

5-STEP PROCESS TO MANAGE YOUR DAY

When You Work For Yourself As An Interior Designer

1 | Scrutinise Your Day

Write down how you're spending your time in hourly intervals. This will reveal where you're wasting time, where you can gain more time and what needs to stay and what needs to go in your schedule.

2 | Focus On The One Thing

Set your main business goals so that you know what one thing you need to do each day to move the needle in the direction of your goals. Start with this task, every day (before you open emails!)

3 | Create A Timetable

Break your days up into morning, noon and evening or hourly intervals (depending on what works for you) and add a goal to achieve in each section. NB: This is more of a holistic exercise.

4 | Refine Your Routine Until It Works

It is unlikely you'll get your timetable or routine right the first time you give it a try. So it is important to check in after a week or so to see what is working and what isn't working, note it down and refine it as you go.

5 | Get Dressed For Work Every Day

It is critical for you to get dressed every day. It means that you will feel good, feel prepared and be ready for any surprise visits or meetings. It also means you're more likely to go outside at least once.

