The Simplified Office

Undated Planner

for Solo Business Owners, Virtual Assistants, & Bloggers

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Meet Jennifer

Hi! I'm Jennifer Vaaler, your **Time Management Strategist & Business Efficiency Coach.**

Believe it or not, I wasn't always good with my time or organized, and am a recovering procrastinator. It wasn't until 2011 that I finally learned how to manage my time with flexibility and create an office space that's inspiring and functional for maximum efficiency.

I had to learn to put systems and processes in place to create the structure I was used to at a "regular job" to prevent overwhelm as a one-woman show.

Once in place, I gained more customers, had a schedule that worked for me, and utilized my small work space.Since then, I've helped clients get their schedule, desk, papers, and home office space so they can make the world a better place.

Now, I work, go to school, and work on this business while maintaining my chronic illness to creating my best life and make this world a better place.

Let's Connect!

/thesimplifiedoffice

https://www.linkedin.com/in/jennifervaaler/

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Month:

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Weekly

M	T	W	Th
AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10	AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10	AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10	AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10

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Weekly

F	Sa	Su	
AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10	AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10	AM 6 7 8 9 10 11 PM 12 1 2 3 4 5 6 7 8 9 10	

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Weekly Social Media Plan

Use this weekly Business habit tracker to batch your tasks. This will empower your creativity and increase your writing flow. The blank spaces are for any additional tasks you want to include.

	M	T	W	Th	F	Sa	Sun
Research Blog Posts Ideas							
Plan & Outline SM Content							
Write Outlines for Blog Posts							
Write SM Content Outline							
Plan & Draft Newsletter Content							
Send Newsletter to Subscribers							
Plan for Next Week							

*SM=Social Media

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Daily

Top 3 Goals of the Day

1. _____
2. _____
3. _____

Quote/Affirmation

_____
_____
_____

Break goals down into specific tasks:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Calls, Appointments, Etc.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Content to Create/Post

Facebook/FBLive:

Instagram:

Pinterest:

YouTube:

Twitter:

Notes

Income	Expenses

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Project Tracker

Do two tasks in one with this Project Tracker. Not only will you keep up with where you are on a Business project, but you'll simultaneously be creating a workflow checklist to refer to each time.

	In Que	In Progress	Waiting	Review	Scheduled	Published

Your energy levels have a huge impact on how and when to schedule certain tasks. Maybe you are most productive in the morning or evening. Maybe you have spurts of energy throughout the day, etc. It's important to track your energy levels to utilize peak energy levels for focus and creativity (like writing), or do more mundane tasks (like social media) when your energy is lower.

Track your energy on a scale of 1-10 (1 being lowest and 10 being highest).

	Time	Energy Rating	Notes

Business Task List

				Plan Top 3 Goals for Tomorrow	Tidy your Office Space	Tidy Papers	Tidy Desk	Schedule Calls	Follow-up on Emails	Engage on Social Media	Post to Instagram	Pin to Pinterest	Post to Facebook Groups	Post to Facebook Page	

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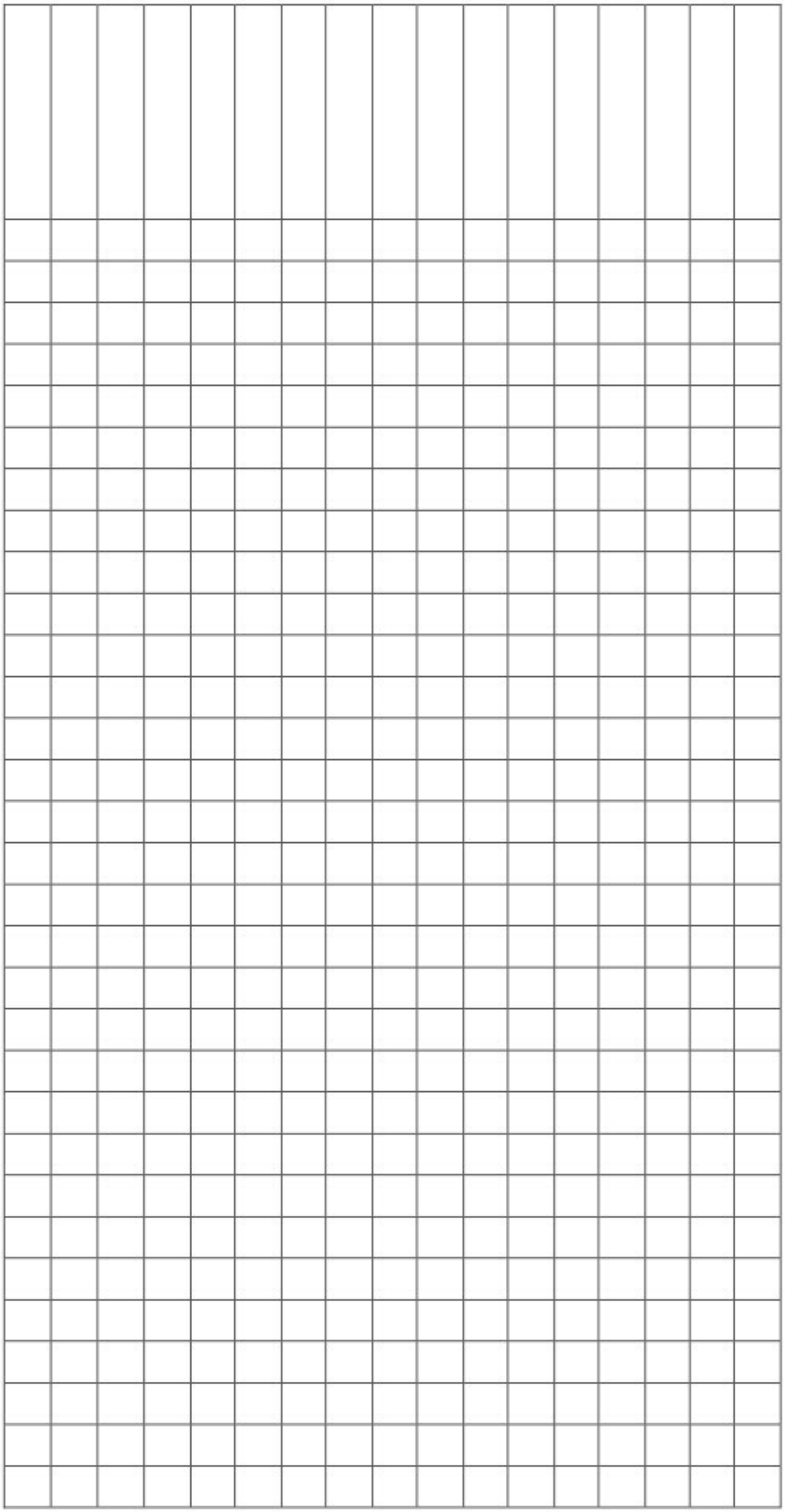
Business Task List



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Journal/Notes

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Mind Map/Doodle

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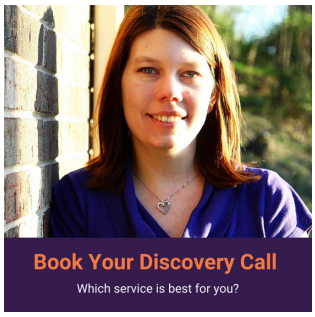
What's Next?

- Ready to gain back 7+ hours each week?
- Take back control of your calendar?
- Have structure with the flexibility to move things around when life happens?
- Do you feel held back because you don't know where or what to do next on a project?
- Ready to get organized to scale smoother?

Book Your Discovery Call Now!

https://calendly.com/thesimplifiedoffice/letschat



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