The 5 Systems Checklist

How My Store Runs While I Work a Full-Time Job

By Oris

I'm a project manager in the energy industry. I work full-time — meetings, deadlines, site schedules, the lot. In September 2024, I built an online store from zero, in the hours around that job. It has taken more than 1,100 orders since.

People ask how I find the time. The honest answer: I don't have extra time, and the store does not run itself. What I have is five small systems that do the heavy lifting. None of them cost money. Each one took less than an hour to set up. This checklist is the whole setup — copy it, check things off as you install each one, and adjust the details to your life.

System 1: The Money Autopilot

What it does: Your pay, bills, savings, and business money move on their own, on payday, before you get a chance to spend what's in front of you. Willpower is unreliable; a standing instruction is not.

- ☐ List every fixed monthly bill and its due date in one place.
- ☐ Set an automatic transfer for the day after payday: one to savings, one to a separate account for business expenses and taxes.
- ☐ Put recurring bills on autopay so a busy week never becomes a late fee.
- ☐ Pick one 10-minute slot a week to glance at balances — that's the whole money routine.

System 2: The Capture-and-Sort Inbox

What it does: Every idea, order question, task, and "I should remember that" goes into one single place — a notes app, a notebook, one document. Nothing lives in your

head, where it leaks energy all day. Twice a day, you sort it; the rest of the day, you ignore it.

- ☐ Choose ONE capture tool and put it on your phone's home screen.
- ☐ Dump everything into it the moment it occurs to you — no organizing in the moment.
- ☐ Sort twice daily (morning, evening): each item becomes Do, Schedule, Delegate, or Delete.
- ☐ If an item takes under two minutes, just do it during the sort.

System 3: The Batch Rule

What it does: Small recurring tasks — replying to customers, processing paperwork, posting content, paying invoices — get grouped into fixed time windows instead of interrupting you all day. Context-switching is the silent tax on a busy life; batching refuses to pay it.

- ☐ List your recurring small tasks and how often each one truly needs doing.
- ☐ Assign each a window: for example, messages at 12:30 and 6:30, admin on Saturday morning.
- ☐ Outside the window, the task waits. Write it in the inbox (System 2) and go back to your life.
- ☐ Tell the people who need to know your response times, so nobody expects instant replies.

System 4: Templates for Anything Done Twice

What it does: If you have done something twice, the third time starts from a template, not a blank page. Replies, product listings, checklists, weekly posts — the first version is work; every version after it is minutes.

- ☐ Save your five most-sent messages as ready-to-paste templates.
- ☐ Turn any repeating multi-step job into a checklist you follow without thinking.
- ☐ Keep one folder — physical or digital — where all templates live, and nowhere else.
- ☐ Improve a template each time it lets you down; that's the whole maintenance routine.

System 5: The 30-Minute Weekly Review

What it does: Once a week, you stop, look at the numbers and the calendar, and decide the three things that matter next week. This is the system that keeps the other four honest — and it's the reason a side project survives a busy season at work instead of quietly dying.

- ☐ Pick a fixed slot (mine is the weekend, coffee in hand) and protect it like a meeting.
- ☐ Review last week: what shipped, what sold, what slipped — written down, not remembered.
- ☐ Look at next week's calendar and find the real openings, not the ones you wish you had.
- ☐ Choose three priorities for the week. Not ten. Three.
- ☐ Close by clearing the inbox to zero, so Monday starts clean.

None of this is glamorous, and that's the point. A full-time job, a family, and a business can share one life — but only if the routine parts run on systems instead of on you remembering everything, every day.

If you want the full version of how I plan my week and protect my focus, I go deeper in my paid guides — they're written for people doing exactly this: building something real around a job that isn't optional.

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