

Sample Batching Calendar

A few notes:

- I work about 20 hours a week on my blog. I didn't include personal and freelance tasks on this batching calendar, but that's where the rest of my time goes. 😊
- I post 1x/week, but write about 6 blog posts a month. This gives me an extra buffer of posts so that when I have a huge project, like creating a course or having a baby (October 2016!), I can take time away from content creation.
- I alternate between Content and Special Project weeks. This gives me plenty of time to GROW my business, instead of focusing only on day-to-day content creation. Special projects include any one-time tasks that will help me grow or improve my business.
- I try not to schedule work on a few Fridays a month. This extra "free" time helps me wrap up tasks that I didn't finish during the week or gives me a head start on next week's tasks. It also reduces my stress because I know I'll always have that extra time to get work done if things got crazy during the week.
- I usually devote weekends to family time and relaxing. Typically the only work I do is planning out the next week. The only time I work on weekends is if my husband and daughter are both away.

Sample Batching Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>31 1 hr- Plan for next week</p> <p>CONTENT WEEK</p>	<p>1 4 hrs- Outline 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>2 4 hrs- Draft 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>3 3 hrs- Format and schedule 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>4 3 hrs- Add 1 week of content to social media scheduler</p> <p>1 hr- social media check-in</p>	<p>5 Overflow time</p> <p>1 hr- social media check-in</p>	6
<p>7 1 hr- Plan for next week</p> <p>SPECIAL PROJECTS WEEK</p>	<p>8 3 hrs- Research and pitch 3 guest posts</p> <p>1 hr- social media check-in</p>	<p>9 3 hrs- Create new resources page</p> <p>30 min- pay quarterly taxes</p> <p>1 hr- social media check-in</p>	<p>10 3 hrs- Research audience pain points and outline new opt-in freebie</p> <p>1 hr- social media check-in</p>	<p>11 3 hrs- Add 1 week of content to social media scheduler</p> <p>1 hr- social media check-in</p>	<p>12 3 hrs- Draft, format and publish new opt-in with opt-in forms</p> <p>1 hr- social media check-in</p>	13

<p>14 1 hr- Plan for next week</p> <p>CONTENT WEEK</p>	<p>15 4 hrs- Outline 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>16 4 hrs- Draft 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>17 3 hrs- Format and schedule 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>18 3 hrs- Add 1 week of content to social media scheduler</p> <p>1 hr- social media check-in</p>	<p>19 Overflow work time</p> <p>1 hr- social media check-in</p>	20
<p>21 1 hr- Plan for next week</p> <p>SPECIAL PROJECTS WEEK</p>	<p>22 3 hrs- Read SEO 2016 book and make SEO to-do list</p> <p>1 hr- social media check-in</p>	<p>23 3 hrs- Optimize on-page SEO</p> <p>1 hr- social media check-in</p>	<p>24 2 hrs- Research affiliate income</p> <p>2 hrs- Outline 2 guest posts</p> <p>1 hr- social media check-in</p>	<p>25 3 hrs- Add 1 week of content to social media scheduler</p> <p>1 hr- social media check-in</p>	<p>26 2 hrs- Draft 2 guest posts</p> <p>30 min- Submit 2 guest posts</p> <p>1 hr- social media check-in</p>	27
<p>28 1 hr- Plan for next week</p> <p>CONTENT WEEK</p>	<p>29 4 hrs- Outline 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>30 4 hrs- Draft 3 blog posts and email newsletters</p> <p>1 hr- social media check-in</p>	<p>31 2 hrs- Review accounting, analytics and goals</p> <p>2 hrs- Plan editorial calendar</p> <p>1 hr- social media check-in</p>			