

# OCTOBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
Focusing on these 3 projects: <ul style="list-style-type: none"> <li>#1 _____</li> <li>#2 _____</li> <li>#3 _____</li> </ul>				○ _____	○ _____	
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	31
	○ _____ ○ _____ ○ _____	○ _____ ○ _____ ○ _____	○ _____ ○ _____ ○ _____	○ _____ ○ _____ ○ _____	○ _____ ○ _____ ○ _____	

Roundup submissions due

# OCTOBER 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.*

# OCTOBER 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
<input type="radio"/> October 1	<input type="radio"/> October 1	<input type="radio"/> October 1
<input type="radio"/> October 2	<input type="radio"/> October 2	<input type="radio"/> October 2
<input type="radio"/> October 3	<input type="radio"/> October 3	<input type="radio"/> October 3
<input type="radio"/> October 4	<input type="radio"/> October 4	<input type="radio"/> October 4
<input type="radio"/> October 5	<input type="radio"/> October 5	<input type="radio"/> October 5
<input type="radio"/> October 6	<input type="radio"/> October 6	<input type="radio"/> October 6
<input type="radio"/> October 7	<input type="radio"/> October 7	<input type="radio"/> October 7
<input type="radio"/> October 8	<input type="radio"/> October 8	<input type="radio"/> October 8
<input type="radio"/> October 9	<input type="radio"/> October 9	<input type="radio"/> October 9
<input type="radio"/> October 10	<input type="radio"/> October 10	<input type="radio"/> October 10
<input type="radio"/> October 11	<input type="radio"/> October 11	<input type="radio"/> October 11
<input type="radio"/> October 12	<input type="radio"/> October 12	<input type="radio"/> October 12
<input type="radio"/> October 13	<input type="radio"/> October 13	<input type="radio"/> October 13
<input type="radio"/> October 14	<input type="radio"/> October 14	<input type="radio"/> October 14
<input type="radio"/> October 15	<input type="radio"/> October 15	<input type="radio"/> October 15
<input type="radio"/> October 16	<input type="radio"/> October 16	<input type="radio"/> October 16
<input type="radio"/> October 17	<input type="radio"/> October 17	<input type="radio"/> October 17
<input type="radio"/> October 18	<input type="radio"/> October 18	<input type="radio"/> October 18
<input type="radio"/> October 19	<input type="radio"/> October 19	<input type="radio"/> October 19
<input type="radio"/> October 20	<input type="radio"/> October 20	<input type="radio"/> October 20
<input type="radio"/> October 21	<input type="radio"/> October 21	<input type="radio"/> October 21
<input type="radio"/> October 22	<input type="radio"/> October 22	<input type="radio"/> October 22
<input type="radio"/> October 23	<input type="radio"/> October 23	<input type="radio"/> October 23
<input type="radio"/> October 24	<input type="radio"/> October 24	<input type="radio"/> October 24
<input type="radio"/> October 25	<input type="radio"/> October 25	<input type="radio"/> October 25
<input type="radio"/> October 26	<input type="radio"/> October 26	<input type="radio"/> October 26
<input type="radio"/> October 27	<input type="radio"/> October 27	<input type="radio"/> October 27
<input type="radio"/> October 28	<input type="radio"/> October 28	<input type="radio"/> October 28
<input type="radio"/> October 29	<input type="radio"/> October 29	<input type="radio"/> October 29
<input type="radio"/> October 30	<input type="radio"/> October 30	<input type="radio"/> October 30
<input type="radio"/> October 31	<input type="radio"/> October 31	<input type="radio"/> October 31

# OCTOBER 2015

Week at a Glance

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NOTES