

SEPTEMBER 2014

Priority Projects Planner

Grab a pen and notebook and do some planning!

1

Brainstorm all the big projects you have in mind for the rest of 2014.

The ones that are already on your to do list and all the ones you've been contemplating.

2

Ask yourself these questions about these big projects:

- Which 3 projects have the potential to be game changers for your business? (for example: professional website, new product development, partnerships)

- Which 3 projects are directly connect to, or closest to revenue? (for example: sales pages, webinars, collecting on past due accounts)

- Which 3 projects excite you most?

- Which 3 projects will help your clients the most?

- Which 3 projects are crucial to business operations? (for example: accounting, legal, website maintenance)

3

Rank these projects in order of priority.

- Projects that are listed more than once get priority.
- If you're in revenue crunch put the revenue producing projects higher on the list.

- If one project needs to be done before you can start another (website maintenance before next launch, payment processing set up, etc.) put those in the order they need to be completed.

4

Grab a sticky note and write the top 3 projects on it. Post it at the top of your computer screen for a constant reminder of your priorities when Facebook calls your name!

5

Put time in your calendar this week and throughout September to make progress on at least one of these projects. Use next two pages to help you stay on track. Even the tiniest bits of progress will make a huge difference.

SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	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	Focusing on these 3 projects:			
	○ _____ ○ _____ ○ _____	○ _____ ○ _____ ○ _____	○ _____ ○ _____ ○ _____			

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Tiny Steps Tracker

Track your progress one tiny step and one day at a time.

My #1 Project:

My #2 Project:

My #3 Project:

I'm going to reward my progress with....

#1	#2	#3
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