#### SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY Focusing #1 on these #2\_ 3 projects: #3

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## JULY 2016 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.

### 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)

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

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• Which 3 projects excite you most?

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• Which 3 projects will help your clients the most?

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

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#### Rank these projects in order of priority.

3

- 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.

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**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!



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.

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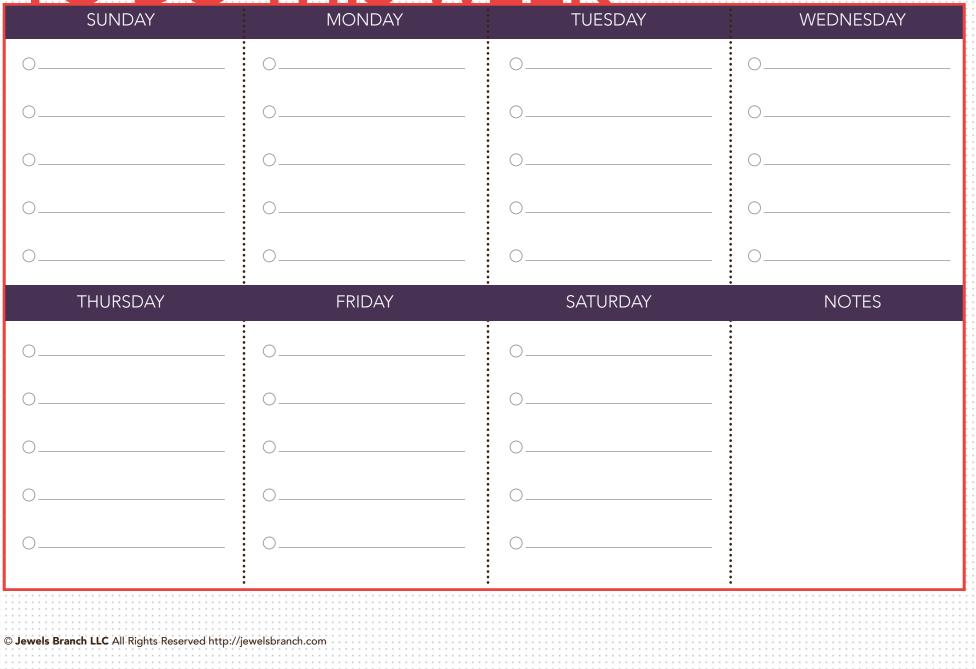
## **PROJECT PLAN**

### Project:

### My goal for this project is:

The steps I need to take are:	Time Needed:	Due Date:
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## TO DO THIS WEEK



# JULY 2016

### Week at a Glance

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
-							
-							
1							

#### NOTES

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# JULY 2016

### 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
🔿 July 1	→ July 1	O July 1
) July 2	🔵 July 2	🔿 July 2
) July 3	🔿 July 3	🔿 July 3
) July 4	🔿 July 4	) July 4
◯ July 5	○ July 5	🔿 July 5
🔿 July 6	🔿 July 6	🔿 July 6
◯ July 7	July 7	) July 7
⊖ July 8	🔿 July 8	🔿 July 8
🔿 July 9	🔾 July 9	🔿 July 9
○ July 10	July 10	July 10
○ July 11	July 11	July 11
○ July 12	July 12	July 12
○ July 13	July 13	July 13
🔿 July 14	July 14	July 14
◯ July 15	July 15	July 15
○ July 16	July 16	July 16
July 17	July 17	July 17
◯ July 18	July 18	July 18
○ July 19	July 19	July 19
○ July 20	🔾 July 20	July 20
○ July 21	July 21	July 21
July 22	July 22	July 22
○ July 23	🔿 July 23	July 23
) July 24	🔿 July 24	) July 24
○ July 25	July 25	July 25
July 26	July 26	) July 26
O July 27	) July 27	O July 27
July 28	) July 28	) July 28
🔿 July 29	July 29	July 29
🔿 July 30	🔿 July 30	) July 30
○ July 31	July 31	July 31

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