

# FEBRUARY 2017

| SUNDAY | MONDAY                        | TUESDAY                       | WEDNESDAY  | THURSDAY                      | FRIDAY                        | SATURDAY |
|--------|-------------------------------|-------------------------------|--|-------------------------------|-------------------------------|----------|
|        |                               |                               | 1  | 2                             | 3                             | 4        |
|        |                               |                               | ○ _____<br>○ _____<br>○ _____                                    | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ |          |
| 5      | 6                             | 7                             | 8  | 9                             | 10                            | 11       |
|        | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____                                    | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ |          |
| 12     | 13                            | 14                            | 15   | 16                            | 17                            | 18       |
|        | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____                                    | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ |          |
| 19     | 20                            | 21                            | 22   | 23                            | 24                            | 25       |
|        | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____                                    | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ |          |
| 26     | 27                            | 28                            | Focusing on these 3 projects: } #1 _____<br>#2 _____<br>#3 _____ |                               |                               |          |
|        | ○ _____<br>○ _____<br>○ _____ | ○ _____<br>○ _____<br>○ _____ |  |                               |                               |          |

# FEBRUARY 2017

## 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)

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

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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.

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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.*

# FEBRUARY 2017

## 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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# THIS WEEK

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NOTES

# DAILY TO DO

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| THURSDAY                       | FRIDAY                         | SATURDAY                       | NOTES                          |
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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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