH YOUR METRICS to determine what is the 20% of your efforts that lead to 80% of your positive results!

Once you know those 3 items, write them down here:

1.

2.

3.



Step Five - Your Top Tasks:

Once you complete, your 3 Daily IPAs, no matter what else happens during your day, you have accomplished the MOST IMPORTANT items on your list that will produce the MOST RESULTS from your efforts!

However, we still have 3 hours of our 4 hour time block left!

So next is your Top Tasks!

For me this varies day to day!

I take a quick peek at my Google Calendar, which is where I have EVERYTHING that needs to get done (and I mean everything!) to determine what are the TOP TASKS I must complete today! I spend my second hour of my 4 hour workday, completing those!

These could be anything from replying to emails/DMs, to updating my Calendly Link, to Booking appointments, etc.

By completing these during my second workhour, I get them done and off my plate, and it frees up space on my list!

Now we move to the next step!

Step Six - Your Project Time:

For me, I like to have this time block in a 2 hour chunk! And the reason is because this is when I normally work on projects, that I know are going to take a longer period of time!



So for example, this is when I would set aside time to design and complete this free guide! I want to ensure I have enough time to complete a first draft without feeling pressured by a one hour time block!

This is also the time that I like to book 1-1 coaching calls with clients, because in case the call runs late, I have a 2 hour window blocked out to give us some breathing room!

This is also when I host The Legacy Business School Weekly Group Support Sessions so I can support my students inside the course!

This is your time to complete projects, workshops, trainings, meetings, etc...

However please remember, you need a plan for this time block! When we don't have a plan, that is when we waste time!

So when you sit down on Sunday and make your Weekly Survival Plan, think about what needs to be accomplished during these time blocks!

Now we can move to the FINAL STEP!

Step Seven - Your Success Strategy:

You are probably thinking to yourself, this is fabulous info...But where does all the other "stuff" fit in that I need to get done?

That's a great question!

Let's review!



Successful woman entrepreneurs work strategically! Discover how these 3 things will change the way you work...

1) You need to review your business model **STRUCTURE** and see if what you have built still aligns with your life & business vision aka Your North Star!

2) You need to establish **SYSTEMS** in your business, like this 4 hour workday system, that allows you to produce more results in less hours!

3) You need to enlist the help of a **SUPPORT** team! If you have more on your list to do, and you have determined it's a must do item, but you can't seem to get it done in your 4 hour workday each week, it's time to hire some help in your business!

Once you have figured those out, you can **STREAMLINE** your business so it is workable in just 4 hours a day!

If you read, implement and work this guide and are still struggling to stick to your 4 hour workday, I would encourage you to reach out to me, so we can discuss where you might need some extra help!

I am here to support you on your journey to time & money freedom!

You can reach out to me via the DMs on [Facebook](#) or [Instagram](#)

Your Next Step:

Join The Legacy Business School for Courses + Coaching + Community Support: www.passionpurposeposture.com/legacy

