

Goals Worksheet

As you embark on your side hustle, it's critical you **name your goals**. Out loud. Stamped in ink. So, print off this page, grab a pen, and document your reason(s) for taking on this life change.

Name your **Short-Term Goal(s)** for that extra income you'll be raking in:

Entertainment Goal(s):

- _____
- _____
- _____

Vacation Goal(s):

- _____
- _____
- _____

Healthcare Goal(s):

- _____
- _____
- _____

Education Goal(s):

- _____
- _____
- _____

Bill-Paying Goal(s):

- _____
- _____
- _____

Other Goal(s):

- _____

- _____

Now name some **Long-Term Goal(s)** for sticking with your side hustle.

Do you wish to be **debt-free**? Start by listing those debts here:

Debt #1:

- Total Amount Owed: \$ _____

Debt #2:

- Total Amount Owed: \$ _____

Debt #3:

- Total Amount Owed: \$ _____

Debt #4:

- Total Amount Owed: \$ _____

TOTAL needed to clear your debt: \$ _____

Whether you're renting, leasing, or living with family, would you like to be a **homeowner**? You'll need to lay out those monetary steps here:

- Amount needed for downpayment: \$ _____
- Monthly house payment you can afford: \$ _____
- Utility payments you can afford: \$ _____

TOTAL baseline needed to own a home: \$ _____

Have you dreamed of completing a **college or trade-school degree** to advance in the corporate workplace? Do your research and determine those costs upfront:

- Amount needed for tuition: \$ _____
- Amount needed for books/supplies: \$ _____
- Amount needed for lab/library/miscellaneous fees: \$ _____
- Other fees: \$ _____

TOTAL baseline needed to get your degree: \$ _____

Other long-term goal(s):

Goal: _____ Cost: \$ _____

Do you have an **Ultimate Goal**? Move out of state? Be self-employed? Leave the corporate world behind? Retire? It's time to name it:

Goal #1:

- Goal: _____
- Total Amount Needed: \$ _____

Goal #2:

- Goal: _____
- Total Amount Needed: \$ _____

Goal #3:

- Goal: _____
- Total Amount Needed: \$ _____

Goal #4:

- Goal: _____
- Total Amount Needed: \$ _____

Now it's time to **POST THESE GOALS AT EYE LEVEL**. Tape them to your bathroom mirror. Use a magnet to attach them to your refrigerator. Affix them to doors, walls, your car dashboard. You want to be reminded every day about how serious you are. Because that's the only way you'll talk yourself into the extra time and effort side hustles require.

Hard Skills Worksheet

Hard skills must be quantifiable and/or measurable. i.e., you must have a level of PROOF you achieved them. Let's document those skills in one area...and impress yourself!

Secondary school degrees you earned:

- Associate: _____
- Bachelor: _____
- Master: _____

Certifications you earned (healthcare, computer, real estate, FEMA, industry, etc.):

- _____
- _____
- _____
- _____
- _____

Licenses you earned (medical, legal, IT, childcare, business, auto, HVAC, etc.):

- _____
- _____
- _____
- _____
- _____

Permits you earned (construction, auto, trade, business, utility, food seller, etc.):

- _____
- _____
- _____
- _____
- _____

Languages you speak, read, and/or write:

- _____
- _____
- _____
- _____
- _____

Print, social (LinkedIn) or digital (website, PowerPoint, PDF) **portfolios** of your work (photography, graphics, events, catering, writing, landscaping, salon, etc):

- _____
- _____
- _____
- _____
- _____

Now let's dig a little deeper into other ways your hard skills are acknowledged, awarded, and/or tapped for service. Don't overlook these...you can connect with clients via shared interests.

Did you win any **professional awards or recognition** for your work (Ex: sales, team, safety, customer service, innovation, civilian, sports, academic, etc.)? Brag about them here:

- _____
- _____
- _____
- _____
- _____

Have you joined any **professional organizations, societies or associations** (United Way, Toastmasters, Habitat for Humanity, Salvation Army, or industry-specific groups)? List them here, and include any leadership roles you held (Ex: Communications Chair, United Way):

- _____
- _____
- _____
- _____
- _____

Do you **volunteer** for local, regional or national organizations? Or provide **community service**? Give that service a shoutout here, and include any leadership roles you held (Ex: team leader, project coordinator, trainer/mentor, advocate/ambassador, etc.):

- _____
- _____
- _____
- _____
- _____

Now let's translate some of those hard skills into sentences, using real numbers. (Examples: "Yearly Budget Responsibility: \$250,000." Or... "Increased attendance by 32%.")

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

See how valuable you are? Excellent work!

Soft Skills Worksheet

People skills are powerful AND extremely valuable. Do you have enough of them to make your side hustle profitable? Let's find out.

You can measure your soft skills through a variety of resources. Try these:

- **SSI (Soft Skills Inventory):** [Soft Skills Assessment | BizLibrary](#)

What was your score? _____

What are your strengths? _____

What are your weaknesses? _____

- **DISC (Dominant, Inspiring Supportive, Cautious):** [DISC Assessment - Free Personality Test for Business \(truity.com\)](#) or [Home - DISC Personality Testing](#)

What was your score? _____

What are your strengths? _____

What are your weaknesses? _____

- **Myers-Briggs Personality Test:** [Official Myers Briggs Test & Personality Assessment | MBTIonline](#)

What was your score? _____

What are your strengths? _____

What are your weaknesses? _____

- **Core Values Quiz:** [15 Core Values Quizzes to Identify What's Important to You \(developgoodhabits.com\)](#)

What was your score? _____

What are your strengths? _____

What are your weaknesses? _____

Well now, do you feel a bit more, shall we say, “self-aware”? Chances are you discovered both good and hard truths about your work/life style—truths to help you decide how (and maybe if) you should proceed down a particular side-hustle road. Embrace the assessment(s), ponder a bit, then hustle on, friend! A new life chapter awaits.

Portable Skills Worksheet

Chances are excellent you have portable or “transferable” skills you developed at one job you can now repurpose/repackage for your side hustle. Let’s list them for clarity.

Take the Test

Your first step is to take this FREE test to check off skills you might not even know are skills. Find the checklist here: www.roguecc.edu ...print it off, check the boxes, and marvel at yourself.

Now let’s get into some specifics.

Tools & Techniques

- Software/computer programs valuable to your side gig (Word, Excel, PowerPoint, etc.):

- Communication skills you have and may need: (public speaking, presentations, writing):

- Technical skills you developed (coding, data/financial analysis, troubleshooting, etc.): _____

- Other: _____

Processes

- Plan/Develop/Improve timelines (product launch, prioritization, marketing, etc.):

- Interpersonal skills, organize/lead teams: (sales, marketing, customer service, etc.):

- Problem-solving (critical thinking, bottlenecks, inefficiencies, conflict resolution, etc.): _____
- Other: _____

Products

- Development (novel techniques/solutions, improvements, raw materials, etc.):

- Packaging: (marketing, storage, shipping, etc.):

- Other: _____

Machinery

- Operator (tool setter, tender, metal, plastic, hoist/lift/plow/crane, pump, rig, etc.):

- Equipment/tools (design, uses, repair, maintenance, trouble-shooting, etc.):

- Monitor: (gauges, dials, indicators, systems, etc.):

- Other: _____

Training/Certifications

- Safety (OSHA, Federal/DOT HAZMAT, CPR, BLS, PPE, investigate/prevent incidents, etc.):

- Quality control: (planning, inspections, regulations, audits, assurance, etc.):

- Other: _____

Just look at that career toolbelt filled with a variety of portable skills. Now put them to gig work!

Niche Worksheet

Identify your “niche” by narrowing your focus to a specific area or market your skills can benefit. Think: industry, target audience, location, culture, occasion. Start by answering these questions:

Do my expert skills...

- Meet a **specific customer need**?

- Who is that **customer**?

- What is their **need**?

- Solve a **problem**?

- Who is the **customer**?

- What is their **problem**?

- Provide a **unique product**?

- What is the **product**?

- Who is your **customer**?

- Provide a **unique service**?

- What is the **service**?

- Who is your **customer**?

- Have a **target audience**?

- **General** audience (eg. Children, adults, companies, cultures, etc.):

- **Specific** audience (eg. Teens, working parents, law firms, Latinos, etc.):

Once you've *written down* the answers to these questions, you'll know your niche. And then, you're in a better position to attract the right type of customers AND become profitable.

And that's a win!

Feedback Forms

Your side hustle is ready, but first you need to know—*really* know—how potential clients will receive what you’re offering. Test it out small-scale, then ask for honest feedback one of these three ways:

Rating Scale Survey

This provides graduated feedback about whether your side hustle is “good enough” or “excellent.” You’re shooting for “excellent,” so feedback like this helps you tweak what you’re offering.

EXAMPLE:

Please help me improve!

On a scale of 1-10 (1 = Never, 10 = Definitely!):

How likely are you to **(eat this meal, attend this class, book this tour) again?**

1 2 3 4 5 6 7 8 9 10

How likely are you to **refer me to a friend/colleague?**

1 2 3 4 5 6 7 8 9 10

How likely are you to **ask for my services again?**

1 2 3 4 5 6 7 8 9 10

Yes—your survey can be this short. You don’t want to pepper your thoughtful test client with too many questions. You can even limit your scale to a 5-point or 7-point rating. But you *could* ask for a few more opinions, like...

EXAMPLE:

On a scale of 1-5 (1 = Not very, 5 = Completely!):

How satisfied are you **with my service**?

1 2 3 4 5

How easy was it to **book my services**?

1 2 3 4 5

How likely are you to **ask for my services again**?

1 2 3 4 5

Open-Ended Survey

Another option is to ask questions requiring written responses. You get waaaaaay more personal feedback this way, and may even get a response you can use in marketing.

EXAMPLE:

Kindly share a few **things I could do better**:

What would you **say to a friend/colleague** who inquired about my services?

How does my service **compare to others you've tried**?

Another option is to ask a series of follow-up questions on one topic—let’s say, pet-sitting—to help you break down where you excel and where you need improvement.

EXAMPLE:

How did I do?

On a scale of 1-7 (1 = Not very, 7 = Completely!):

Initial question:

How satisfied are you overall **with my pet-sitting services?**

1 2 3 4 5 6 7

Follow-up questions:

How satisfied are you with **my arrival/departure times?**

1 2 3 4 5 6 7

How satisfied are you with **the frequency of potty breaks?**

1 2 3 4 5 6 7

How satisfied are you with **the amount of play time?**

1 2 3 4 5 6 7

How satisfied are you with **the condition I left your home?**

1 2 3 4 5 6 7

Overall, you want client feedback to be honest and helpful. So you need to receive their critique as genuine and critical to your side-hustle success. And later, as you privately review the responses, you can always channel the host of Family Feud and shout out, “Survey says...!”

Personal Brand Worksheet

Your side gig has a story, so let's shape your introduction and make you marketable!

What are you offering?

- **Product.** Write out what “thing” you’ll be **handing off** to customers. Be specific (eg. baked goods, custom art, pet products, etc.):

- **Service.** Write out what “activity” you’ll be **doing for** customers (eg. tutoring, pet care, landscaping, etc.). Be specific:

- **Product + Service.** Write out the **combo thing/activity** you’re offering customers. Be specific (eg. build cabinet AND install it):

What are your limitations?

- **Product.** Write out what you’re *willing to do* (eg. make/sell baked goods, put together outdoor plant arrangements). Be specific:

Write out what you're *unwilling to do* (eg. provide vegan options, weed). Be specific:

- **Service.** Write out what you're *willing to do* (eg. help clients relocate, clean houses). Be specific:

Write out what you're *unwilling to do* (eg. move pianos, work in hoarding situations). Be specific:

- **Product + service.** Write out what you're *willing to do* (eg. refinish furniture + pick up/deliver finished piece, repair mowers + pick up/deliver). Be specific:

Write out what you're *unwilling to do* (eg. pick up/deliver over 50 miles, work on heavy machinery). Be specific:

Now it's time to **craft your elevator pitch**. Remember: It must be snappy, strong, short and descriptive. Work on the first sentence:

- **Product.** Start with a NOUN (eg. baked goods, custom art, pet products, etc.), finish with what sets your product apart (eg. with the finest ingredients...for your living room walls...designed for your breed). Try it!

- **Service.** Start with a VERB (eg. I tutor your kids, I develop behavior training, I provide landscaping, etc.), finish with what sets your product apart (eg. in the privacy of your home...designed for your breed...for full-sun/shaded yards). Try it!

- **Product + Service.** Start with a VERB (eg. I build custom Murphy beds), finish with the SERVICE (eg. then install them in your home). Try it!

Now you just need to add a few more sentences to highlight your expertise, uniqueness, reputation and personality. If this seems impossible, ask for help from a skilled writer.

Your branding iron should now be hot, hot, HOT! Try out your branding statement on a few trusted friends or colleagues, then figure out how best to use it for promoting your side hustle.

Well done, savvy marketer!

Content Marketing Worksheet

You'll need to develop some content to showcase your side-hustle expertise. Think: high-quality visual, written or audio materials designed to draw in customers and invite them to send you their hard-earned cash. What might work for your gig?

- **Photos** of your product/services. Do you have a smart phone with a decent camera? Jot down some photo ideas to capture your product/service—and even YOU—in the best light:

- **Videos** of your product/service. Your smart phone also records video! Jot down some video ideas to capture your product/service—and even YOU—in the best light:

- Could you write a **blog** about your service? Jot down some blog ideas to capture your service in an entertaining and/or heart-warming way:

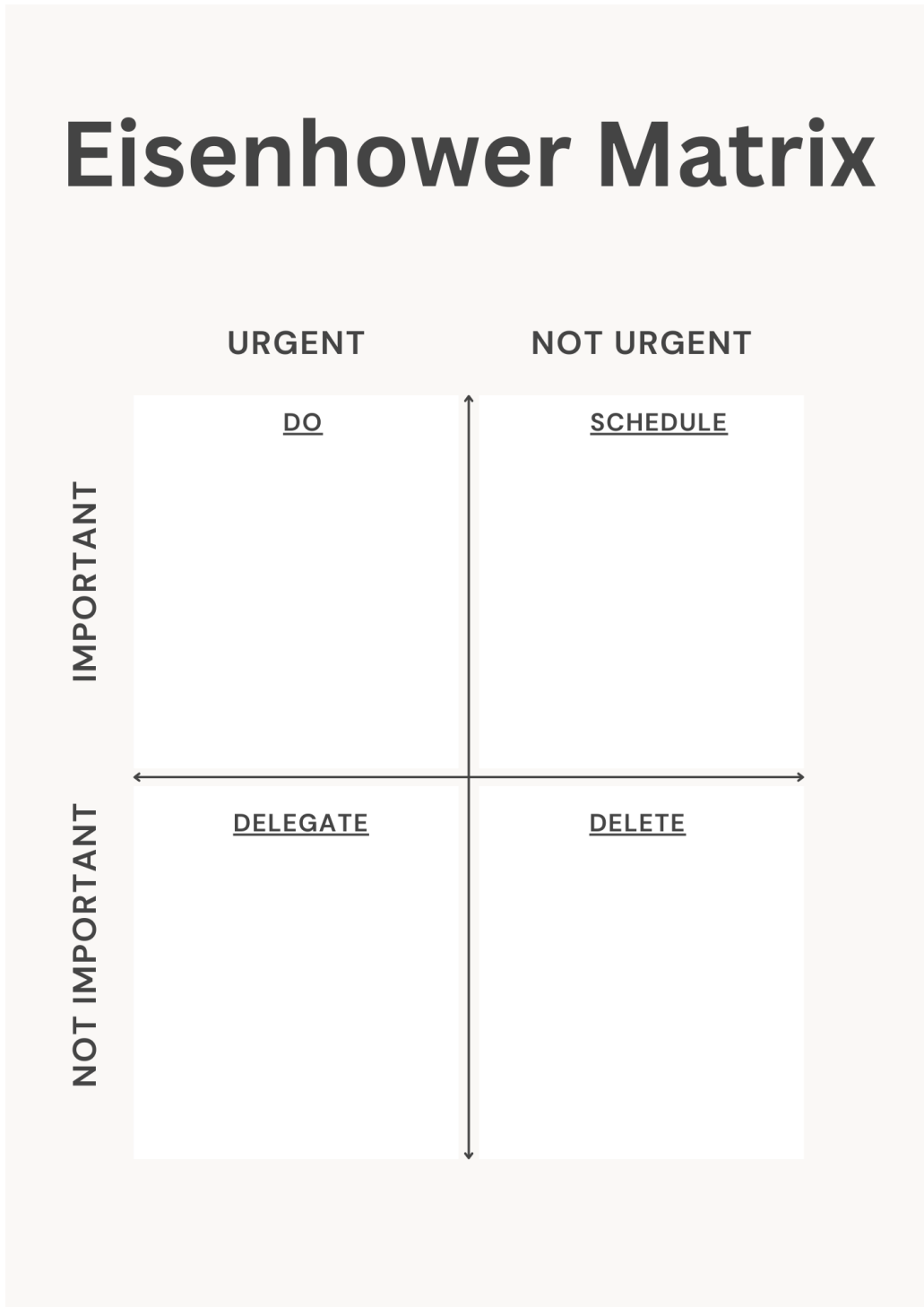
- Do you have stories about your product/service to make an interesting **podcast**? Jot down some podcast ideas to capture your gig in an entertaining way:

- Do you have product/service experience to share on a **discussion forum/board**? Jot down some forum ideas to invite others into your gig conversation:

Remember: Content marketing should be designed to attract, engage and retain potential customers/clients. Keep it relevant, interesting, and CLEAN—no profanity or sexual innuendo. You want customers from all walks of life to see/hear your marketing and think, “Nice! I need to look into that!” ... NOT “Ewww...no thanks.”

Eisenhower Matrix Worksheet

Just like Ike, you can avoid getting sucked into the “urgency trap” by using his Four Quadrants. It’s a great way to organize pressing deadlines and keep a happy work/life balance.



SMART Goals Worksheet

Your goals don't have to be brilliant on the Einstein level, but they should be SMART. Let's break them down for your side hustle:

SPECIFIC goal. Write out a clear, limited, focused statement on what you want to achieve.

MEASUREABLE goals. Lay out quantifiable metrics, like: needed startup cash, prices you'll charge, timeframe(s) allotted for service, profit needed. These benchmarks help you know when you've achieved your goal.

Now quantify your timetable elements, like: days/weeks/months needed to gather materials to start, timeframe(s) for permits, licenses, and other regulations, lead time for marketing, etc.

ACHIEVABLE check. What skills will you use to research, check off the process requirements, and gather excellent advice? List them out.

RELEVANT goal. These are the details backing up your bigger, specific goal. This could be the weekly, monthly, quarterly, yearly profits you'll need to rake in. Or the experience you'll gain. Or even the people you'll meet. Write them out.

TIME-BOUND goals. How much time do you need to achieve your goal(s)? Set your deadlines: task dates, launch dates, marketing dates...and any small, significant dates you can check off.

When you see all these goals listed out, don't you just feel...well...SMART-er? You should also feel confident, organized, and motivated—because you have a written plan with hard goals and expectations. Now all you have to do is get out there and make this side hustle a reality!

Added Values Worksheet

To make yourself even more valuable, consider some extra features you could add before, after, and/or during your side hustle.

How can you **say “thank you”** to you clients? (circle one)

- Add a note within your **packaging**? YES NO
 - Example: Thanks so much for shopping with us!
 - Or... (You try!) _____
- Leave behind a note after providing a **service**? YES NO
 - Example: Thanks for letting us serve you!
 - Or... (You try!) _____
- Send a follow-up note after providing a **home service**? YES NO
 - Example: Thanks for trusting us in your home!
 - Or... (You try!) _____
- Include a note on your **invoice**? YES NO
 - Example: Thanks so much for choosing our business!
 - Or... (You try!) _____

What **specialized skills** would be a bonus in your side hustle?

Specific **health training** (injections, medications, physical therapy, transfers, etc.):

Specific **languages** you speak/read/translate:

Specific **school subjects** you could tutor:

Specific **organizational** skills (living spaces, electronics, list management, etc.):

Other skills:

In what ways could you **be more helpful** at home-based side hustles? Could you:

- Bring in mail/packages? YES NO
- Tidy up? YES NO
- Pull weeds? YES NO
- Water plants? YES NO
- Put together/start meals? YES NO
- Other helpful skills: _____
- And another: _____

What services could you **bundle**?

- Sitting for both children and pets? YES NO
- Transporting both people and pets? YES NO
- Electrical and electronics repair? YES NO
- HVAC and other utility repair? YES NO
- Other helpful services: _____
- And another: _____

Who could you **suggest/refer** to clients for skills you don't provide?

- Teachers/tutors: _____
- Cleaners (homes, vehicles, clothing): _____
- Financial services (CPA, investment, taxes): _____
- Mechanic (vehicles, lawn equipment): _____
- Cook (caterer, meal delivery, party desserts): _____
- Appliance repair (HVAC, dishwasher, oven, etc.): _____
- Lawncare (mower, landscaper, arborist): _____
- Local handyman: _____
- Other: _____

Remember: Extra miles = extra bucks!

TAX WORKSHEET

The taxman cometh...whether you want him to or not. Work out how you'll pay up *now*, so you'll be better prepared for Tax Day.

Form W-4 withholding option:

\$ _____ Current ANNUAL withholding from your corporate paystub

_____ Exemptions you're now taking

\$ _____ Amount withheld by decreasing exemptions to "2"

\$ _____ Amount withheld by decreasing exemptions to "1"

\$ _____ Amount withheld by decreasing exemptions to "0"

Quarterly payment option:

\$ _____ Best estimate of amount earned in **first 3 months** of side hustle

Multiply by 25%

\$ _____ Quarterly total tax burden

Multiply by 4

\$_____ Total tax estimate for YEAR

Divide by 4

\$_____ due April 15

\$_____ due June 15

\$_____ due September 15

\$_____ due January 15 of following year

Tax refund rollover option:

\$_____ Refund from last year

Will THIS YEAR's refund cover your side-hustle tax burden?

1. If YES, do nothing. You're covered.
2. If NO, how much more will you owe?

\$_____ Amount you'll owe

Divide by 4

Option A: Pay quarterly tax

\$ _____ Quarterly tax due

\$ _____ due April 15

\$ _____ due June 15

\$ _____ due September 15

\$ _____ due January 15 of following year

Option B: Decrease exemption(s) on company form W-4 for withheld taxes.

Well now. I hope you're feeling better about the tax *process*, if not the burden. If not, there's always silverware to sort through for stabbing.

Forks up!

Regulations Worksheet

Business regulations are about compliance, and you'll need to explore them BEFORE launching your side gig. Be sure to check local, state *and* federal rules so you're 100% prepared.

Does your hustle require a **permit**? Conduct an online search under key words, like "Cleveland CDL Bus Driver Permit" or "Food Processing Permit," then lay out the process here:

Permit title: _____

Where to apply (online/in person): _____

Required documents: _____

Application fee: _____

How received (online/mail/pick up): _____

Turnaround time (apply – receive): _____

How to renew (online/mail/phone/in-person): _____

Renewal timeframe (annually/biannually/other): _____

Does your hustle require a **license**? Conduct an online search under key words, like "Nashville Tour Guide License" or "Indiana Makeup Artist License," then lay out the process here:

Permit title: _____

Where to apply (online/in person): _____

Required documents: _____

Application fee: _____

How received (online/mail/pick up): _____

Turnaround time (apply – receive): _____

How to renew (online/mail/phone/in-person): _____

Renewal timeframe (annually/biannually/other): _____

Does your hustle require a **federal business license/permit**? Conduct an online search under key words, like "Liquor License" or "health permit," then lay out the process here:

Permit title: _____

Where to apply (online/in person): _____

Required documents: _____

Application fee: _____

How received (online/mail/pick up): _____

Turnaround time (apply – receive): _____

How to renew (online/mail/phone/in-person): _____

Renewal timeframe (annually/biannually/other): _____

Does your hustle require **permission** from your neighborhood HOA? Consult your HOA manual and/or contact your HOA president, then lay out the permission process here:

Covenants, Convictions & Restrictions (CC&Rs) rules: _____

Where to apply (online/in person) for variance/exemption: _____

Required documents: _____

Deadlines: _____

Application fee: _____

How to request a hearing: _____

Hearing date: _____

Appeal process: _____

Does your hustle meet **local zoning laws**? Conduct an online search under key words, like “St. Louis daycare center zoning” or “Chicago small business zoning,” then dig deeper:

City zoning law: _____

County zoning law: _____

Employee restrictions: _____

County Clerk’s Office info: _____

Municipal Clerk’s Office info: _____

Variance/Exception Process: _____

Local land use attorney: _____

State Small Business Association contact info: _____

Be proactive, follow the process, and stay out of the slammer!

Moneymaker Pros/Cons Worksheet

Every side hustle has pros and cons attached to it. Listing those out should help you decide if the gig you have in mind is worth your time and effort.

Work zone **PROS** and **CONS**:

- Hustling from **HOME**:
 - **PROS** (eg: no commute, flexible schedule, efficiency, comfort, savings, etc.):

- **CONS** (eg: to-do lists, discipline, distractions, disorganization, disconnecting):

- Hustling in **CLIENTS' HOMES**:
 - **PROS** (eg: privacy, multi-tasking, mileage deduction, referrals, etc.):

- **CONS** (eg: traffic, vehicle issues, interruptions, etc.):

- Hustling from your **VEHICLE**:

- **PROS** (eg: freedom, multi-tasking, variety, etc.):

- **CONS** (eg: vehicle type/maintenance/disasters, etc.):

Side hustle **category** (see Chapter #3 to define what you're offering, and Chapter #7 to review gig options):

- Providing a **SERVICE**:
 - **PROS** (eg: helping people, using natural skills, solving problems, etc.):

- **CONS** (eg: ick factor, difficult situations, working with strangers, etc.):

- Providing a **PRODUCT/GOODS**:
 - **PROS** (eg: taps into craftiness, showcases expertise, meets a need, etc.):

- **CONS** (eg: supplies cost, time to make, place/location to sell, pricing, etc.):

- Providing **INSTRUCTIONAL/HOW-TO**:
 - **PROS** (eg: solves problems, educates clients, showcases expertise, etc.):

- **CONS** (eg: location issues, technology issues, pricing, etc.):

You can side-hustle just about anything nowadays. Choose your gig wisely, and watch that bank balance go up and up and...

Time Documentation Worksheet

Before some impertinent meddler asks you, “What do you *do* all day?” ...jot it all down and take a look. Odds are good you’ll be a little surprised where/how you spend your time.

The key here is to simply document—don’t try to adjust your day based on what you see now. We’ll make analyses and reconfigure AFTER we have some critical information.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							

Time to analyze.

Gather your notes and let's answer some time-burning questions:

- Were you **late** to work or other commitments? Yes No (circle one)

If YES, what slowed you down? _____

- How much time did you spend on **commuting**? _____
- How much time did you spend on coffee/chatting **breaks**?

- How much time did you spend on **meals**? _____
- How much time did you spend on **meetings**? _____
- How much time did you spend answering/returning **calls**? _____
- How much time did you spend responding to **emails**? _____
- How much time did you spend on **social media**? _____
- How much time did you spend on **entertainment**? _____
- How much time did you spend **relaxing**? _____

It's hustle time!

Now make your best guess about:

- How much **daily** time will you need to hustle? _____
- How much **weekly** time? _____
- How much **monthly** time? _____

Now choose your days/times to concentrate your hustle:

- Which **weekdays**/times are open? _____
- Which **weekend** days/times are open? _____
- Where could you squeeze **hustle time** into your workday breaks?

**Time is literally money when you side-hustle.
Find blocks of time, and make stacks of cash.**

5-Point Process Worksheet

You can avoid side-hustle burnout in just five proactive steps. Print off this worksheet, then start refining your focus for burnout-free living.

SUNDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

MONDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

TUESDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

WEDNESDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

THURSDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

FRIDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

SATURDAY

1. What did you do for **yourself** today? _____
2. What did you do for **someone else** today? _____
3. What **physical exercise** did you do today? _____
4. What **mental exercise** did you do today? _____
5. What are you **thankful for** today? _____

Before long, you should be actively seeking out ways to fill in those blanks. And then, guess what happens? You'll discover all kinds of daily joy! And **joy** is what smothers despair.

Find. Your. Joy.

Stick-With-It Pros/Cons Worksheet

It's always a good idea to evaluate the pros and cons of quitting vs. continuing one or more of your side hustles. Listing those out should help you decide if the gig you're weighing is still worth your time and effort.

Financial PROS and CONS:

- What does it gain vs. cost you to continue this gig?
 - **PROS** (eg: financial stability, cash stash, independence, personal growth, etc.):

- **CONS** (eg: cash drain, unstable cash flow, income trap, FT job damage, etc.):

Now, if you assign weight to each pro and con, then put them on a balanced scale, which way would your scale lean? Heavier pro or con? Or do they balance out?

Personal PROS and CONS:

- What does it gain vs. cost you to continue this gig?

- **PROS** (eg: meaning, impact, value, etc.):

- **CONS** (eg: goal addiction, disrespect for others, isolation, altered character, etc.):

Now, if you assign weight to each pro and con, then put them on a balanced scale, which way would your scale lean? Heavier pro or con? Or do they balance out?

Time commitment PROS and CONS:

- What does it gain vs. cost you to continue this gig?
 - **PROS** (eg: use of weekday/end free time, routine, etc.):

- **CONS** (eg: time management, life absence, missing opportunities, etc.):

Now, if you assign weight to each pro and con, then put them on a balanced scale, which way would your scale lean? Heavier pro or con? Or do they balance out?

You've now thoughtfully weighed the pros and cons of quitting vs. continuing. How did your **goals** balance with your **values**? Ponder, talk it through with a trusted source, and decide. Because no decision IS a decision.

Transition Worksheet

Decision made, it's time to move forward. Let's make it positive. Let's make it graceful. Let's make a plan.

Step 1: Review Your Finances

1. How much **extra income**—on average—did your side hustle bring in?

Weekly: \$ _____

Monthly: \$ _____

Quarterly: \$ _____

Annually: \$ _____

2. What did that extra income **pay for**? Apply percentages (Ex: 10%, 25%, etc.)

Household expenses: _____ %

Entertainment: _____ %

Savings: _____ %

Short-term goal: _____ %

Long-term goal: _____ %

Other: _____ %

3. If you'll need to **replace that income**, brainstorm ways to make up the difference (more work hours/longer shifts, overtime, promotion, part-time job, etc.):

Step 2: Notify Clients/Customers

1. If you're **breaking the news in person**, what will you say? Let's write it out:

2. If you're **breaking the news via email**, how will you phrase it? Try something like this:

Dear (Client):

I'm putting my (gig title, ala "dog-sitting business" or "catering business") on hold for now. I've enjoyed working with you and hope you've been pleased with our professional relationship. Thanks for being such a great customer!

Sincerely,

Your Name

NOTE: You don't have to provide a reason for quitting. That's personal and, frankly, none of your client's business. You also don't want to give clients a reason to argue with your decision. Simply end it and move on.

Now give the email message a try in your own words:

Dear (Client):

Sincerely,

Your Name

3. If you can, provide a contact list of other side-hustlers or businesses you trust to replace you. Your recommendation(s) can be part of your “breakup” email. Example:

Dear (Client):

I’m putting my (gig title, ala “cleaning business”) on hold for now. I’ve enjoyed working with you and hope you’ve been pleased with our professional relationship.

Moving forward, might I recommend (NAME of person or business, email and/or phone number) to help with your (service title, ala “cleaning”) needs?

Thanks for being such a great customer!

Sincerely,

Your Name

Step 3: Tie Up Loose Ends

1. In an email (because that’s provable documentation), confirm the final business details. Your client must acknowledge receiving your “breakup” email via an email response. Print it off when you receive it...but cash the check first. Example:

Dear (Client):

Thanks for your final payment. That concludes our arrangement, and I appreciate you trusting me with your project. All the best going forward!

Sincerely,

Your Name

And now...rest. Explore. Surely something else, something new is waiting to inspire you right around the bend. Chin up, eyes forward, you’ve got this.