

Build a realistic schedule around work and personal commitments.

Name: _____ Date: _____

Record available hours, client tasks, admin, breaks and personal commitments.

Choose three priorities; record the next action and estimated time for each.

Plan start and end times, breaks and communication windows.

Lesson 23 Action Workbook

Time Management for Freelancers

Module 3 of 5: Profiles, Proposals and Clients

Protect deadlines and review your workload

Allow time for feedback, revisions and unexpected delays.

Name: _____ Date: _____

Deadline buffer plan

Record final deadline and time zone, internal draft date and review buffer.

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Capacity and conflicts

List overlapping deadlines; identify what to reschedule or clarify with clients.

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Weekly review

Record completed priorities, unused time, lessons learned and next week changes.

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