

PERSONAL TIME-MONEY INDICATORS

Planned Work Hours (PWHR)

The third Personal Time-Money Indicator that you MUST watch, which is also needed to properly calculate your Estimate SIPR, is your Planned Work Hours. (PWHR) Knowing this number is critical for planning BOTH your business, and your life.

INSTRUCTIONS: This worksheet takes into consideration a number of things regarding our time, that many people forget when planning their business & their life. Just follow the steps below, and when you're done, you'll know the best realistic number of hours that you can and should work in your business, in order to achieve all your goals. Also, you'll start to see how all of your other Personal goals can be more easily realized through properly planning your time and your schedule, in order to make all your personal goals happen.

Action Thoughts

STEP 1: How many days do you want to take off every week?

This number should be at least 1.

Then put that number in The first blank (A1)

on line A, and subtract it from 7, to get the number

Of days that you will work, in a typical work week.

Put that number in the blank above A2.

$$A: 7 - \frac{\quad}{A1} = \frac{\quad}{A2}$$

STEP 2: How many weeks do you want to take off every year?

This number should be no less than 2,

and should be higher if Possible. Then put that

number in the first blank (B1) on line B, and subtract

it from 52, to get the number of weeks that you will work,

in a year. Put that number in the blank above B2.

$$B: 52 - \frac{\quad}{B1} = \frac{\quad}{B2}$$

STEP 3: Multiply A2 x B2, put that total on Line C. C: _____

This is a "perfect" year of working days, which is not Realistic, nor is it desired.

STEP 4: Put the number of days that you plan on

Taking off for holidays, non-working days, etc.

This number Is usually from 12 to 24, typically one

or two days a month. Put this number on line D.

D: _____

STEP 5: Reflect on your notes on Personal Assessments 1, 2, and 3. All the tasks, activities, etc,

and decide, based On those items, whether any

additional days should be taken off To focus on

those things. If time permits, review each item,

And decided and calculate specific additional free

ays that Need to be added to your work day calculation.

When done, Put the total number of additional

free days that must be taken off, on line E.

E: _____

STEP 6: Calculate your net total work days for the

year by Taking the number on line C, and

subtracting both line D and E from that number

(i.e. C-D-E) and put the result On line F.

F: _____

STEP 7: How many hours are you planning on working

On the average working day? Put that number on line G: _____

Step 8: Planned Work Hours (PWHR) To calculate

your PWHR, multiply line F x line G

And put the total on line H.

H: _____