

# BATCH DAY PLANNING WORKBOOK

## *Types of Content to Consider Batching:*

Here are some ideas to get you started:

- social media images
- social media post captions
- video scripts
- video recording
- video editing
- blog post content
- blog post graphics
- livestream outlines
- email newsletters
- courses modules
- podcast graphics
- podcast outlines
- podcast editing
- content scheduling
- product photos

What do you want to start batching?



# Planning with the SMALL BUSINESS SISTERHOOD

## Schedule Your Batch Days:

1. Block off a chunk of uninterrupted time on your calendar – 2 hours, 4 hours, 8 hours – whatever you can manage.
2. Work on one category at a time. (i.e. Do 20 quote memes in one batch, 10 blog post graphics in an afternoon, or all your podcast interviews for the month in one day.)
3. This uninterrupted time is SACRED. No Facebook, No phone calls. No email. No texts. No Pinterest rabbit holes.

## Tips:

- Try a distraction-free app like the [Hemingway Editor](#) to help you stay focused.
- Add some ambient music in the background, like [Zenmix](#).
- Work better when you're in a coffee shop? Try [Coffitivity](#).
- Set a timer. I use [Toggl](#). I've also used [Tomato Timer](#).



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Batching is simply a form of time management that allows a person to maximize concentration and decrease distraction.

*As a result, it **increases** your productivity, creativity, and mental sharpness, while **decreasing** fatigue, procrastination, and stress.*

Batch processing is the grouping of similar tasks that **require similar resources** in order to streamline their completion.

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~ Michael Hyatt

# *Planning with the* SMALL BUSINESS SISTERHOOD

## *Prepare for Your Batch Day:*

What information do you need beforehand?:

- your monthly marketing theme
- your upcoming promotions/events
- upcoming holidays/ hashtag events
- your business goals for the quarter

What planning or information gathering do you need to do before batch day?

