

BATCH

PROCESSING:

for the entrepreneur

Why You Should Run Your Business The Way You Run Your Dishwasher

*a batch processing
primer for the entrepreneur*

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What Is Batch Processing?

traditionally refers to a machine processing a group of files or databases from start to completion

WAIT, I AM NOT A COMPUTER!

While not machines, we can pretend to be one

WHAT DOES IT MEAN TO BATCH PROCESS IN MY BIZ?

Instead of haphazardly, or sequentially, attacking the long list involved in running a business, why not group together like-activities, regardless of when they're due?

WHAT IS FLOW & WHY IS IT VITAL TO MY SUCCESS?

an optimal state of consciousness, creating peak moments of total absorption where time disappears, the self vanishes, and your performance peaks.



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Time Blocking vs Batching

time blocking is about how you manage your schedule/time, and batching is how you approach the task

WHAT SHOULD I BATCH?

writing

social media scheduling

graphics creation

bookkeeping/accounting

strategy/biz planning

SUCCESSFUL BATCHING...

keep your focus narrow

clump similar types of skills

start with something you like

change directions if out of flow

MINIMIZE SWITCHING COSTS.

quick and erratic changes in types of activities challenge your brain and negatively impact your productivity



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A STEP BY STEP PRIMER

*An easy and intuitive way to bring
batch processing to your business.
Minimize the HUSTLE by streamlining.*

1. Determine which categories are applicable to your business.
2. Add category if not listed.
3. Write down tasks in each category.
4. Track your energy, mindset, desire to undertake listed tasks over the week.
5. Cluster and map out like-tasks in two hour time blocks.
6. Align the clusters to your "best" time of day/ "best" day of the week.

How To Implement Batch Processing



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AN ENTREPRENEURS' MINDSET:

disparate activities....



Strategic.

Analytical.

Creative.



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AN ENTREPRENEURS' MINDSET:

disparate activities cont'd....



Menial.

Collaborator.

Researcher.



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AN ENTREPRENEURS' MINDSET:

disparate activities cont'd....



Sales.

Accountant.

Writer.



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AN ENTREPRENEURS' MINDSET:

disparate activities cont'd....





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MAP YOUR
DAY TO
YOUR
BEST SELF

Date:



MON TUE WED THU FRI SAT SUN



MORNING

AFTERNOON

EVENING



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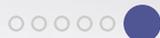
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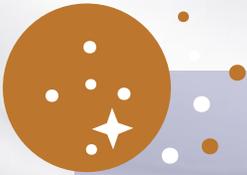
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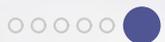
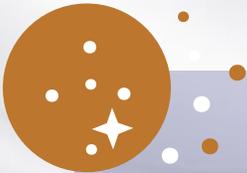
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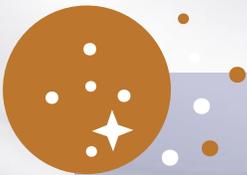
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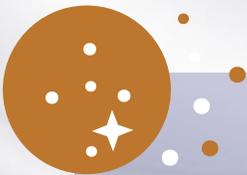
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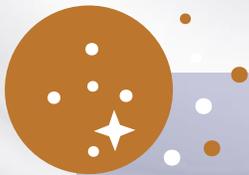
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KUEL LIFE

The Collective
Power of Women

*Share, learn, shop, and play with our
Second Act Sisters!*

JOIN & ENJOY MEMBER PERKS:

1. List your Biz/Book/Podcast in our online Directory
2. Enjoy EXCLUSIVE Member Content
 - eBooks written by our Kuel Category Experts
 - Downloadable guided meditations
 - Breathing exercises to energize & clear our minds
3. First dibs on EVENTS - (checkout our Tuscany trip in 2021!)
4. Reach our Member Community through a Member Moment in our Sunday Newsletter
5. 10% OFF everything in the Curated Shopping Experience - #purchasewithapurpose

*Read my full article on Batch Processing
on Entrepreneur.com*

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- less than a cup of coffee

A Bit About Kuel Life

