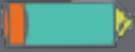




Time Management Pack

How to manage your time when creating
your classroom?



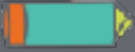
CYC DEVELOPMENT DASH FRAMEWORK DIAGRAM

CYC Development Dash is setup for you to complete a task in 2 hours. You will use the BIG 3 method. This is a simple process to help you tackle the task to fast-track your course creation process.

- 1st Decide which task you want to accomplish
- 2nd List the task that need to be done
- 3rd Gather items needed
- 4th Mark time on your calendar
- 5th Start to develop your course

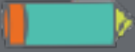
The next 2 pages have the CYC Development Dash Framework diagram to get you going. You also get a bonus Time Management Tip sheet and Time-saving Hacks.





CYC DEVELOPMENT DASH FRAMEWORK DIAGRAM

Take one task and break it into 3 main parts. Next, break those 3 parts into 3 tasks, in the order in which you need to perform them. Enter notes that will help you complete the task. Check off the task once it is complete.



CYC DEVELOPMENT DASH FRAMEWORK DIAGRAM

DIRECTIONS:

1. Enter the task to be completed in 2 hours.
2. Write each step that needs to be taken to complete the task.
3. Write your system so you can quickly complete the task. This way you don't lose precious time trying to figure out how to get started each time you perform the task.
4. Mark your calendar.















WRITE YOUR SYSTEM

CYCA TIME-SAVING COURSE CREATION HACKS

USE CONTENT YOU ALREADY WROTE

You've been doing this for a minute I know you have already created some content.

- Use an old college paper
- Repurpose a work presentation
- Expand on a Facebook or Instagram post
- Use a blog article
- Use interview content

TEMPLATES, TEMPLATES, TEMPLATES

These become your plug and plays that you can eventually sell!

- email sequence
- powerpoints
- funnel
- script intro/outro

CREATE A SYSTEM

Identify and document a system to creating and launching your course.

- email sequence
- creating your PowerPoints
- recording your videos
- file naming convention
- social media plan

BATCH YOUR DEVELOPMENT

Complete like things together.

- outline your modules
- write your scripts
- record your audio
- record your videos
- create social media images
- write your emails



CYCA TIME MANAGEMENT TIPS

PLAN FOR TOMORROW, TONIGHT

Right before you call it a night, make a list of things to do for tomorrow

TURN OFF ALL APP NOTIFICATIONS ON YOUR COMPUTER

This avoids unsolicited interruptions, like Facebook (it's a time stealer).

USE YOUR LUNCH BREAK TO BUILD

Identify short task you can complete on your lunch break like social media posting, create a task list, write out your course objectives or design your slides

PLACE YOUR PHONE ON DO NOT DISTURB

This also avoids unsolicited interruptions, like friends that call just to holla.

BLOCK OFF TIME ON YOUR CALENDAR

Schedule time you plan to build on your calendar so 1 you have a reminder and the time and 2 you don't have to worry about someone scheduling a call with you.

USE SOCCER PRACTICE TO YOUR ADVANTAGE

Just like your lunch break, find short task you can complete while your mini me gets her practice on.

