This document and the accompanying instructional Time Pyramid format model is for personal use only. This may not be reproduced or copied. ReadCountCraftdotcom holds both physical and intellectual copywrite to this material. I'm writing on an Ebook which uses this principle embedded into the framework of building a schedule based on brain cycles.

Feel free to Contact me at readcountcraft.com@gmail.com with any questions!

(yes I return follows) You can find me at :

Etsy Facebook Page

Etsy Creators Friendship Group

ReadCountCraftKidsfreeprintables (Facebook)

ReadCountCraft.com Early Learners practical free printables/activities (toddler-2nd grade)

YouTube channel for Esty/ppt tips
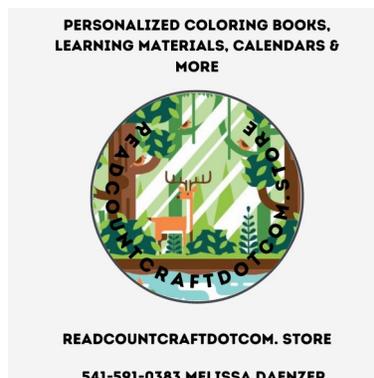
YouTube beginning drawing/practical kids craft activities

If you want to see what the Etsy pattern blog is (yes this blog helps to get traffic to my shop)

Etsy Printables Shop

Etsy PLR Shop

Pinterest

And finally TikTok (this is a personal platform addressing equality for all. I may eventually use this platform to pursue my dream of giving/selling culturally appropriate /diverse learning printables for parents/educators.

PERSONALIZED COLORING BOOKS, LEARNING MATERIALS, CALENDARS & MORE

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541-591-0383 MELISSA DAENZER

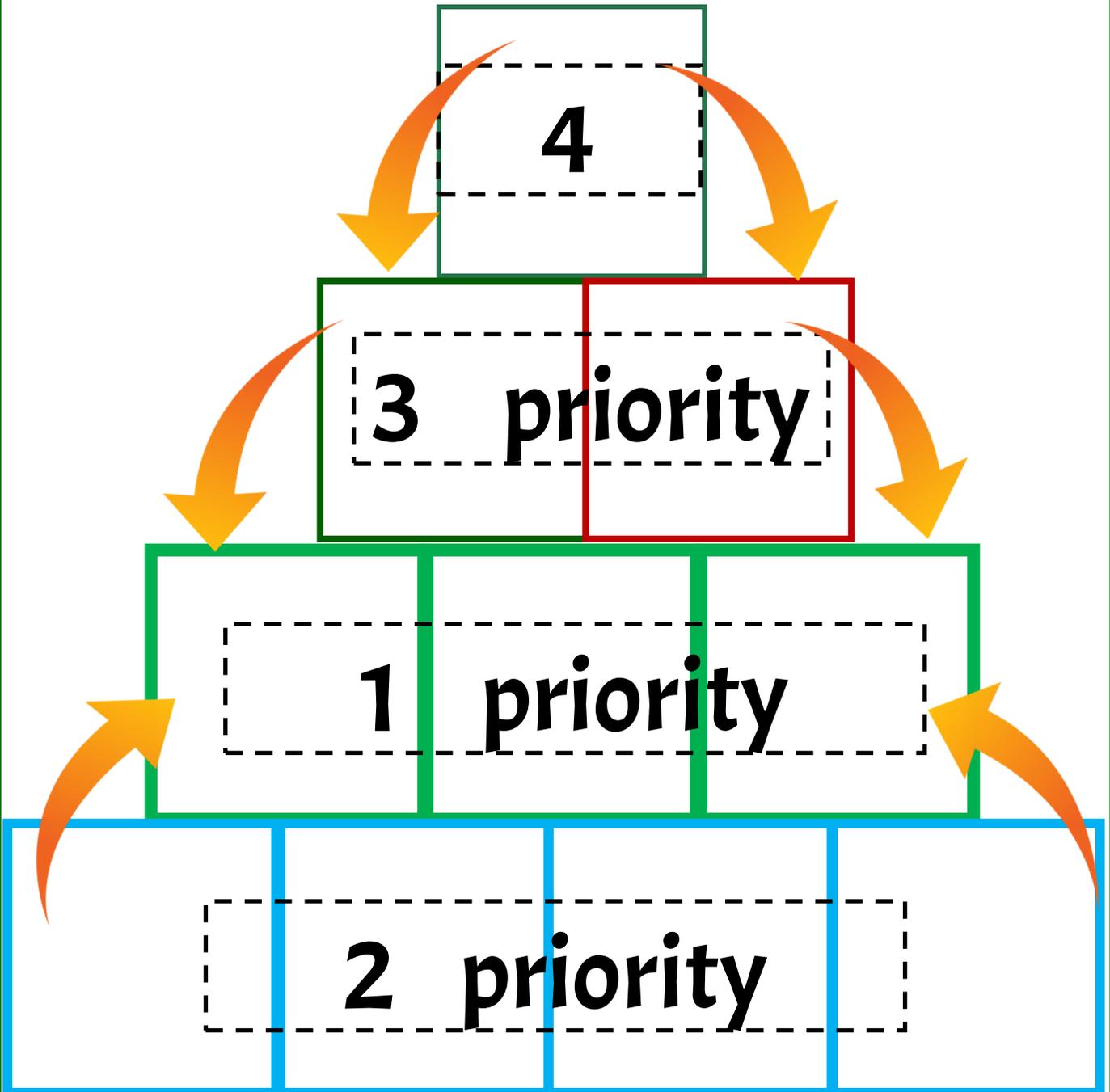# Manage Time and project balance with your time pyramid

Remember building a structure with Legos, or observing kids building with Legos? When we build with Legos we use the same basic foundation for every building but we change out other pieces to change the STYLE of the building? This is the analogy for the Pyramid Time Management plan.

1. Fill in your MAIN 3 priorities for the day in the 3 block row

2. Set your NEXT 4 priorities for the week in the 4 block row. These get moved UP into the 3 block row as the main priorities are checked off.

3. Set the NEXT 2 priorities in the 2 block row. These are priorities that you may fill in if you have time after your other priorities. These get moved down into your 3 block row as other tasks are completed.

4. Set the final priority in the 1 block row, the very top block. This is the last priority to move down as a priority as block tasks are completed.

I came up with and implemented this time management concept after much practice and application. I have to balance content I make for bloggers and my own passive/direct income. I was unable to expand into regular blogging and my Etsy shop, until I came up with a time management system. Ideally its better to blog daily? However, my principle has always been consistency and growth.

Time Pyramid Organizer

4

3 priority

1 priority

2 priority

Time Pyramid Organizer Monthly project example

2 Days a wk:

Research KW

Training

2 VA pro-jects a month:

4 days/wk

TikTok-3x wk

Pin 2x a day=4days a wk

Post RCC Blog 1x/wk

Post Pattern Blog 1x/wk

Email list 1x wk

Share FB store pg/1x wk, Blog FB pg 1x wk

Make Etsy 1x/wk List Etsy 1x/wk Make/list CF 1x/wk

Draw Youtube 1x/mo
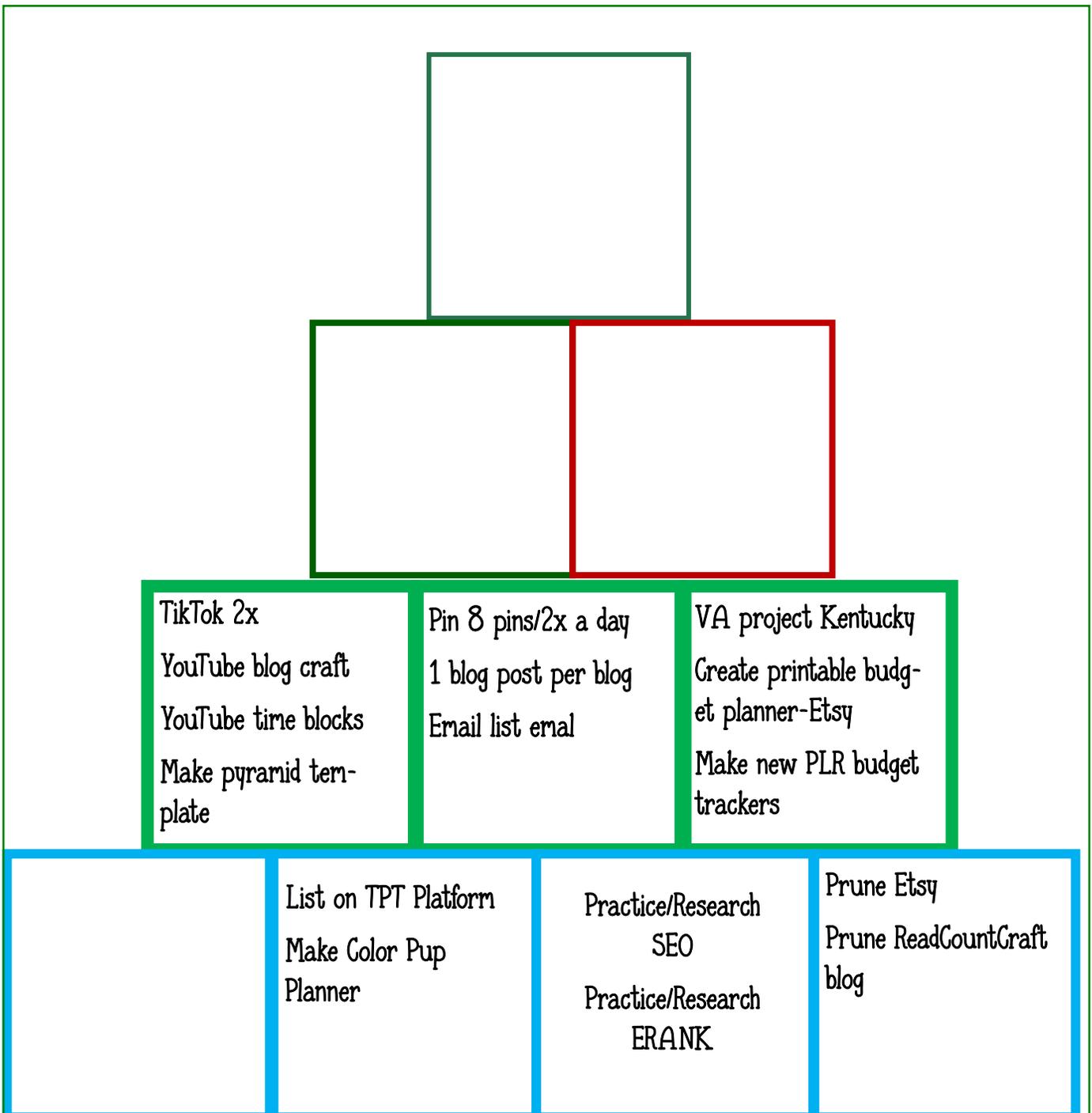
Craft Youtube 1x/mo

Create PLR & list Etsy/ promote 1x mo

Draft 4 blog posts 1x mo

Rvw stats-blogs rvw/pruning-sales -assessment/ analytics 1x mo

TikTok 2x

YouTube blog craft

YouTube time blocks

Make pyramid template

Pin 8 pins/2x a day

1 blog post per blog

Email list emal

VA project Kentucky

Create printable budget planner-Etsy

Make new PLR budget trackers

List on TPT Platform

Make Color Pup Planner

Practice/Research SEO

Practice/Research ERANK

Prune Etsy

Prune ReadCountCraft blog

Time Pyramid Organizer Weekly Project Example:

1st day of week plan to be completed/ongoing; These are incremented tasks built off of the Monthly Organizer

Time Pyramid Organizer Weekly Tasks Example

Make drawing video: youtube/blog

New Graphic Puppy Planner Etsy

Make Snowman craft vid-youtube/blog

Post video In grp-Facebook

Pattern Blog Post & Pin 2

Kentucky State Travel Guide-VA

Prune ReadCount-Craft Blog

Prune Etsy Shop

Make Printable Savings Challenge PLR

Make Feb Kids Pk-Etsy

Time Pyramid Organizer