

THE STUPID SIMPLE DAILY ACTION GUIDE FOR PART-TIME ENTREPRENEURS



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Introduction

Time isn't your enemy – lack of focus is. This guide breaks down exactly what you should do during each work session, with specific steps that even complete beginners can follow.

Priority 1: Revenue-Generating Activities (40% of your time)

1. Contacting Potential Clients

How to do it:

- Open Facebook or your preferred platform
- Search for your ideal clients using specific keywords
- Send 5-10 personalized connection requests daily
- Write a simple message: "Hi [Name], I noticed you [specific observation]. I help [your target audience] with [your solution]. Would you be open to a quick chat about how I might help your business?"

2. Following Up with Leads

Daily actions:

- Check who viewed your profile or responded to messages
- Respond within 24 hours to any replies

- Use this follow-up template:
"Hi [Name], Thank you for connecting! I'd love to learn more about your [business/role/challenges]. Would you be open to a 15-minute chat this week?
Here's my calendar link: [link]"

3. Creating/Sending Proposals

Step-by-step process:

- Create a simple proposal template with:
 - * Problem statement (client's challenge)
 - * Your solution
 - * Expected outcomes
 - * Investment required
 - * Next steps
- Customize it for each client
- Always include a clear call to action

4. Scheduling Sales Calls

Simple system:

- Set up a free Calendly account
- Block 3-4 specific time slots daily for calls
- After each connection shows interest, send them your calendar link
- Prepare a simple call script:
 - * Introduction (2 minutes)
 - * Questions about their business (5 minutes)
 - * Listening and taking notes (5 minutes)
 - * Presenting your solution (5 minutes)
 - * Discussing next steps (3 minutes)

Priority 2: Relationship Building (30% of your time)

1. Social Media Engagement

Daily actions:

- Spend 20 minutes commenting on potential clients' posts
- Share one valuable tip related to your expertise
- Reply to anyone who comments on your content
- Join 2-3 relevant groups where your clients hang out

2. Email List Building

Simple steps:

- Create a free lead magnet (checklist, guide, or template)
- Set up a simple landing page using tools like Carrd.co
- Share your lead magnet daily in relevant communities
- Send a welcome email to new subscribers

3. Community Participation

Daily routine:

- Answer one question in relevant Facebook groups
- Share one success story or case study
- Connect with two active community members
- Offer genuine help without selling

Priority 3: Business Development (30% of your time)

1. Systems Creation

Start with:

- Create folders for:
 - * Client documents
 - * Proposals
 - * Marketing materials
 - * Financial records
- Set up templates for:
 - * Client onboarding
 - * Project management
 - * Communication
 - * Invoicing

2. Skill Development

Daily learning:

- Watch one relevant YouTube tutorial
- Read one article about your industry
- Practice new skills for 20 minutes
- Document what you learned

3. Planning and Analysis

Weekly review:

- Track number of:
 - * New connections made
 - * Conversations started
 - * Calls scheduled
 - * Proposals sent
 - * Deals closed
- Review what worked and what didn't

Daily Checklist for Beginners

Morning Session (1 hour)

- Send 5 connection requests (10 mins)
- Follow up with pending leads (15 mins)
- Engage on social media (20 mins)
- Check and respond to messages (15 mins)

Afternoon/Evening Session (1 hour)

- Create/customize one proposal (20 mins)
- Join and participate in one group discussion (15 mins)
- Update your systems/documentation (15 mins)
- Plan tomorrow's activities (10 mins)

Time-Saving Tips for Beginners

1. Use templates for everything:

- Connection requests
- Follow-up messages
- Proposals
- Social media posts

2. Batch similar tasks:

- Do all outreach at once
- Schedule all content at once
- Handle all emails at once

3. Use free tools to automate:

- Calendly for scheduling
- Canva for basic design
- Google Docs for proposals
- Trello for task management

Success Metrics for Beginners

Track these weekly numbers:

- Number of new connections: Aim for 25
- Meaningful conversations started: Aim for 10
- Sales calls scheduled: Aim for 3
- Proposals sent: Aim for 2
- Content pieces shared: Aim for 5

Remember

- Start with just 2 hours per day
- Focus on one priority at a time
- Quality over quantity always
- Celebrate small wins daily

Print this checklist and keep it visible during every work session. Track your numbers weekly and adjust your approach based on results.

For more info on what i do:

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All the best

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