ANNIELEWELLYN.COM

HOW TO

DESIGN THE PERFECT

BLOGGING SCHEDULE

ANNIE LEWELLYN

Before you can design the perfect blogging schedule you must know what tasks are being done each day of the week pertaining to your blog.

Every day for one week, write down each task you complete. Next to each task note whether it is a one-time or a daily task, and list how much time it normally takes you to complete.

I have provided some worksheets for you to use to list your tasks on the next few pages for each day of the week. Simply list each task with the time it takes to complete and how often it needs to be done.

Monday

Task	*How Often*	*Time Needed*

Tuesday

Task	*How Often*	*Time Needed*

Wednesday

Task	*How Often*	*Time Needed*

Thursday

Task	*How Often*	*Time Needed*

Friday

Task	*How Often*	*Time Needed*

Saturday

Task	*How Often*	*Time Needed*

Sunday

Task	*How Often*	*Time Needed*

Now that you have each task listed for each day of the week it is time to start making your custom blog schedule.

On the following page is a time block schedule for the weekdays followed by a time block schedule for the weekend. I did not place the hours on the left because I wanted this schedule to be based on *your* working times.

Above each day note your starting and stopping times. For example if you are starting at 7 am and working until 3 pm. simply write 7 - 3 at the top of the day or shade in the non-working times in a light color so your schedule is clearly noted.

Once your starting and stopping times are written in, add your working times along the left side, then start scheduling the tasks you have listed on the previous pages to the correct days and times.

Remember to schedule in some break times too.

Weekly Schedule

Mon	*Tues*	*Wed*	*Thurs*	*Fri*

Weekend Schedule

Saturday	*Sunday*

Congratulations! You have designed your perfect blogging schedule to fit your specific needs.

Remember that you will have to adjust your schedule as tasks change or working times increase and decrease.

Feel free to copy the daily and weekend pages as often as necessary. If you feel you need more help designing the perfect blogging schedule or just want to share your new schedule you can email me at annie@annielewellyn.com.