

THE LEAN SCHEDULE BLUEPRINT

I'm not a typical online entrepreneur:

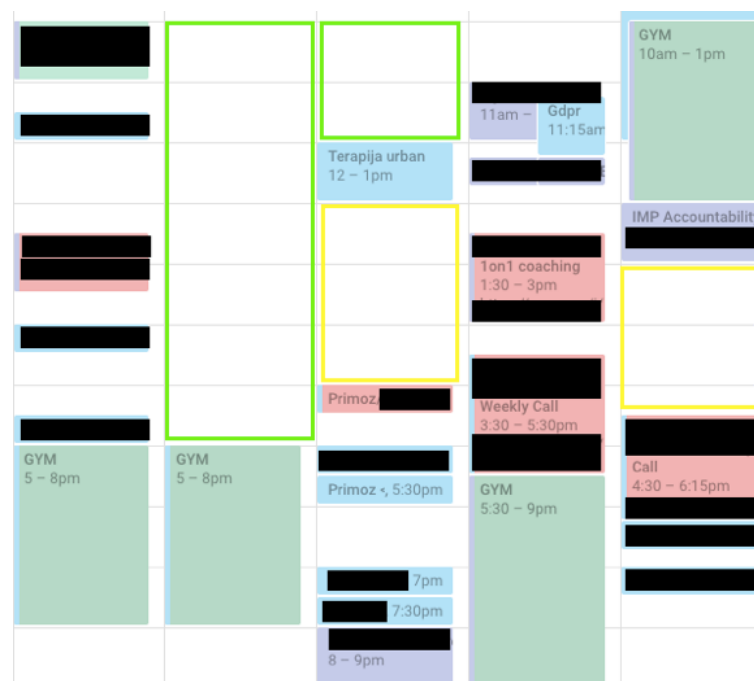
- I don't wake up at 5am
- I don't work for 16 hours a day
- I don't have an ultra-rigid morning routine

And yet, I've been able to accomplish everything I want to do in my business every week by working for mere 2-4 hours a day and having plenty of guilt-free afternoons and weekends.

How I Stay Ultra-Productive While Working for 2-4 Hours a Day

It wasn't always that way though.

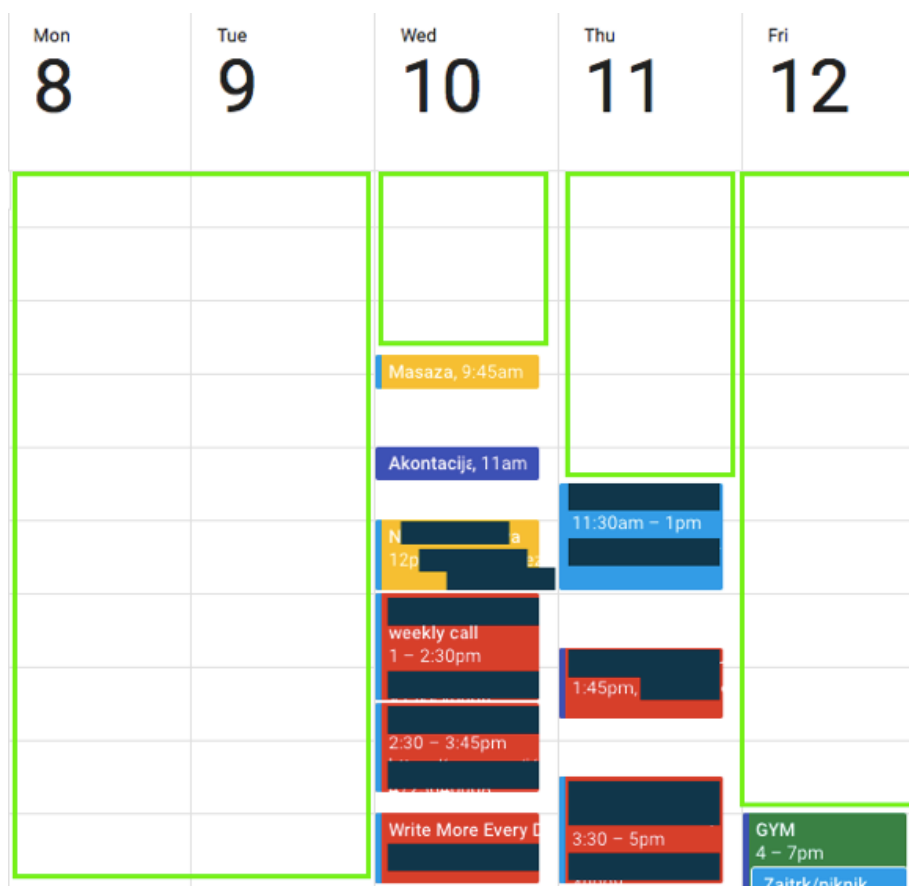
I used to have a packed work schedule where I felt like I was constantly working, but wasn't getting anything done:



I had coaching calls with my clients every day of the week, spent hours and hours on emails and social media, and often worked well into the evenings and weekends just to catch up on everything I wanted to do.

When I was working, I felt tired and like I wasn't getting anything done. When I wasn't working, I felt like I should be working and couldn't really disconnect and enjoy the guilt-free time with my friends and family.

Fortunately, I was able to turn things around.



Instead of feeling like I'm running a never-ending marathon, I'm sprinting towards the biggest goals in my business, and have plenty of time to recharge, relax, have fun and do things I love.

My “secret”: The Lean Schedule

The #1 thing that helped me get to where I am today was creating what I call a Lean Schedule.

I'll show you how I did it (and how you can do it in just 3 simple steps) in this PDF.

Most of us have schedules that carry a lot of “fat” that doesn't really help us directly grow our business.

We spend hours and hours on unfocused busy work that helps us feel like we're doing something, but at the end of the day we often feel like we've accomplished nothing.

This means that our days keep stretching out longer and longer and we have less and less time for things that we love doing, all while our business seems to be plateauing.

The solution is to trim the fat and create a Lean Schedule that retains all the things that actually help us grow our businesses, and cuts out all the other unnecessary tasks.

I've used this exact process myself and with many of my coaching clients, and it's really a game-changer for how productive you can be every day.

The best part? We can create a lean schedule in a matter of minutes / hours, and reap the benefits for months to come.

Here's how:

Step #1: The High Impact Work Audit

Every day, we work on 3 different types of tasks in our businesses.

High Impact Tasks

These are the tasks that **directly** help us grow our business. The more we do them, the more paying customers we'll get.

Here are some examples of High Impact Tasks:

- **Content creation:** The more written or video content we create, the more potential customers we'll attract to our business, and the more our business will grow.
- **Launching:** The more often we launch, the more of our readers will convert into paying customers, and the more our business will grow.
- **Product development:** The more new products and services we create, the more opportunities our customers have to buy from us, and the more our business will grow.

Out of all 3 different types of tasks, High Impact Tasks help us grow our business the most (though they're usually also the most mentally draining).

To identify High Impact Tasks, you can ask yourself:

"If I JUST work on this task for 10-20 hours a week and I do nothing else, will my business grow?"

If the answer is yes, the task you have in mind is a High Impact Task. If the answer is no, it isn't.

Medium Impact Tasks

These are the tasks that **indirectly** help us grow our business. They usually include things like learning how to run our businesses better or developing new skill-sets that we can use to better serve our customers.

Here are some examples of Medium Impact Tasks:

- **Reading:** Reading books about our expertise, personal development or different aspects of running our business.
- **Online Courses:** Learning through online courses or coaching programs to further improve our business skills (or skills that help us better serve our clients).
- **Attending Conferences:** Building relationships with top experts in our industries, as well as finding potential clients or business partners, as well as further growing our expertise.

Medium Impact Tasks won't help us grow our business directly (as we'll also need to implement what we're learning), but with enough focused execution, they can help us indirectly grow our business.

The danger of spending too much time on Medium Impact Tasks is that we can become a "business junkie" or a "personal development junkie" and spend too much time learning and too little time executing to actually grow our business.

If we spend too much time on Medium Impact Tasks, we'll feel like we're learning and improving, but if we don't spend enough time on High Impact Tasks, we'll feel like we just aren't moving forward as fast as we want to.

To identify Medium Impact Tasks, you can ask yourself:

*"If I work on this task for 10 hours a week **and** spend 10 hours a week implementing it, will my business grow?"*

If the answer is yes, you've likely identified a Medium Impact Task.

Low Impact Tasks

Low impact tasks are things we "need" to do in our business, but won't really help us further grow our business, no matter how much time we spend on them.

Here are some examples of Low Impact Tasks:

- **E-mail:** Reading and answering e-mails (from newsletters to e-mails from our readers to answering e-mails from random strangers)
- **Scheduling:** Scheduling and rescheduling appointments with our clients
- **Admin Work:** Sending out invoices, reorganizing our Google Drive, uploading YouTube videos...
- **Social Media:** Browsing or posting on social media (especially if this doesn't directly bring us new clients)
- **Content Management:** Formatting blog posts, organizing content in the membership of our online courses, designing worksheets...

Low Impact Tasks are often called “busy work” and can take hours and hours away from our business, but no matter how much time we spend on them, they won’t help us grow our business.

If we spend too much time on Low Impact Tasks, we’ll often feel like we worked all day, but got nothing done in our business.

To identify Low Impact Tasks, you can ask yourself:

“If I spend 20 hours on this task this week, will this help me grow my business in a meaningful way?”

If the answer is no, you’re likely looking at a Low Impact Task.

What about coaching calls and client work?

I personally categorize the coaching calls and client work somewhere between the Low Impact Work and Medium Impact Work categories.

That’s because while doing a really good job coaching a client could potentially help you get some more referral clients, the impact will usually be way lower than by doing things like creating new content to attract more customers to your business.

Also, just doing the work that you already have to will already happen and won’t require doing anything “extra” in your business. If you spend 20 hours a week in coaching calls, you’ll likely feel like you did some great coaching, but won’t really feel like your business will grow drastically because of it.

ACTION STEP: The High Impact Work Audit

Before we can create a Lean Schedule, we have to find the fat in your existing schedule.

You can do this in one of the two ways.

- **The 5-minute back of the napkin approach:** Open your schedule for last week, and think back to all the tasks you worked on in your business. Make a list of them, and organize them into high, medium and low impact tasks.
- **The nerdy approach:** Track all of the task that you do in your business for 1-2 weeks in a notepad / spreadsheet, then organize them into high, medium and low impact tasks.

Once you've worked through all of the tasks, organize them into 3 lists (High Impact List, Medium Impact List, Low Impact List).

I recommend starting with the back of the napkin approach, move through the other action steps in this PDF, and then go through the nerdy approach over the next 1-2 weeks.

That's because the back of the napkin approach will help you identify 60-80% of the tasks (which is good enough for following through with the next steps) and you can do it right now without breaking momentum.

You can then do an additional quick round of the Time Purge + Schedule Overhaul steps once you've collected all the data from the nerdy approach, which should be pretty quick and easy.

IMPORTANT: If you're not sure in which category a task falls, choose the **lower impact category**.

For example, if you're not sure if something is a high-impact or a medium-impact task, just categorize it as a medium-impact task for now (you can always upgrade it later if you feel like you're spending too little time on it and it's hurting your business).

High Impact Work Audit in Action:

Here are some of my personal examples from the High Impact Work Audit:

High Impact Tasks

- **Content Writing** (blog posts, PDFs, guides, engagement e-mails...)
- **Sales** (scripting webinars, writing sales pages, sales funnels...)
- **Customer research** (collecting and analyzing research through phone calls, online research, books, surveys...)
- **Product & service development** (developing a curriculum for a new online product, improving an existing curriculum, developing new features, creating scripts for presentations...)
- **Exposure & partnerships** (guest posts, podcasts, publicity, delivering workshops for other online courses, speaking at conferences...)
- **Strategy** (designing my product suite, creating a content strategy and an editorial calendar, creating a launch plan for my products and services...)

Medium Impact Tasks

- **Reading** (books about writing, productivity, copywriting, mindset, customer research, business strategy...)
- **Online education** (online courses on copywriting, product development, business strategy, working with a virtual assistant...)
- **Delegating** (handing low-impact tasks off to my Virtual Assistant to free up more time for high-impact work)
- **Receiving coaching** (working with coaches and masterminds to get feedback on my business strategy, sales pages, positioning...)
- **Giving coaching** (group coaching calls, 1on1 coaching calls, delivering presentations for my online courses, Q & A calls, video or e-mail feedback to my clients, answering their questions through our WhatsApp group, delivering a webinar...)

*Giving coaching is somewhere between medium-impact and low-impact work

Low Impact Tasks

- **Scheduling** (scheduling / rescheduling 1on1 calls with my clients, sales calls, customer research calls, online course interviews, Q & A calls, podcast interviews, catch up calls with my friends...)
- **Research Admin Work** (creating and formatting customer research surveys, pulling quotes from customer research interview transcriptions, combining and organizing all of my research into one document...)
- **Design** (designing worksheets, powerpoint presentations for my online courses, webinar decks, lead magnet PDFs and checklists, tweaking my website design, adding images to my blog posts...)
- **Technology** (setting up all the webinar tech, adding features to my website, e-mail sequence automations, setting up opt-in forms, buying and setting up new domain names...)
- **Email** (reading and answering all sorts of e-mails, from customer research to e-mails from readers to podcast interview requests to reading newsletter e-mails)
- **Social Media** (posting / engaging through Facebook and Instagram)
- **Customer Support** (answering technical questions of my clients that join my online courses and coaching programs)
- **Accounting** (sending, following up on and tracking invoices for my clients)
- **Content Management** (uploading and organizing coaching call & online course recordings, online course worksheets and extra resources)

These are just some of the tasks that fall into different categories for me (it's the 80/20 back of the napkin list). If you create a list similar to this, you'll have more than enough information to move forward to the next step of this e-book.

Step #2: The Time Purge

Once you've completed the High Impact Work Audit, you should have a pretty good idea of where you're spending your time and which of the task categories all of your tasks fall into.

Now it's time for us to start trimming the fat by cutting out the low-impact and medium-impact tasks out of your schedule and improving the balance of low vs high impact work.

Once you go through the nerdy version of the High Impact Work Audit, you'll be able to see for yourself how much time you spend on low vs medium vs high impact work every week.

As a rule of thumb:

- **10-20% High Impact Work:** You'll feel like you're working all day long but getting nothing done.
- **40-60% High Impact Work:** You'll have some good days where you feel like you got a lot done, but also some days when you feel like you got nothing done.
- **80-90% High Impact Work:** You'll feel ultra-productive and will be able to spend a lot of guilt-free time doing things you love.

NOTE: We're only focusing on the High Impact Work here and count Medium Impact Work and Low Impact work together because we want to focus on the work that gives us the biggest bang for our buck.

Endlessly optimizing the Low vs Medium Impact work ratio won't be nearly as effective as focusing on maximizing how much High Impact Work we get done every week.

Regardless of what your current balance of Low vs High Impact work is, our goal is to help you create a Lean Schedule where 80-90% of the time you spend working on your business is spent on High Impact Tasks.

The Time Purge will help us minimize the amount of time we spend on Low Impact work so we can create the time and space to work on the High Impact Work.

Here's how it works:

- Look at the Low Impact List
- Think about which of these tasks you can purge (STOP doing, BATCH, AUTOMATE, or DELEGATE)
- Do the purge!

Here are some examples from what my time purge looked like.

Example (STOP):

- I noticed that I spend 3 hours per week being active in Facebook groups and making Instagram posts, but doing that has brought me 0 new clients over the past 3 months
- I decided to just STOP posting on Facebook and Instagram and focus that time on writing blog posts instead (which I know have brought new clients to my business in the past). This now saves me 3 hours every week

Example (BATCH):

- I noticed that I spend a lot of time and mental energy every week answering accountability e-mails from my clients
- I decided to BATCH these e-mails into one e-mail sprint (I now answer all the e-mails in one go every Wednesday or Thursday evening). This now saves me at least an hour (plus a lot of mental energy of switching between tasks) every week

Example (AUTOMATE):

- I noticed that I spend 1 hour on turning an Evernote blog post into a Wordpress blog post, mostly because I need to format every post and upload the images into Wordpress)
- I got the tool Wordable.io to AUTOMATE this process and cut down the time it took me to format a blog post down from an hour to 10 minutes, which now saves me 2 hours every week

Example (DELEGATE):

- I noticed that I also spent an hour setting up opt-in boxes for my e-books and PDFs every time I created a new PDF or an e-book
- I spent a few hours teaching my Virtual Assistant how to do this instead of me, which now saves me 2 hours every week

ACTION STEP: Time Purge

It's your turn to go through the Time Purge.

This step will likely take a bit longer than the previous one (as delegating or automating a task can easily take a few hours), so you don't have to go through the whole Time Purge right this second.

Instead, you can:

- Go through the Low Impact Tasks and rate them for (1) how much time it will save you to purge them and (2) how easy it will be to purge them on a scale of 1-5 (5 = big time savings, easy to purge)
- Add up the scores to get a score that's on a range of 1-10 for each of the tasks
- Try to purge at least 3-5 of the highest-scoring tasks out of your schedule right away (the more the better)
- Create a calendar reminder some time this week to continue working on The Time Purge

NOTE: It can take you weeks or months to “complete” The Time Purge, so don’t get frustrated if you don’t manage to completely clean up your schedule right away.

You’ll also notice that within a few months, you’ll have new Low Impact Tasks that sneak their way into your schedule as you take on new projects in your business.

Instead of trying to do the whole purge all at once, focus on **getting started** with the process and putting The Time Purge in motion. Then you’ll see whether you prefer purging your schedule on a regular basis (like 1x/month), or if you want to take a day off every 3 months to completely purge your schedule.

Time Purge in Action:

To help you make The Time Purge easier, I’ve included some of my personal examples of how I purged my schedule.

You’ll notice that some of these also include personal errands like dry-cleaning, doing the laundry or grocery shopping.

While we aren’t specifically focusing on those tasks in this post, I do treat them the same as Low Impact Tasks in my schedule and purge as many of them as I can from my life, so I can spend as much time as possible doing High Impact Work or taking guilt-free time off.

A list of tasks I STOPPED doing:

- Twitter posts
- LinkedIn posts
- Instagram posts
- Social media posts
- Being active in Facebook groups
- Creating YouTube videos
- Travel (I travel a lot less this year than I used to, to create more time and space for high-impact work)
- Reading online business newsletters
- Reading personal development books (unless they’re related to a project I’m working on or something I really need help with)
- Publicity (I’m not looking for it right now)

- Running my own podcast
- Being a guest on podcasts (not a priority right now)
- Responding to every single e-mail from my readers
- I stopped working with 1on1 clients at earlier stages of businesses

A list of tasks I BATCH:

- Responding to accountability e-mails from my clients (1x/week)
- Responding to questions from my clients in my communities (usually during my workout, or while driving to/from the gym)
- Answering e-mails from my readers, my assistant, etc. 1-2x/day
- Podcast interviews (I only do these certain weeks of the year and try to do at least 5 a week)
- Customer research interviews (I do 10-20 of these in one week when I'm in the customer research phase for a project)
- Coaching calls (we'll get to that in the schedule overhaul step)

A list of errands I DELEGATE / AUTOMATE:

- Grocery shopping (drive-in pick up / delivery to doorstep)
- Cleaning and ironing shirts, suits, and pants (dry cleaning)
- Cleaning my apartment, laundry (cleaning lady)
- Car wash, changing tires (car pick up service)

A list of tools I use to AUTOMATE parts of my business:

- Calendly (scheduling calls in bulk for customer research etc.)
- ConvertKit (e-mail automation)
- Google Sheets (automated spreadsheets / tracking of my tasks and performance)
- Doodle (finding a coaching all time)
- Wordable.io (importing blog posts into Wordpress)
- Boomerang (scheduling e-mails)

A list of things I DELEGATED to my Virtual Assistant:

- Finding + working with a developer to migrate my website
- Making / changing restaurant reservations
- Putting events on my calendar
- Scheduling / rescheduling massages and hair stylist appointments
- Scheduling and rescheduling 1on1 calls with me
- Creating coaching call agendas
- Customer support for my programs
- Collecting and combining customer research
- Creating powerpoint presentations
- Uploading coaching call reminders
- Reminding me of things I sometimes forget to do
- Capturing ideas on the go
- Calling the bank
- Creating membership areas and uploading materials for my online courses
- Creating and managing my membership community
- Designing lead magnets for my blog posts
- Importing blog posts into Wordpress
- Creating opt-in boxes with Leadpages and ConvertKit
- Finding restaurants, hotels and flights when I travel
- E-mailing my clients when I'm on the go
- Checking my e-mail when I'm unavailable / on vacation

I know, that's a long list - and you'll likely see that you have a similar list of things you're doing on a weekly / monthly basis if you start tracking where you spend your time.

It took me months to purge all of these tasks from my calendar and create a Lean Schedule for myself - but the majority of them were purged during times when I sat down for a few hours, looked at where I didn't want spend my time, and made drastic changes to my schedule.

I encourage you to get started with your own Time Purge today and start trimming that fat off your schedule before we move on to the last step of The Lean Schedule.

Step #3: The Schedule Overhaul

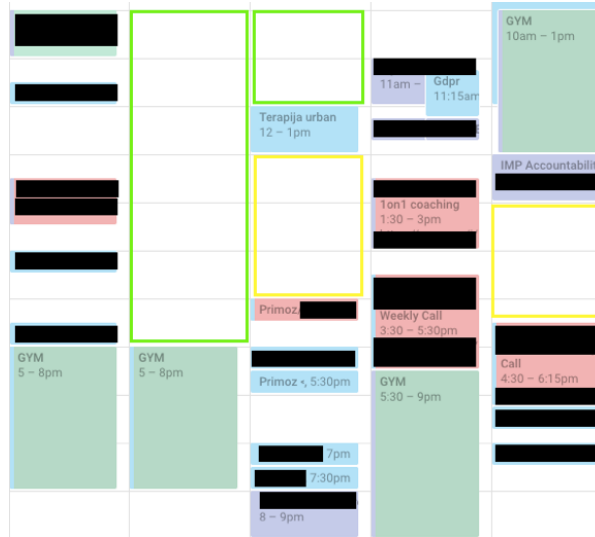
If you followed the action steps above, you've now:

- Got a lot more clarity around where you spend your time in your business
- Purged a few hours of Low Impact Tasks from your business so you already have more time for more High Impact Tasks

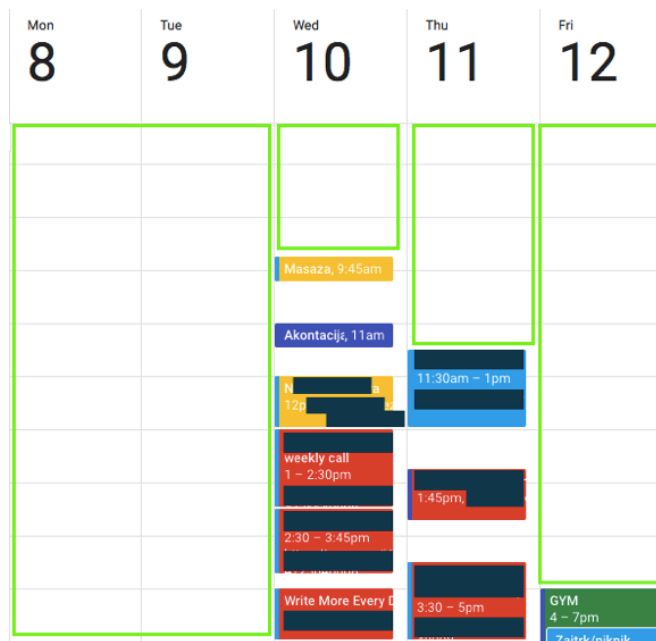
Now, there's only one step standing between you and a Lean Schedule - The Schedule Overhaul.

Let's take another look at the cluttered and lean schedules that I shared with you at the beginning of this post.

Here's the Cluttered Schedule from about a year ago:



And here's the Lean Schedule that I use right now:



What do you notice?

I notice 2 things:

- There's a lot less meetings on the calendar altogether (I purged a few 1on1 clients, catch up calls, etc.)
- All of the meetings are now batched together into 2 days (Wednesday and Thursdays), and I have zero meetings on Mondays, Thursdays and Fridays

These 2 steps have been a game-changer for me as they helped me create 3 "no-meetings days" every week where I can focus 100% of my attention on high impact work and moving my business forward.

This means I can sit down for 4 hours and just write if I want to, and write 2-3 blog posts in a day, or outline a whole sales funnel or a strategic content plan in a day.

These huge chunks of uninterrupted work time are what helps me accomplish a lot more in 2-4 hours a day than I would otherwise in 30-60 minute work sessions in-between my coaching calls which weren't nearly as productive.

Then, if I'm happy with what I've accomplished for the day, I can finish my days at 4pm (even if I've only started working at 10-11am), knowing I've accomplished everything I wanted to for the day.

The Time Purge will already help you make your schedule leaner and remove some of the unnecessary meetings and tasks from your work weeks.

With The Schedule Overhaul, you can then organize the remaining tasks in a way that they create the most time and space possible for uninterrupted High Impact Work.

Here are a few guidelines for doing that that have worked well for me and many of my clients:

- Fit all of your meetings and client calls into 1-2 days of the week (so you can have 3 no-meeting days reserved for high impact work)
- Make Mondays and Tuesdays your no-meeting days (as you'll be the most fresh and focused during your High Impact Work sessions if you've just recovered throughout the weekend)
- If you're the freshest in the mornings, try to move your meetings and appointments later in the day (I pretty much never do meetings before 12pm so I can get some High Impact work done in the morning on days when I do have client work)
- Avoid scheduling errands or appointments (like doctor's appointment, grocery shopping, hair stylist, a massage, or a coffee date with a friend) on no-meeting days. Try to schedule these on weekends if you can, or at least as late as possible in the week.
- Move all of your coaching calls and meetings as closely together as you can (so you don't have 60-minute breaks in-between that make it hard for you to really get in the zone for your High Impact Work)
- When scheduling new meetings, interviews or errands into your schedule, protect the no meeting days at all costs, and try to batch your new appointments behind your existing appointments (for example, I schedule all of my 1on1 client calls on Wednesday and Thursday afternoons, after / in-between my existing calls)

The actual process of The Schedule Overhaul is rather simple:

- **Create Your Lean Schedule:** Decide which days will become your no-meeting days, and when exactly you'll schedule meetings in the future (for me, that's WED+THU afternoons).
- **Appointments within your full control:** Next time you're scheduling a meeting, errand, or a coaching call, schedule it during your coaching times. This should be fairly easy with appointments that are fully within your control.
- **Appointments outside of your full control:** Appointments that rely heavily on other people (like 1on1 or group coaching calls) might be trickier to reschedule as your schedules need to align, and you should use your discretion to make sure you find times that still work for others.

“But won’t I get pushback from my clients if I try to reschedule my coaching calls with them?”

I used to worry that my clients wouldn’t want to work with me any more if I didn’t fit THEIR ideal times for coaching calls (which would often be at 6am or 11pm my time - UGH!).

What I’ve learned over time is that the clients that really want to work with you will find the time to work with you. I’ve also learned that if you ask nicely, most people are willing to work with you to find a better time for the calls - and the calls might even fit their schedule better.

Focus on progress, not perfection!

Especially if you have a lot of meetings and appointments that aren’t within your full control (or have standing coaching calls set up for months already), you might not feel like you can create your “perfect” Lean Schedule right now.

And that’s okay. There might be a meeting you just won’t be able to move, and if that happens, you can try scheduling all of your other meetings and errands around it.

But even if that’s the case, you’ll usually be able to reorganize roughly 80% of your schedule in a way that works for you and create a lot more time for uninterrupted high impact work in your schedule.

Then, as the time goes by, you’ll slowly be able to move towards your ideal schedule.

Don’t aim for perfection - aim for progress, and take it from there.

ACTION STEP: The Schedule Overhaul

Here's how you can get started with The Schedule Overhaul:

- Take a look at your current schedule
- Create your Ideal Lean Schedule where all of your meetings and appointments would take place on 1-2 days a week (preferably in the afternoons)
- Create your no-meeting days
- Create a list of meetings and appointments you'd have to reschedule to reach your Ideal Lean Schedule
- Move the appointments that are within your control right away
- Reach out to other parties to try and reschedule other appointments that are dependent on other people

If you're not sure what to say to someone to reschedule a meeting or a call with them, here's a sample script you could use.

SUBJ: Rescheduling our coaching call?

Hey NAME,

[Insert personalized message]

I'm working on reorganizing my schedule and was wondering if we could move our weekly coaching call to a different time.

Would any of these times work for you?

- Wednesday 5pm
- Wednesday 6pm
- Thursday 5pm

If not, let me know and we'll find another time to speak!

I'm looking forward to hearing from you,

-YOUR NAME.

NOTE: Rather than e-mailing, I prefer to have these conversations live on the call if I can (as I can reduce the amount of back-and-forth and address any objections way easier than via e-mail). You can use a similar script on a live call.

Try it out - and you'll be surprised just how much more High Impact Work you'll be able to do over time!

The Schedule Overhaul in Action:

Remember my Cluttered Schedule from before?

Here's exactly how I trimmed it down, step by step:

- **MONDAY:** I had 2 1on1 coaching calls on Mondays, which I moved to Wednesdays and Thursdays. I also had a few customer research calls scheduled which I now schedule more closely together on Wednesdays and Thursdays.
- **TUESDAY:** Tuesdays were already my no-meeting days, but I would often run errands like dry-cleaning and grocery shopping on those days. I've since stopped doing those on Tuesdays and do them in the evenings or weekends (or delegate them when I can).
- **WEDNESDAY:** I used to have a single coaching call at 4pm and a massage therapy at 12pm, and I'd randomly fill up the rest of the time with calls (as you can see). I've since stopped doing that 1on1 call and have Wednesday afternoons reserved for most of my calls. I also try to schedule any massage appointments closer to existing meetings.
- **THURSDAY:** I had a few 1on1 and group coaching calls on Thursdays - not much has changed there.
- **FRIDAY:** I had an accountability call on Fridays at 1pm (the middle of the day) which I didn't enjoy, so I purged it out of my schedule. Then, I had another group coaching call at 4.30pm on a Friday, which I didn't really enjoy, so I moved it to a Wednesday with the next round of clients.

Here's what my Lean Schedule looks like right now:

- **MONDAY:** No meeting day
- **TUESDAY:** No meeting day (the exception is my hair stylist appointment which happens every 3 weeks. My stylist only works on Tuesdays, so I schedule my appointment at 4pm, right before going to the gym).
- **WEDNESDAY:** I have my 1on1 and group coaching calls on Wednesdays, plus any additional Q & A calls, interviews or customer research calls. I have a massage appointment on a Wednesday morning to avoid the rush hour, but usually get solid 2 hours of High Impact Work in right after it, before my afternoon calls begin)
- **THURSDAY:** I have an appointment with my thinking coach at 11:30am, followed by more 1on1 and group coaching calls in the afternoon. I'll often fill the holes in my schedule with additional calls here.
- **FRIDAY:** No meeting day, though I'll sometimes schedule coffee or lunch dates on Friday afternoons before a workout as I'll be tired and won't be doing my best work there any more.

My workouts aren't seen in the schedule, but they usually take place at 6pm 4 days a week. After my workout, I don't schedule any more meetings and take time off.

Conclusion

WOAH, that was a lot, right?

Well, actually, it SOUNDS like a lot.

But in reality, you could go through the 80/20 version of The High Impact Work Audit, The Time Purge and The Schedule Overhaul in an afternoon (or even in an hour or two).

Even if you do just that, you'll start reaping 80% of the benefits in your schedule right away, get a lot more High Impact Work done with the newly-created time and mental space, and finish work a lot earlier every day while enjoying more guilt-free time off than ever before.

Then, if you want to spend more time fine-tuning your schedule, you can continue using the concepts from this post to make progress on your Lean Schedule every week.

I also highly recommend you to set up a calendar reminder every 3 months to go through these 3 steps again, as that's usually when new low-impact tasks sneak their way into your new schedule.

Good luck, and talk soon!

-Primoz

P.S. If you haven't yet, do read my blog post on how I use The Lean Schedule in action and what my typical work-week looks like:

How I Stay Ultra-Productive While Working for 2-4 Hours a Day