MAY 2017

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	31			

Focusing on these 3 projects:

#1 _____

#2 _____

#3 _____

MAY 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)

○ _____

○ _____

○ _____

• 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.

○ _____

○ _____

○ _____

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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.

MAY 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
◯ May 1	◯ May 1	◯ May 1
◯ May 2	◯ May 2	◯ May 2
◯ May 3	◯ May 3	◯ May 3
◯ May 4	◯ May 4	◯ May 4
◯ May 5	◯ May 5	◯ May 5
◯ May 6	◯ May 6	◯ May 6
◯ May 7	◯ May 7	◯ May 7
◯ May 8	◯ May 8	◯ May 8
◯ May 9	◯ May 9	◯ May 9
◯ May 10	◯ May 10	◯ May 10
◯ May 11	◯ May 11	◯ May 11
◯ May 12	◯ May 12	◯ May 12
◯ May 13	◯ May 13	◯ May 13
◯ May 14	◯ May 14	◯ May 14
◯ May 15	◯ May 15	◯ May 15
◯ May 16	◯ May 16	◯ May 16
◯ May 17	◯ May 17	◯ May 17
◯ May 18	◯ May 18	◯ May 18
◯ May 19	◯ May 19	◯ May 19
◯ May 20	◯ May 20	◯ May 20
◯ May 21	◯ May 21	◯ May 21
◯ May 22	◯ May 22	◯ May 22
◯ May 23	◯ May 23	◯ May 23
◯ May 24	◯ May 24	◯ May 24
◯ May 25	◯ May 25	◯ May 25
◯ May 26	◯ May 26	◯ May 26
◯ May 27	◯ May 27	◯ May 27
◯ May 28	◯ May 28	◯ May 28
◯ May 29	◯ May 29	◯ May 29
◯ May 30	◯ May 30	◯ May 30
◯ May 31	◯ May 31	◯ May 31

GOOD HABITS *month:*

My Habits	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	31

DAILY TO DO

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____

THURSDAY	FRIDAY	SATURDAY	NOTES
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	

PROJECT PLAN

Project: **My goal for this project is:**

The steps I need to take are:	Time Needed:	Due Date:
○		
○		
○		
○		
○		
○		
○		
○		
○		
○		

THIS WEEK

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

NOTES

TODAY PLANNED }

Today's Date

Time	Activity	Project	Location
6 am			
7 am			
8 am			
9 am			
10 am			
11 am			
12 noon			
1 pm			
2 pm			
3 pm			
4 pm			
5 pm			
6 pm			
7 pm			
8 pm			
9 pm			
10 pm			
11 pm			
midnight			

BIG BRAIN DUMP

Today's Date

out of my mind and on to paper!

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
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