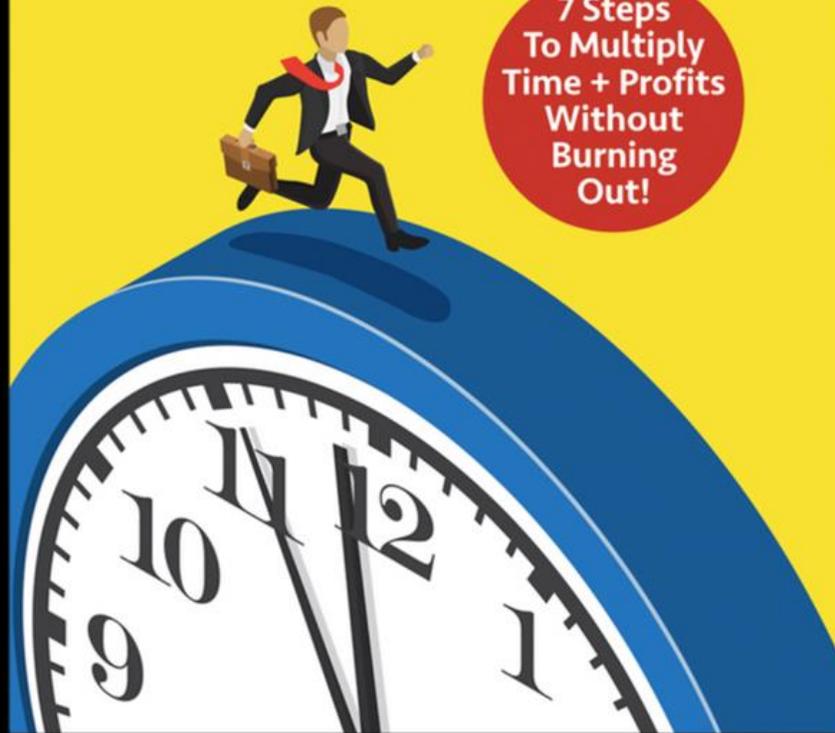


# Time Management for Online Tutors

7 Steps  
To Multiply  
Time + Profits  
Without  
Burning  
Out!



# Time Management For Online Tutors

## 7 Steps To Multiply Time and Profits Without Burning Out

1. Set Your Business Goals.
2. Define what are the tasks that will help you achieve those goals.
3. Plan. That should be an action plan with clear time frames, deadlines and who should complete those tasks. Use project management tools such as Trello.
4. Eliminate. Eliminate distractions. Say no to disruptions and useless tasks or time wasters.
5. Automate. Use software and tools for tasks that can be automated, saving you a lot of time and money.
6. Delegate. Any task that does need your unique skills or added value should be delegated. Value your own time and you will see that outsourcing, getting friends/family, or having a virtual assistant is extremely cheap compared to executing certain tasks on your own.
7. Focus. Focus on the tasks that will help you achieve your business goals and that require your unique added value.

### **Introduction:**

When we start an online tutoring business, it can be overwhelming. It feels like there is so much to learn. How do we put the pieces together and get organized? If you have ever said, there is not enough time to get this done, I want you to open your mind to new possibilities. More time isn't the solution. Learning time management skills is.

Have no doubts that if you are a new online tutor or even a seasoned online tutor, putting these seven time management ideas to work...will advance your business to new levels. Some of the ideas can be incorporated immediately, while the others, such as the ones with software or apps...will require a bit of research and decision making.

## **1. Set Your Business Goals.**

-Are you 100% clear on what your business goals are? You need to get your new business off to a flying start. Or if you have been in business for awhile and there have been issues, it may be due to not seeing things, crystal clear. Consider having a self-improvement goal as part of your business goals. Self-improvement will strengthen the other areas of your goal setting. Get a mentor or a coach who has the experience in the areas of self-confidence, self-esteem or creating a new mindset around achieving success in business.

You need to set income goals and keep track of everything. The most basic thing is having monthly, quarterly and annual income goals. If you want to be a high functioning, successful Online Tutor, think about tracking everything daily in a special spreadsheet. You could have a daily income goal and keep track of every dollar that comes in and what you spend on your business daily.

Stop your internal negative dialogue. When you have lofty business goals, sometimes you end up talking yourself out of something that if you stuck to it...would be ultimately successful. *Hannibal saw the mountains and basically said, "we will either find a way or make one. Leading thousands of soldiers and elephants over a mountain range, Hannibal had an extremely positive mental image of himself.*

Decide how much you want to make each month. Is it 1K, 2K, 5K or 10K? If you start to balk, just take the first few actions and as you see success, put your foot on the accelerator and get up to speed. Internal negative dialogue or "stinky thinking" as it is also called, destroys dreams and ambition. You can overcome that and build an awesome business.

## **2. Define what are the tasks that will help you achieve those goals.**

-When you start or grow your online tutoring business you need to define your tasks. This is where you put on your strategic thinking hat and write out the *who, what, where of what* the tasks are.

-Who will help you? Do you have family members that could take on certain tasks? Sometimes your spouse and/or your kids are the easiest to rally to help you make this a reality.

-What exactly is your business model? Will you be the only tutor, have tutors working under you or both? Make a business plan. Add mind maps.

-Where will you conduct this business? Figure out the space in your home you will dedicate as your office. Do you need any furniture, equipment, or office supplies?

-How long will it take to get this business off the ground?

Let's look at the example of someone who runs an online tutoring business and the things he or she needs to take into consideration

-Creating a website.

-Getting traffic to their website, to gain new students.

-Getting new testimonials constantly to show they are on top of their game.

-Studying and trying new methods to gain followers on social media.

-Learning how to actually teach online.

-Creating lists for different tasks and tracking everything from new students, expenses, and new supplies for the home office.

Writing out the tasks and adding time to complete dates will help save time and achieve your goals.

## **3. Plan. There should be an action plan with clear time frames, deadlines and who should complete those tasks. Use project management tools such as Asana, Trello.**

-Everyone needs a plan. And the Online Tutor always creates the best plan, while putting together an amazing team. It is a case of knowing the strengths and weaknesses of the people helping you out. With that knowledge, you can decide the best person for a task, set the deadlines, the goals and of course the rewards. (When I first started, I was terrible at following up with people that were volunteering their time to make my business grow. Don't make my mistakes, use these tools to stay in contact and follow up with each member). With technology today, project management tools help the Online Tutor keep everything on track. Let's look at three outstanding tools now.

**A)** Asana, which is free, allows you to assign projects and then see on the righthand side of the app, who has the project and what stage they are currently in, such as just started or completed. You can chart your course for smooth sailing through the entire project. In Asana, there is a feature called, "Timeline," where you can see the flow of work and where it is being passed to the next team member for their actions. There are over 100 items you can integrate into Asana, such as emails and all pertinent files.

**B)** Trello works on a board system, where all aspects on your projects are listed on individual cards that you can glance at. You can view a card like, "research," and jump in with a comment or attach a file that will assist in the research end of the project. If your team is already using apps, you can incorporate those right into the Trello card to maximize productivity. Check out this video where Beth shows how to organize your students information.

<https://youtu.be/HIRfLjL6N7g>

Check out the apps that you feel will power your business by clicking the link below:

<https://asana.com/>

<https://trello.com/>

#### **4. Eliminate distractions. Say no to disruptions and useless tasks or time wasters.**

-As an Online Tutor it is essential that you eliminate distractions. One of the best things that you can do for yourself, is get a handle on your social media. Many productivity apps allow you to block access to specific websites and apps for set periods of time. For your computer [FocusMe](#) (for Windows and Macs). For your phone, FocusMe also has an Android version, and [Offtime](#) works on both iOS and Android.

Virtual assistants are now available. You can hire a virtual assistant from the Phillipines for just \$3.50 up to \$5 an hour. These virtual assistants can help you with managing your social media, organizing your inbox, do research, write blog posts, create images, and so much more.

#### **5. Automate. Use software and tools for tasks that can be automated, saving you a lot of time and money.**

There are many cool tools and software available for Online Tutors. Next up we will look at a few of the best for small companies like an online tutoring business.

**A)** Hootsuite is perfect for online tutors. If you don't have the budget to hire a social media expert, then check out Hootsuite. When you are manually posting to social media, it is difficult to measure your ROI. Hootsuite makes that a breeze by giving you graphs to check and see what your results are. This is important because Hootsuite is able to post to 35 social media platforms. You will quickly be able to see which performs the best...Facebook or Twitter.

You can see who is talking about what all in one place and then target your keywords to those conversations. Don't forget the proper number of hashtags. Some social media sites like

Instagram will give you a lot more traffic if you use 10 plus hashtags.

**B)** My School Books is a great tool for Online Tutors that need an all in one direct platform to handle their business. It saves significant time to have one place that you can store your student's information, handle payments, scheduling and your accounting. Check out this video that goes through all of the amazing features that it has. <https://youtu.be/y9NcR-yIsI8>. While you are there, subscribe to Joanne Kaminski's channel to be informed and up to date on everything regarding online tutoring.

**C)** [Tailwind](#). Next to Google, Pinterest is the number one visual search engine. With Tailwind you can schedule posts to your Pinterest account, but also connect with other people that will share your content. Everyone wants their content to go viral, but on its own, most people will never see it. Using a tool like Tailwind will get you in front of more people and help you get found by your ideal students.

**6. Delegate. Any task that does need your unique skills or added value should be delegated. Value your own time and you will see that outsourcing or having a virtual assistant is extremely cheap compared to executing certain tasks on your own.**

-As an Online Tutor, failure to delegate may mean the end of your business. No one wants to start over again, especially due to a simple mistake. In the successful Online Tutors mind, there is a small compartment that understand micromanaging employees equals failure.

Understand that if you have a great new way to help kids ace the SAT, then you need to be working on teaching, instead of

spreading content all day long. Spreading your content is a necessity. This is how we build an online presence, but too much time online can be a distractor.

Hiring a virtual assistant is very easy these days. What should you farm out to the VA? Well you can hire a team to help manage all of this if it is in your budget.

With a team, even a small one to start and then to grow, a virtual assistant or a personal assistant by your side, can manage and direct that team, while you focus on the big picture.

Virtual assistants are now available. You can hire a virtual assistant from the Philippines for just \$3.50 up to \$5 an hour. These virtual assistants can help you with managing your social media, organizing your inbox, do research, write blog posts, create images, let you know which questions to answer in Quora and so much more. All you have to do is go to [Craigslist](#) in the Philippines and find one that will work for you.

## **7. Focus. Focus on the tasks that will help you achieve your business goals and that request your unique added value.**

-Finally, we come down to an absolute must for any Online Tutor. Focus! Without being able to focus on what is truly important, you will self-sabotage your future. Let's get busy and talk about ultimate focus for Online Tutors.

Have you ever heard the term, "*well he or she is not the sharpest knife in the drawer.*" That certainly does not and will not apply to you. You are already sharp, now you just have to hone that sharp focus. Some call it laser focus due to the cutting ability of a laser.

All great Online Tutors start with some sort of a business plan. Remember the quote, if you fail to plan, then plan to fail. Well this is definitely true in this case. This can be a full business plan or a one page business plan. This plan will guide you into what actions to take.

Write out clear goals in a 90-day framework and then break them down into smaller time chunks. What are you going to focus on in the first 30 days?

Laser like focus can only be achieved if your physical and mental health is at peak. You need to eat properly throughout the day. Stay hydrated and eat a lot of fruit. Of course, you need to exercise to reduce stress and clear your mind. (I started doing Jazzercise because as an online tutor I was sitting a lot more than when I was teaching in the school system. Today I am an instructor to continue to stay in good shape and have more focus)

Getting the proper amount of sleep is paramount to great focus. In order to sleep well, clear your mind of all negative thoughts and do some affirmations before bedtime, that will empower you. Your brain will work on these powerful affirmations while you sleep, so that you wake up refreshed.

You can do this by stating your goals as if you have already received them. For example, I am so grateful I have 20 online tutoring students. This is so much more powerful than saying things like this is going to take forever, or I am never going to be successful. Protect your thoughts and catch yourself when these false truths come out to play.

Successful Online Tutors take Brian Tracy's book, "*Eat that frog*," as gospel truth. In that regard, many of them tackle the biggest, hardest task first thing. They come at it with laser focus and complete it. Doing this, sets up their entire day because they WON, first thing in the morning. Their mindset is this, "*that is crossed off. I am unstoppable.*"

Here is a cool concept used by some Online Tutors. It's a ranking of numbers.

They focus on a task and they have a timeframe that they work from. It could be five minutes or ten minutes. Basically, they ask themselves, "will this matter in 5 minutes, 5 hours, 5 weeks, 5 months or 5 years. If the answer is yes, then that task is very

important and they focus on doing everything required to complete that task.

You as a business owner can completely lose focus if you concern yourself about the competition. It's important to focus on YOUR business because you have no control over what the others are doing.

When you think of an elite racer for the 100- hundred yard dash, they are intensely focused. However, they have tunnel vision because they stare straight down the track to the finish line. In their minds, they are not thinking about the folks in the next lane. They are preparing their breathing, visualizing running the perfect race.

Take the time to develop a laser like focus on your tasks and ultimately your business. The rewards will more than worth it.

You now have seven of the best Time Management for Online Tutors right in front of you. Master these seven and then explore the rest.