

The 3-HOUR WORKDAY

*Design a business that fits your life—
not the other way around.*



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The 3-HOUR WORKDAY™

Build a business you love in three calm, intentional hours a day...

Welcome to **The 3-Hour Workday**, a practical, repeatable system to help you simplify your days, protect your energy, and get meaningful work done without overwhelm.

This guide is designed for women who are building businesses, launching ideas, juggling work and family, or rebuilding their confidence after burnout. If you've ever felt stretched thin, unfocused, or scattered—this workbook gives you a structure that brings everything back into alignment.

The 3-Hour Workday is not about doing less for the sake of laziness—it's about doing only what matters, intentionally and with clarity. When you shrink your workday into a focused container, your mind becomes sharper, your actions become clearer, and your results grow faster.

You'll work through this guide over four weeks, using short, powerful daily sessions that build long-term momentum. Treat it like your partner in clarity—a tool that brings you back to center every time life pulls you sideways.

"Your best work doesn't require your whole day—just your best hours."

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Welcome

If you're reading this, it means you're craving more time, more clarity, and more control of your days. You're building something meaningful—a business, a dream, a future—and you know deep down it shouldn't require 10-hour days and never-ending to-dos.

This workbook is your first step toward reclaiming your energy, your schedule, and your life.

The **3-Hour Workday** isn't about working less for the sake of laziness—it's about working less because you're finally working *intentionally*. You'll learn how to structure your time around momentum, not chaos—around clarity, not pressure—and around the simple truth that productivity *thrives with boundaries*.

Let's build your freedom-based schedule together. *You deserve it.*



Paula

"Work intentionally, not endlessly."

How to Use This Workbook

- Choose a consistent 3-hour block each day.
- Treat that block as non-negotiable.
- Follow the weekly focus themes.
- Use the worksheets at the end of each week to reflect and adjust.
- Do small tasks intentionally instead of big tasks anxiously.

Let this workbook become your anchor—a rhythm you can return to.

Commit to the process. Give yourself space.

Your time is yours again.

What is the 3-HOUR WORKDAY?

Work Less. Create More. Build a Business You Love.

Find the clarity, structure, and steady momentum you need to build a business you love—three calm, intentional hours at a time. The 3-Hour Workday is a focused, intentional productivity system designed to help you do your highest-impact work in a fraction of the time, so you work at your best, *not at your longest*.

IT'S BUILT ON THREE PILLARS:

When you give yourself three uninterrupted hours each day, you create a container for deep focus, creativity, problem-solving, and business growth without burning out.



CLARITY:

Knowing exactly what matters today



BOUNDARIES:

Protecting your energy and attention



MOMENTUM:

Working in structured, meaningful bursts

We've been conditioned to believe that long hours equal success. But research (and real life) tell a different story. Your deepest, most meaningful work comes from short bursts of clarity and protected focus.

Inside This Workbook:

- The 3-Hour Workday Method™
- Your Daily Power Hour
- A weekly structure designed for creatives
- A simple 4-Week Action Plan
- Worksheets to help you gain clarity and momentum

Perfect For You If You Want To:

- Build a business that fits your life
- Reduce overwhelm and decision fatigue
- Start or grow a creative business with structure
- Make steady progress without burning out

Inside a 3-Hour Workday:

- You create structure, not pressure
- You eliminate decision fatigue
- You remove busywork
- You focus on high-impact tasks
- You get more done without sacrificing your life

This workbook helps you make the shift from doing to being.

The 3-HOUR METHOD™

The Structure Behind the System.

The 3-Hour Method™ divides your work block into three intentional segments designed around how your brain functions best.

HOUR 1: DIRECTION



This is your clarity hour.

You choose your priorities, define your outcomes, and align your energy.

— You Answer —

1. What actually matters today?
2. What moves me forward?
3. What can I release?

HOUR 2: CREATION



Your deep-focus hour.

This is where meaningful work happens:

content, planning, client tasks, design, project development, problem-solving, or anything requiring mental presence.

HOUR 3: COMPLETION



Your follow-through hour.

You close loops, send replies, upload files, submit tasks, complete the things you started, and set up tomorrow's clarity.

Clarity → Focus → Completion.

It's a cycle that compounds.



"Laurie has a gift for making the complicated feel doable and the overwhelming feel simple.

This workbook helped me reclaim so much of my time back and renewed my confidence in myself. I am feeling much more in control."

-Bethany J., Sales Development

Productivity isn't the amount of time you sit at a desk, it's the amount of impact you create with the time you choose.

Your Weekly Rhythm

Build a daily rhythm around the work window where your energy, focus, and thinking are naturally at their best.



Your **3-Hour Workday** becomes most powerful when paired with a rhythm—a weekly pattern that keeps you focused and balanced. You then create consistency that feels calm, grounded, and sustainable.

A Weekly Rhythm Includes:

- A clear weekly intention
- Three main priorities
- The specific tasks that support them
- Time for review and reflection
- Time for rest

Your Rhythm Becomes:

- Your compass
- Your structure
- Your boundary
- Your steady source of momentum

YOUR PERSONALIZED SCHEDULE

Choose your 3-hour block and define your best energetic window.

My 3-Hour Block

- Morning (7–10am)
- Late Morning (9–12pm)
- Afternoon (1–4pm)
- Evening (5–8pm)
- Custom: _____

What feels best for my brain and body?

Non-negotiables I need to protect this block:?

Your 4-WEEK ACTION PLAN Overview

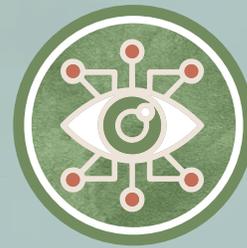
This workbook is structured as a simple 4-week journey.

Each week builds on the week before creating clarity, organization, attraction, and momentum.



WEEK 1 CLARITY + FOUNDATIONS

You get clear on your priorities, energy, and focus. You set the tone.



WEEK 2 VISIBILITY + SYSTEMS

You begin showing up consistently and cleaning up the behind-the-scenes spaces that support your work.



WEEK 3 CLIENT ATTRACTION + PORTFOLIO WORK

You shape how you are seen. You refine what you offer and how people experience you.



WEEK 4 INCOME + ACTION + MOMENTUM

You act on what matters most. You lean into revenue-focused actions and step into leadership.

By the end, you'll have a structured rhythm, increased confidence, and a true system for getting work done without burnout.

Protect This Time, It's Yours Alone.

Week 1 Overview:

Get Clear + Get Set

Week 1 is all about grounding yourself.

You cannot build a calm and powerful work rhythm without clarity, and this week creates that foundation.

YOUR WEEK 1 FOCUS

- Define what matters
- Set micro-goals
- Build consistency
- Protect your 3-hour block
- Eliminate noise
- Reinforce boundaries

YOUR 3-HOUR BLOCK THIS WEEK INCLUDES:

Hour 1: Set your direction

Hour 2: Deep work (one priority at a time)

Hour 3: Close loops + set tomorrow's focus



DAILY FLOW TEMPLATE

Today's Focus: _____

Hour 1: Direction

Priority: _____

Quick planning notes: _____

Hour 2: Creation

Deep work task: _____

Notes: _____

Hour 3: Completion

What I need to finish: _____

Follow-ups: _____

What I accomplished: _____

Week 1 Worksheet: Micro-Goals & Reflection

This workbook is structured as a simple 4-week journey.

YOUR MICRO-GOALS

1. _____

2. _____

3. _____

SUPPORTING TASKS FOR EACH GOAL

- _____
- _____
- _____

What I'm protecting this week: _____

What I'm letting go of: _____

WEEK 1 REFLECTION

What worked well? _____

What felt light? _____

What felt heavy? _____

What will I adjust for week 2? _____

Week 2 Overview:

Visibility + Systems

Week 2 is where your clarity becomes visible.

This is the week of showing up, creating consistency, and building small systems that make your business (and your brain) feel supported.

YOUR WEEK 2 FOCUS:

- Declutter your digital world
- Create simple, repeatable workflows
- Show up in one visible way (email, social, outreach, portfolio work)
- Build trust with your audience



YOUR 3-HOUR BLOCK THIS WEEK INCLUDES:

Hour 1: Set your visibility intention

Hour 2: Create or organize

Hour 3: Follow-ups + scheduling

DAILY FLOW TEMPLATE:

Today's Focus: _____

Hour 1: Visibility Intention

Priority: _____

Quick planning notes: _____

Hour 2: Create or Organize

Deep work task: _____

Notes: _____

Hour 3: Follow-ups + Scheduling

What I need to finish: _____

Follow-ups: _____

What I accomplished: _____

Week 2 Worksheet: Visibility Focus, Checklist & Reflection

Nurture your visibility and tend to the behind-the-scenes pieces that help you thrive.

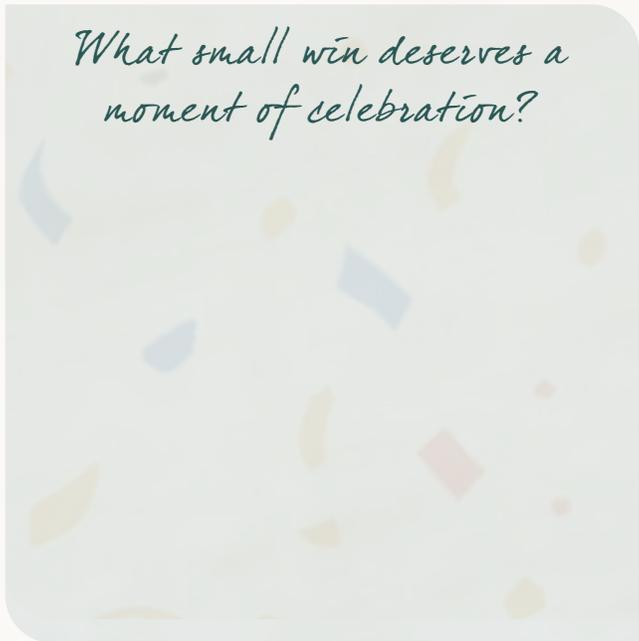
VISIBILITY CHECKLIST

- Posted or shared something today
- Reached out to a contact or lead
- Updated or reviewed one portfolio piece
- Engaged with your audience

SYSTEMS CHECKLIST

- Organized a folder or drive
- Cleaned up email or tasks
- Updated a template
- Improved one workflow

What small win deserves a moment of celebration?



WEEK 2 REFLECTION

Where did I show up well? _____

What system made life easier? _____

What connection or interaction felt meaningful this week? _____

What do I want to refine next week? _____

Week 3 Overview: Be Discoverable + Desirable

Week 3 shifts you into attraction.

You're becoming findable, trustworthy, and compelling. You're shaping your presence, elevating your portfolio, and aligning your energy with clients or opportunities.

YOUR WEEK 3 FOCUS:

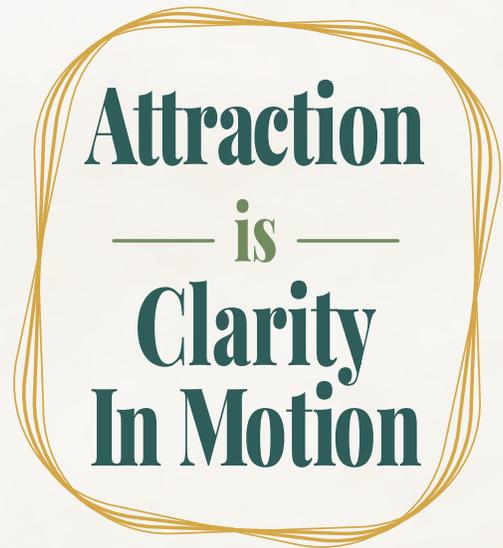
- Improve your portfolio or client-facing assets
- Define your message
- Strengthen your confidence
- Refine how people experience you

YOUR 3-HOUR BLOCK THIS WEEK INCLUDES:

Hour 1: Strategic clarity

Hour 2: Portfolio or visibility work

Hour 3: Follow-ups + polishing details



DAILY FLOW TEMPLATE:

Today's Focus: _____

Hour 1: Strategic Clarity

Priority: _____

Quick planning notes: _____

Hour 2: Portfolio or Visibility Work

Deep work task: _____

Notes: _____

Hour 3: Follow-ups + Polishing Details

What I need to finish: _____

Follow-ups: _____

What I accomplished: _____

Week 3 Worksheet: Portfolio & Checklist

Nurture your visibility and tend to the behind-the-scenes pieces that help you thrive.

PORTFOLIO PLANNING

What am I showcasing? _____

What needs updating? _____

What needs removing? _____

What story am I telling? _____

DESIRABILITY CHECKLIST

- My message is clear
- My visuals match my brand
- My portfolio feels aligned
- My offers are easy to understand

What small win deserves a moment of celebration?

WEEK 3 REFLECTION

What feels stronger now? _____

What needs more time? _____

What am I proud of this week? _____

What do I want to highlight or improve next? _____

Week 4 Overview: Move the Needle + Build Momentum

Week 4 is the week of courageous action.

Income, follow-through, decisions, and momentum. You've built clarity, consistency, and attraction—now you turn it into forward movement.

YOUR WEEK 4 FOCUS:

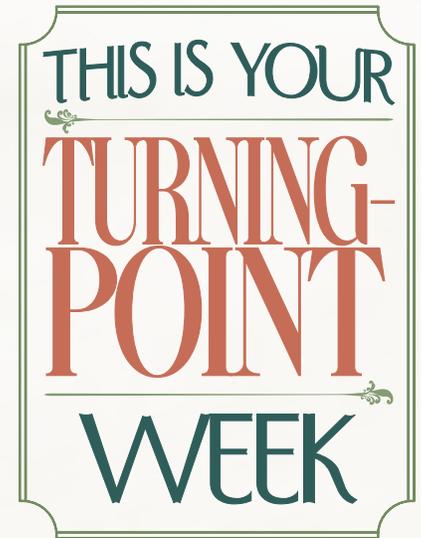
- Income-focused activities
- Evaluating what truly works
- Building confident momentum
- Decision-making
- Consistent action

YOUR 3-HOUR BLOCK THIS WEEK INCLUDES:

Hour 1: Set your income priorities

Hour 2: Take active revenue steps

Hour 3: Complete, follow up, evaluate



DAILY FLOW TEMPLATE:

Today's Focus: _____

Hour 1: Work on Income Priorities

Priority: _____

Quick planning notes: _____

Hour 2: Take Revenue Steps

Deep work task: _____

Notes: _____

Hour 3: Follow-ups + Evaluation

What I need to finish: _____

Follow-ups: _____

What I accomplished: _____

Week 4 Worksheet: Income Actions Checklist & Reflection

Nurture your visibility and tend to the behind-the-scenes pieces that help you thrive.

INCOME ACTIONS

- Reached out to a past client or warm lead
- Followed up on an open inquiry or opportunity
- Shared or promoted an offer, service, or availability
- Completed a task directly tied to generating revenue

MOMENTUM CHECKLIST

- Stayed consistent
- Did one courageous thing
- Followed up on open loops
- Completed something meaningful

*What small win deserves a moment
of celebration?*

WEEK 4 REFLECTION

What moved the needle? _____

What surprised me? _____

What will I continue next month? _____

What courage did I show this week? _____

Energy & Focus Scorecard

Check in with yourself. Awareness creates alignment.

Use this scorecard at the end of each week, or *anytime you feel scattered, overwhelmed, or unsure where to focus next.*

Rate each area honestly. There is no “right” score... only the one that helps you move forward with clarity.

ENERGY

How energized did I feel during my 3-hour blocks this week? _____

1—Depleted · 2 · 3 · 4 · 5—Vibrant

What supported my energy? _____

What drained my energy? _____

FOCUS

How focused was my mind during deep work? _____

1—Distracted · 2 · 3 · 4 · 5—Laser-Focused

What helped me focus well? _____

What pulled my attention away? _____

CLARITY

How clear was I about what mattered each day? _____

1—Confused · 2 · 3 · 4 · 5—Crystal Clear

What gave me clarity this week? _____

CONFIDENCE

How confident did I feel in my decisions and actions? _____

1—Unsure · 2 · 3 · 4 · 5—Strong + Capable

What boosted my confidence this week? _____

What drained my energy? _____

MOMENTUM

How consistently did I follow my rhythm? _____

1—Stop/Start · 2 · 3 · 4 · 5—Great Momentum

Where did I feel movement? _____

What pulled my attention away? _____

ALIGNMENT

How aligned did my actions feel with my goals? _____

1—Misaligned · 2 · 3 · 4 · 5—Deeply Aligned

Where was I aligned? _____

Where wasn't I, and how did I adjust? _____

ONE SHIFT FOR NEXT WEEK

What would make next week feel smoother and more intentional? _____

Weekly Review & Mindset Reflection

Review builds awareness. Awareness builds momentum.



Use this page at the end of each week to ground yourself, reset your mind, and step into the next week with confidence.

1. What worked well this week?

2. What felt heavy or draining?

3. What am I proud of?

4. What did I learn about myself?

5. What do I want to carry forward?

6. What can I release?

MINDSET RESET PROMPTS

Choose one per week (or answer them all):

1. If I trusted myself fully, what would I do next?

2. What boundary needs to be strengthened?

3. What pressure can I let go of?

4. What does the confident version of me choose?

5. Where can I create more ease?

MY INTENTION FOR NEXT WEEK

30-Day Success Habit Tracker

Your habits build your outcomes. Track them with intention.

Use this tracker to create consistency across the full 4-week journey.

Choose the habits that matter most to your rhythm—or use the suggestions below.

HABITS I'M TRACKING THIS MONTH

- Protected my 3-hour block
 - Completed my Hour 1 clarity practice
 - Completed my Hour 2 deep work
 - Completed my Hour 3 follow-through
 - Reviewed my priorities
 - Decluttered something small
- Showed up visibly
 - Connected with someone
 - Did one courageous thing
 - Honored a boundary
 - Closed a loop
 - Celebrated a win

1. _____
2. _____
3. _____
4. _____

HABIT: _____

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.
26.	27.	28.	29.	30.

HABIT: _____

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.
26.	27.	28.	29.	30.

HABIT: _____

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.
26.	27.	28.	29.	30.

HABIT: _____

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.
26.	27.	28.	29.	30.

Monthly Momentum Map

Turn your 4-week progress into a clear, grounded plan for the month ahead.

1. What were my biggest wins this month?

2. What patterns or habits supported me the most?

3. What slowed me down or drained my energy?

4. What will I prioritize next month?

5. What one simple shift would make next month feel lighter?

MY MONTHLY INTENTION:

Weekly Planning Template

A simple framework to carry your 3-Hour Workday rhythm into every week.

WEEKLY INTENTION:

TOP 3 PRIORITIES:

1.

2.

3.

KEY TASKS TO SUPPORT MY PRIORITIES:

- ---
- ---
- ---

What I'm protecting this week:

What I'm releasing:

One thing that will create the most movement:

Moving Forward with Confidence:

This is not the end. This is your beginning.

You've just completed a full 4-week transformation—one rooted in clarity, focus, boundaries, and confidence.

YOUR NEXT STEPS MIGHT INCLUDE:

- Continuing your 3-hour rhythm daily
- Expanding your visibility
- Deepening your systems
- Refining your offers
- Continuing to build your confidence

30-DAY REVIEW:

What I accomplished _____

How my energy changed _____

What I learned about myself _____

My next 30 days _____

One commitment I'm making _____

If you want support, structure, and mentorship as you grow your business, I'd love to walk that journey with you—through my courses, coaching, or programs.

I've been you, I've been where you are and I know the struggle is real. I am here for you now to help you through the chaos that overwhelms and steers us away from the path we want. I'll guide you through the challenges with complete transparency using my real-life experiences and the skills I've learned.

**YOU ARE CAPABLE.
YOU ARE POWERFUL.
AND YOU DESERVE A
BUSINESS THAT SUPPORTS
YOUR LIFE—
NOT ONE THAT STEALS IT.**



If you loved the **3-Hour Workday** system, you'll love the deeper work inside our other courses. Let's build your confidence, clarity, and business together.

Visit: HomeStylingAcademy.com
Instagram: [@homestylingacademy](https://www.instagram.com/homestylingacademy)

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