

Side hustle planner

Pick an idea, price it, plan your week and keep track of what you really earn.

Name _____ Year _____

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Choose an idea

Score each idea from 1 to 5. Start with the highest total.



Idea	Cost to start	Skill	Time	Demand	Fun	Total
	$					
	$					
	$					
	$					
	$					
	$					
	$					
	$					
	$					
	$					
	$					
	$					

What people already ask me to do

Things I own that could earn

My pick

Idea	
Money I need to start	
Hours a week I really have	

Start-up plan

Keep the first version small.



The offer

What I sell	
Who buys it	
Price	
Cost to deliver	
Profit on each	

The goal

Monthly profit goal	
Profit on each sale	
Sales needed Goal divided by profit	
Sales per week	

Start-up costs

Item	Need now	Can wait	Cost
	☐	☐	$
	☐	☐	$
	☐	☐	$
	☐	☐	$
	☐	☐	$
	☐	☐	$
	☐	☐	$
	☐	☐	$
Total			$

Before the first sale

- ☐ Check local license and permit rules
- ☐ Set up a way to get paid
- ☐ Tell ten people
- ☐ Save every receipt
- ☐ Open a separate bank account
- ☐ Write a simple price list
- ☐ Make a first post or listing
- ☐ Choose a tax set-aside

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Weekly planner

Fit the work around your life, not the other way around.



Week of _____ Profit goal $ _____ Hours _____

Day	Time free	Main task	Done	Earned
Sunday			☐	$
Monday			☐	$
Tuesday			☐	$
Wednesday			☐	$
Thursday			☐	$
Friday			☐	$
Saturday			☐	$

To do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Follow up with

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

What worked this week

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Customers and orders

Who ordered, what they owe and when it is due.

Customer	Contact	Order	Due	Price	Paid	Done
				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐
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				$	☐	☐
				$	☐	☐
				$	☐	☐
				$	☐	☐

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Income log

Every payment, after fees.



Month _____ Year _____

Date	Source	What I did or sold	Amount	Fees	Kept	Paid
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
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			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
			$	$	$	☐
		Total	$	$	$	

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Business expense tracker

One line per purchase. Keep the receipt with this page.

Month _____ Year _____

Date	Paid to	What for	Category	Receipt	Amount
				☐	$
				☐	$
				☐	$

Hours and real pay

Profit divided by hours tells you if a job is worth keeping.

Month _____ Year _____

Date	Job	Hours	Earned	Costs	Profit	Per hour
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
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			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
			$	$	$	$
	Total		$	$	$	$

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Tax set-aside

Side income usually has no tax taken out. Choose a percentage with a tax professional and move it every time you are paid.

Year _____ My set-aside % _____ Kept in account _____

Month	Income	Costs	Profit	Set aside	Moved
January	$	$	$	$	☐
February	$	$	$	$	☐
March	$	$	$	$	☐
April	$	$	$	$	☐
May	$	$	$	$	☐
June	$	$	$	$	☐
July	$	$	$	$	☐
August	$	$	$	$	☐
September	$	$	$	$	☐
October	$	$	$	$	☐
November	$	$	$	$	☐
December	$	$	$	$	☐
Year	$	$	$	$	

Estimated payments

Payment	Due date	Amount	Paid on	Confirmation
1st		$		
2nd		$		
3rd		$		
4th		$		

Due dates change when they fall on weekends and holidays. Check IRS.gov for this year and write them in.

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