

FREE PACK OF 10 PAGES

The Term-Time Business Planner

A calmer way to build something of your own around school terms, sports fixtures and a full-time job.

Made for working South African moms. No pressure to quit anything and no promises, just small, realistic steps.

HOW TO USE THIS PACK

- 1 Start with the Term Overview (page 2) and My Real Week (page 3) to see where your time actually goes.
- 2 Each week, fill in one Weekly Time-Block sheet (page 4). Print a few copies, or fill it in on your phone.
- 3 Pick ONE small task from the 15-Minute Task Menu (page 5) for each gap you find.
- 4 When plans change, use the Clash-Proof Plan and the Load-Shedding Plan (pages 6 and 7), then do a 10-minute Sunday Reset.

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TIP

This is a planning tool, not financial or legal advice. Your schedule is different from everyone else's, so change anything that doesn't fit.

Term Overview

See the whole term at a glance, so the light weeks don't slip past you.

Term (circle one):

1

2

3

4

Starts: _____

Ends: _____

Kids and their activities this term: _____

Wk	Week starting	What's on (fixtures, tests, events, birthdays)	Load		
1			☐ Heavy	☐ Normal	☐ Light
2			☐ Heavy	☐ Normal	☐ Light
3			☐ Heavy	☐ Normal	☐ Light
4			☐ Heavy	☐ Normal	☐ Light
5			☐ Heavy	☐ Normal	☐ Light
6			☐ Heavy	☐ Normal	☐ Light
7			☐ Heavy	☐ Normal	☐ Light
8			☐ Heavy	☐ Normal	☐ Light
9			☐ Heavy	☐ Normal	☐ Light
10			☐ Heavy	☐ Normal	☐ Light

My ONE small goal for this term

Small and specific beats big and vague. Example: 'Test one idea with five moms I know.'

My Real Week

Map what's fixed first. The gaps that are left are where your business can live.

Fill every box with what already happens in a normal week: work, school runs, practices, matches, lifts, homework, supper. Then circle or highlight any gap of 15 minutes or more.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Before work							
Work day							
School pick-up and after-school							
Practice, matches, lifts							
Evening: supper, homework							
Late evening							

My 3 most reliable gaps

Day	Time	How long?	What it's good for

TIP

Gaps often show up in odd places: the car park during practice, the 20 minutes before pick-up, the hour after the kids are in bed. Count them honestly, even if they're small.

Weekly Time-Block Planner

Sort the week into fixed, flexible and drop-if-needed, so one change doesn't ruin everything.

Week of: _____ Term / Week no.: _____ Energy this week: _____

This week's 3 small business tasks

- ☐ _____
- ☐ _____
- ☐ _____

	Fixed (can't move)	Flexible (can shift)	Drop if needed
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

If the week falls apart, the ONE thing I'll still do:

15-Minute Task Menu

Pick one. Do it. Tick it. A small task finished beats a big one that never starts.

THINK AND PLAN

- ☐ Write down 3 problems I noticed this week
- ☐ Pick one idea to look at more closely
- ☐ Write one sentence: who it helps and how
- ☐ List 3 things I'd need to start
- ☐ Note what similar options already exist
- ☐ Decide my one small goal for the week

MAKE

- ☐ Draft one short product description
- ☐ Make one post or image in Canva
- ☐ Outline a template or checklist
- ☐ Take three clear photos
- ☐ Write a short welcome message
- ☐ Sketch the first version on paper

SHARE AND LISTEN

- ☐ Ask one mom for honest feedback
- ☐ Reply to one comment or message
- ☐ Share one helpful tip (where allowed)
- ☐ Ask a mom: what's your biggest weeknight headache?
- ☐ Thank someone who helped me
- ☐ Save one useful reply in my notes

ADMIN AND MONEY

- ☐ Write down what I spent this week
- ☐ Draft a simple price list
- ☐ Set up one folder for my files
- ☐ Back up my phone or laptop files
- ☐ Note one cost I still need to find out
- ☐ Check how I'd take payment (EFT, link)

My own 15-minute tasks

- ☐ _____
- ☐ _____
- ☐ _____

Clash-Proof Backup Plan

Rained-out match, moved practice, surprise project. Plan for it once, then relax.

Weeks change. For each business task you plan, decide in advance what the smallest version is and where it moves to. Then a change of plan is a swap, not a failure.

What I planned to do	Smallest version (5 to 10 min)	Move it to

My drop-if-needed list

Things that can wait without any harm done:

☐

☐

☐

☐

TIP

A missed block is not a failed week. Move it, shrink it or drop it, then carry on. Being kind to yourself is part of the plan, because a plan you can keep beats a perfect one you can't.

Load-Shedding Work Plan

Split your tasks into offline and online, so an outage doesn't cost you the whole evening.

OFFLINE (no power or data needed)

- ☐ Write or outline on paper
- ☐ Plan next week
- ☐ Brainstorm ideas
- ☐ Draft captions and descriptions in my notes app
- ☐ Sketch designs or layouts
- ☐ Review what I've spent

Add your own:

ONLINE (needs power and data)

- ☐ Post or schedule content
- ☐ Reply to messages
- ☐ Upload to Canva or my shop
- ☐ Send emails or invoices
- ☐ Research and look things up
- ☐ Check payments and orders

Add your own:

Before the lights go (tick what's done)

- | | |
|--|---|
| ☐ Phone and power bank charged | ☐ Key files downloaded for offline use |
| ☐ Drafts saved in a notes app | ☐ Captions pre-written |
| ☐ Posts scheduled while there's power | ☐ Data bundle checked |

When the power goes off, I will:

TIP

Check your municipality's load-shedding schedule or app at the start of each week, then put the outage times on your Weekly Time-Block sheet so you can plan around them.

Sunday 10-Minute Reset

Look back for two minutes, look ahead for eight. Then close the book.

LOOKING BACK

What did I get done, even if it was small?

What got moved or dropped, and was that okay?

What drained me this week?

What gave me energy?

My energy this week (circle):

1

2

3

4

5

1 = running on empty, 5 = good

LOOKING AHEAD

Clashes I can see next week

(check the school and team WhatsApp groups and the calendar)

My 3 small tasks

☐ _____

☐ _____

☐ _____

The gaps I'll use

One thing I'll say no to this week

TIP

Ten minutes is the whole point. If you skip a Sunday, just start again next week. Nothing is lost.

End-of-Term Check-In

Pause at the end of each term and look at what actually happened.

Term: _____ Date: _____

What I started or tried this term

What I learned about my time and energy

Which weeks were lighter or heavier than I expected?

Something I'm proud of (big or small)

What I'd do differently next term

Next term, I want to (tick one, all are valid choices):

- ☐ Carry on as I am
- ☐ Adjust my plan
- ☐ Take a short break and come back

My ONE small goal for next term: _____

TIP

Your pace is allowed to change with the season of life you're in. Showing up in small ways still counts.

Ideas Parking Lot and What's Next

Park every idea here so your head can rest. You don't have to act on any of them yet.

My ideas parking lot

Business ideas, product ideas, things moms keep asking for, names, questions.

What's next?

If this planner helped, I'd love to hear what worked and what didn't. I'm creating practical, no-hype support for working moms who want to build something of their own around real life. Tell me what would help you most and I'll build it around your answers.

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