



CINDY WOLFORD

Your guide to start & grow
your cleaning business

MY IDEAL WEEK™ WALKTHROUGH



FULL FOCUS

FULL FOCUS PLANNER
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TOOLS I USE & RECCOMEND IN CREATING MY IDEAL WEEK™

- ✓ FULL FOCUS PLANNER™ ("Portfolio" edition)
- ✓ Blank Ideal Week printed out
- ✓ Rulers
- ✓ Colored pens
- ✓ Various highlighters

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STEP 1: Outline your working hours parameters

STEP 2: Start on the outside by adding in your work day start-up ritual

STEP 3: Fill in any fixed activities/meetings

STEP 4: Schedule your workday shut-down ritual

STEP 5: Carve out large chunks of time to really get into an activity for whatever projects you have going currently

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OPTIONAL SQUIRREL-TAMING SUGGESTIONS

- ✓ List out the activities you do throughout the day/week (see my example) and add those activities to your daily pages
- ✓ Limit squirrel-attracting activities like checking emails/messages to a few set times a day & slide your email, calendar, message apps over to 2nd monitor & MINIMIZE to deter squirrel chasing
- ✓ Use a timer to force staying on task and ensure breaks every hour or so (aka "Timeboxing")

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FIVE STAR.
★★★★★

FIVE STAR.
★★★★★

ACTIVITY	TIME	# QTY	PER
Check Emails, Texts	15 m.	4	Day
Monitor/Moderate FaceBook	15 m.	4	Day
Content Creation	10 hr.		Week
Random Research	30 m	1	Day
Balance Books/Financials	30 m	1	Week
Research Soc.Med.Ex./Amy Port.	30-45	1	Week
Weekly Preview	30 m	1	Week
"Ideal Week" OAR	15 m	1	Week
Invoice Clients - 1 st , 15 th	30 m	2	Mo.
Connect with employees		1	Week
Read	3 hr.		Week
Face time giving help in FB Groups	45 m	3	Week
Quality Time with each daughter		1	Week
Exercise	30-40	5	Week
Meal planning, prepwork, shopping	1.5 h.	1	Week

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TIME BLOCKING VS TIMEBOXING

Time blocking allocates time chunks in order to fit everything on your agenda. It also encompasses defining your start and end times at work. {IDEAL WEEK}

Conversely, timeboxing is a more detailed strict time on tasks and activities to foster singular focus & eliminate distractions. Constraints are much tighter, and limits scope creep and the potential for perfectionism.

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Friday

DAILY BIG 3

SCHEDULE

6

7

8

9

10

11

12

1

2

3

4

5

6

7

Work Day
Start-Up

15min Med. FB Group

15min Email / Txt / Msg.

Select daily squirrel
from emails / FB ideas

Work Day
Shut-Down

15min Email / Txt / Msg.

15min. Clear desk,
workspace, Computer
close/save.

STARTUP RITUAL

SHUTDOWN RITUAL

Work Day Startup
Squirrel:

Plan Next week's
Content (Soc. Media):

- Soc. Med. Examiner
- Amy Porterfield
- BMS StoryBrand
- Youtube Lucia P.

LUNCH

Shut-down

Before I start this 3-hour timebox,
I will close all EM/Txts and only
have the websites I'm visiting in
front of me.

Min. TIME BOXING:

- 15 Soc. Med. Examiner
- 15 Amy Porterfield
- 15 Lucia Pet. (YT)
- 15 Biz Made Simple StoryBrand
- 5 Break, get up

- 45 Deep Dive into chosen topic
- 15 EM/Txt/Msg. check
- 5 Break, get up

- 45 Finish deep dive, create/schedule
content to make next week
- 15 FB moderate

I will use my hexagonal timer
for these times and when it
beeps, each activity stops
wherever it is and I move on
to the next item.

