

Fill out the chart below explaining what constitutes an “ideal” day, a “good” day, a “medium” day, or a “bad” day.

	GOOD DAY	MEDIUM DAY	BAD DAY
What time do you get up?			
What's your morning prework routine?			
What time do you sit down to work?			
How long do you generally work in one sitting?			
Describe your morning work time.			
When do you usually make calls and answer emails?			
When do you take breaks, and what do you do?			
What's your lunch routine?			
What percentage of time in a typical workday do you devote to: project work, marketing, and administrative work?			
When do you run errands (work or personal)?			
Describe how and when you socialize (with other freelancers, family, friends) —in person or via phone/email.			
When do you have meetings?			
Describe your afternoon work time.			
When do you exercise, and what do you do?			
What happens at dinnertime?			
Describe your evening routine, including work.			
When do you go to bed?			
How do you feel about the day?			