JULY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
	Focusing on these 3 projects: } #1 _____ #2 _____ #3 _____					
2	3	4	5	6	7	8
	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	
9	10	11	12	13	14	15
	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	
16	17	18	19	20	21	22
	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	
23/30	24/31	25	26	27	28	29
	○ ___ ○ ___ ○ ___ | ○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	○ ___ ○ ___ ○ ___	

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.

JULY 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
◯ July 1	◯ July 1	◯ 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
◯ July 27	◯ July 27	◯ 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

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

BIG BRAIN DUMP

Today's Date

out of my mind and on to paper!

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

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			