SEPTEMBER 2015

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:**		

Roundup submissions due

SEPTEMBER 2015
Priority Projects Planner

Grab a pen and notebook and do some planning!

1 **Brainstorm all the big projects you have in mind this month.**
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 the month to make progress on at least one of these projects.**

Even the tiniest bits of progress will make a huge difference.

SEPTEMBER 2015

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

SEPTEMBER 2015

Week at a Glance

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

NOTES