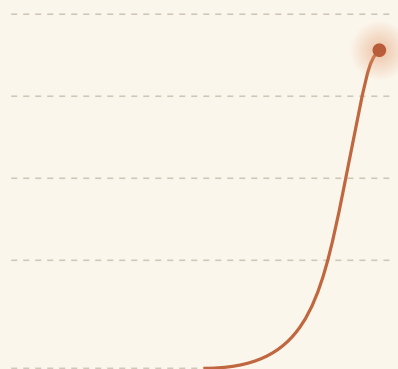


Build the Business. *Keep what* Matters.



A weekly system for building income on your own terms — as a creator, a small business you can scale later, or a builder of your own digital products — whether your days are spent at a full-time job, at home with your kids, or both.

BY AMANDA GARCIA • ROSHARE GROWTH SYSTEMS

5 MOVES

2 WORKING WORKSHEETS

THE REAL GOAL

You didn't start a business for more hours. You started it for more freedom.

Maybe you work a full-time job. Maybe you're a full-time mom. Maybe you're both. Your days are already full — and what you want is income of your own: something that grows, that you can scale later, and that eventually gives you real financial freedom.

Most people don't fall behind here because they lack drive. They fall behind because "I'll work on it when I find time" never turns into an actual plan. Spare minutes don't build income. A protected, repeatable rhythm does.

This booklet gives you that rhythm: five moves that grow something real, respect the responsibilities you already carry, and still leave room for a life — plus two worksheets to run it, starting this week.

"Business" here means whatever you're building: a content channel as a creator, a small service or shop you can grow, a digital product, a system you sell access to. It can start small. The rhythm below runs the same underneath all of them.

I Plan the week before it begins

Write down what you want to move forward this week — the real goal, not just "work on the business." A goal like "publish two videos" or "land three customers" becomes real once you name the next actions: script it, film it, edit it, post it — or draft the offer, list ten people, send it, follow up.

Pick only the tasks that fit the time you actually have. Wanting five things done is fine; planning for five things in three hours isn't. Decide what gets attention first, and move whatever doesn't get done to a new date instead of pretending it vanished.

Try this: Every Sunday, take 15 minutes to review what moved and set next week's goals and tasks. Worksheet One (page 7) is built for exactly this.

MAKE ROOM

Give your business a fixed appointment, not your leftover time.

A fixed time removes a decision you'd otherwise make every single day: "When will I actually work on this?" Pick a time your real life can protect — before your shift or before the kids wake up, during nap time or school hours, after dinner or after bedtime, whatever's honestly repeatable — and treat it like an appointment you can't move.

2 Give each session a job

Decide what the block is for before it starts. Sitting down with no plan burns the first ten minutes on "what should I even do." Naming the task the night before means you start working the second you sit down — which matters most when your time comes in short, unpredictable pieces.

Example: Monday, outline the offer. Tuesday, draft the page. Wednesday, revise it. Thursday, get feedback from two people. Friday, decide what changes. Your sequence depends on your business — the point is that every session ties back to the week's plan.

Keep the block even on a low-energy day, a sick-kid day, or a day work runs late. Do the smallest useful piece and pick up the rest tomorrow. Consistency comes from returning, not from never having a bad day.

Before you stop: write down your next action. Tomorrow starts with direction instead of a search for momentum.

USE YOUR TIME

Match the task to the moment — not the mood.

A business generates an endless list of things you could do. Your daily block does not have endless time. Use the weekly plan to choose the one task that actually moves a real goal — not the one that feels most comfortable.

3 Match the task to your energy

Save decisions, writing, and problem-solving for the part of the day you think most clearly. Use the lower-energy stretches — or the ones that get interrupted — for something contained: organizing notes, reviewing a draft, prepping tomorrow's list.

Ask yourself: what would make this week's goal easier to close? If the honest answer is "a customer conversation" or "today's video," another hour picking colors can wait. If it's "a working payment page," that beats another draft of the same post.

Use a short decision check: Does this support a goal I wrote down? Is there a real deadline? Am I the one who has to do it? Can I finish a useful part in today's block? A "no" to most of these means it's not today's job.

Keep an "ideas later" list. Writing an idea down respects it — doing it right now is a separate decision, and usually the wrong one.

PROTECT TRUST

Draw clear lines between your business and everything else you carry.

Whatever fills your days — an employer, your children, your home — deserves your full attention when it's its turn. Your business deserves its own time, tools, and decisions. Blurring the lines makes it harder to be fully present for any of them.

4 Make the separation practical

If you have a job: use personal accounts and your own equipment for the business, and keep meetings and production work outside work hours. Never use your employer's contacts, materials, or resources for your own venture. If your business overlaps with your role, clients, or industry, check your employment agreement and handle any possible conflict early, through the right process.

If you're home with your kids: you can't clock out of parenting, so make the business easy to pick up and put down. Give it one spot — a notebook, a folder, a corner of the table — so you can restart in five minutes, not fifty. Keep business hours short and clearly named, so work doesn't leak into every hour and family time doesn't get squeezed out.

Either way, tell the people close to you which hours are the business's and which are theirs. A plan is easier to sustain when the people who share your life actually understand it — and can help protect it.

A protected time block gives the business a place. A stopping time gives the rest of your life one too.

CARE FOR YOURSELF

Build the business without spending the health you'll need to run it.

It's tempting to pull hours from sleep, meals, or movement when the business needs more. That trade doesn't just cost you today — it makes tomorrow's work slower and worse. The person building the business needs to be in the plan too.

5 Schedule health alongside the work

Block real time for movement, real meals, and enough rest for your life. Decide when you'll move, how you'll eat on a packed day, and when you'll actually stop. Treat these as fixed parts of the schedule, not rewards for finishing everything else.

Watch for the signs the plan is asking too much: missed sleep, skipped meals, no time to move, work that keeps eating every evening. Shrink the plan before you lose the capacity to keep going at all.

Some weeks move faster than others — a slower week is still building. The goal isn't a sprint. It's a rhythm you can sustain long enough for it to actually pay off.

Ask yourself: if I ran this exact schedule for three months, would I still be well enough to handle my responsibilities, care for the people who matter, and keep building?

YOUR WEEK

Plan your goals and the tasks behind them

Fill this out before the week begins. Choose a number of tasks that actually fits the time you have — not the time you wish you had.

WEEK OF

GOALS I WANT TO ADVANCE

GOAL 1

GOAL 2

TASK TRACKER – THE ACTIONS BEHIND THOSE GOALS

TASK	DAY	DONE
		☐
		☐
		☐
		☐
		☐

MY FIXED DAILY BUSINESS TIME

WHAT I WILL LEAVE FOR ANOTHER WEEK

YOUR DAY

Begin with one clear next action

One line each day. A small, chosen step beats an undefined evening of work.

TODAY'S BUSINESS TIME

THE TASK I WILL MOVE FORWARD

THE SMALLEST USEFUL STEP, IF I'M TIRED OR INTERRUPTED

MY PLAN FOR MOVEMENT, FOOD, AND REST

BEFORE I STOP, TOMORROW'S NEXT ACTION IS

You are carrying today's responsibilities — at work, at home, or both — while making space for a future you want to create. Let the plan help you keep showing up, and let your health remain part of what you're building.

KEEP BUILDING

You now have the system. Use it before the week resets.

Five moves, two worksheets, one week to start. Come back to this page whenever the week gets loud — that's exactly when the plan matters most.



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For the weekly tools, prompts, and reminders that keep this rhythm going.

And if writing this out by hand every week ever starts to feel like the hard part — that's exactly the gap we built **ClientOps** to close. More on that soon.



*“The rhythm doesn’t need more hours.
It needs a place to live in the ones
you have.”*

Five moves. Two worksheets. One week to prove to yourself this can work — on the schedule you actually have, not the one you wish you had.

ABOUT ROSHARE GROWTH SYSTEMS

Roshare Growth Systems makes practical tools for people building income on their own terms — around a job, around a family, or both — one protected hour, one worksheet, one small system at a time.