



Make the Most of Your Time With
One Simple Tool

Hey guys, Todd Brison here

Just want to share with you a little
trick I used...

To take back my spare minutes,

grow an online platform,

and go from 0 to 3,000 followers
on Medium in just a few months.

And unlike most bloggers,

I'm not going to blackmail you for
your email to get it.

It's called...

THE FREE TIME CHECKLIST

Wait, let me try that again...



THE FREE TIME CHECKLIST

much better

Here's how it works:

(Read first, and then get your
template at the end)

FREE TIME CHECKLIST (Example)

TASKS	TIME EXPECTED	ACTUAL TIME
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
TOTAL FREE TIME:		600mins

STEP 1:

Define how much “Free Time” you actually have **PER WEEK** (minutes work best).

FREE TIME CHECKLIST (Example)

TASKS

TIME
EXPECTED

ACTUAL
TIME

STEP 2:

Identify all the different
things you want to do

- ☐ Draft Monday Motivation
- ☐ Deliver Monday Motivation
- ☐ Write + Edit Medium post
- ☐ Write/edit next Fiction project
- ☐ Brainstorming new ideas
- ☐ Query agents for completed work
- ☐ Search for other people to connect with
- ☐ Work on Wordpress site

TOTAL FREE TIME: _____

FREE TIME CHECKLIST (Example)

TASKS

TIME
EXPECTED

ACTUAL
TIME

- ☐ Draft Monday Motivation
- ☐ Deliver Monday Motivation
- ☐ Write + Edit Medium post
- ☐ Search for other people to connect with
- ☐ Query agents for completed work
- ☐ Write/Edit next fiction project
- ☐ Brainstorming new ideas
- ☐ Work on Wordpress site

STEP 3:

Order the list from
most to least
important

TOTAL FREE TIME:

FREE TIME CHECKLIST (Example)

TASKS

TIME
EXPECTED

ACTUAL
TIME

STEP 4:

Estimate how much time
you want to spend on each
item.

(The total should equal
your original free time
estimate)

20mins

40mins

120mins

60mins

120mins

120mins

120mins

60mins

TOTAL FREE TIME: 600mins

FREE TIME CHECKLIST (Example)

TASKS

TIME
EXPECTED

ACTUAL
TIME

STEP 5:

CHOP!

If you have more minutes than you planned, get rid of the stuff on the bottom. Forgive yourself. You'll get to it later, I promise.

<input type="checkbox"/>	Draft		
<input type="checkbox"/>	Dele		
<input type="checkbox"/>	Writ		
<input type="checkbox"/>	Sear		
<input type="checkbox"/>	Que		
<input type="checkbox"/>	Write/edit next FICTION project	120 mins	
<input type="checkbox"/>	Brainstorming new ideas	120 mins	
<input type="checkbox"/>	Work on Wordpress site	60 mins	

TOTAL FREE TIME: 600mins

FREE TIME CHECKLIST (Example)

TASKS	TIME EXPECTED	ACTUAL TIME
<input checked="" type="checkbox"/> Draft Monday Motivation	20mins	60mins
<input type="checkbox"/> Deliver Monday Motivation	40mins	
<input type="checkbox"/> Write Monday Motivation		
<input type="checkbox"/> See Monday Motivation		
<input type="checkbox"/> Q Monday Motivation		
<input type="checkbox"/> W Monday Motivation		
<input type="checkbox"/> B Monday Motivation		
<input type="checkbox"/> W Monday Motivation		

STEP 6 to ∞:

Any time you have a spare moment, TAKE ACTION! You know what's most important.

Be sure to record the time it actually takes you to complete each item so you can adjust the list in the future.

FREE TIME CHECKLIST (Example)

TASKS

TIME
EXPECTED

ACTUAL
TIME

<input checked="" type="checkbox"/>	Draft Monday Motivation	20mins	60mins
<input checked="" type="checkbox"/>	Deliver Monday Motivation	40mins	40mins
<input type="checkbox"/>	Write + Edit Medium post	120mins	
<input type="checkbox"/>	Search for other people to connect with	60mins	
<input type="checkbox"/>	Query agents for completed work	120mins	
<input type="checkbox"/>	Write/edit next fiction project	120mins	
<input type="checkbox"/>	Brainstorming new ideas	120mins	
<input type="checkbox"/>	Work on Wordpress site	60mins	

TOTAL FREE TIME: 600mins

FREE TIME CHECKLIST (Example)

TASKS

TIME
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TIME

<input checked="" type="checkbox"/>	Draft Monday Motivation	20mins	60mins
<input checked="" type="checkbox"/>	Deliver Monday Motivation	40mins	40mins
<input checked="" type="checkbox"/>	Write + Edit Medium post	120mins	60mins
<input type="checkbox"/>	Search for other people to connect with	60mins	
<input type="checkbox"/>	Query agents for completed work	120mins	
<input type="checkbox"/>	Write/edit next fiction project	120mins	
<input type="checkbox"/>	Brainstorming new ideas	120mins	
<input type="checkbox"/>	Work on Wordpress site	60mins	

TOTAL FREE TIME: 600mins

Etc.

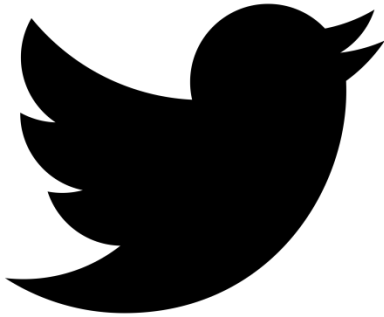
It's so simple it works

For more details,

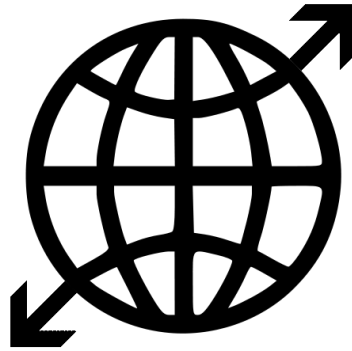
Read the [original article](#)

And if you liked this...

You'll probably like me 😊



@toddbrisson



www.toddbrisson.com



+toddb

And as promised...

Here are your templates to schedule
a month's worth of free time!

FREE TIME CHECKLIST

TASKS

TIME
EXPECTED

ACTUAL
TIME

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TOTAL FREE TIME: _____

FREE TIME CHECKLIST

TASKS

TIME
EXPECTED

ACTUAL
TIME

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TOTAL FREE TIME:

FREE TIME CHECKLIST

TASKS

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TOTAL FREE TIME:

FREE TIME CHECKLIST

TASKS

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TOTAL FREE TIME:

See you next time ;)

Stock Your Library This Christmas! (25 Book Giveaway) — Todd Brison

You've already been entered to win around \$300 worth of books at NO cost to you. If you want to view a full list of the books - [click here](#).

To DOUBLE your chances of winning follow the instructions below.

It's simple, easy, and to the point.

1. Follow me on Twitter
2. Click the image to retweet this post

If you have any questions email me at Todd (at) toddbrison (dot) com

Best of luck, and Merry Christmas!

Much love as always,

