### <u>OCTOBER 2017</u>

UNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
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	0	0	0	0	0	
	O	0	0	0	0	
8	9	10	11	12	13	14
	0	0	0	0	0	
	0	0	0	0	0	
	0	0	0	0	0	
15	16	17	18	19	20	21
	0	0	0	0	0	
	0	0	0	0	0	
	0	0	0	0	0	
22	23	24	25	26	27	28
	0	0	O	0	0	
	0	0	0	0	0	
	0	0	0	0	0	
29	30	31		:	:	
	0	0	Focusing <sup>#1</sup> -			
	0	0	on these #2_			
	0	0	3 projects: <sub>#3</sub>			

### **PRIORITY PROJECTS PLANNER**

Grab a pen and notebook and do some planning!

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?

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

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 main-
tenance 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.

2

## OCT 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....

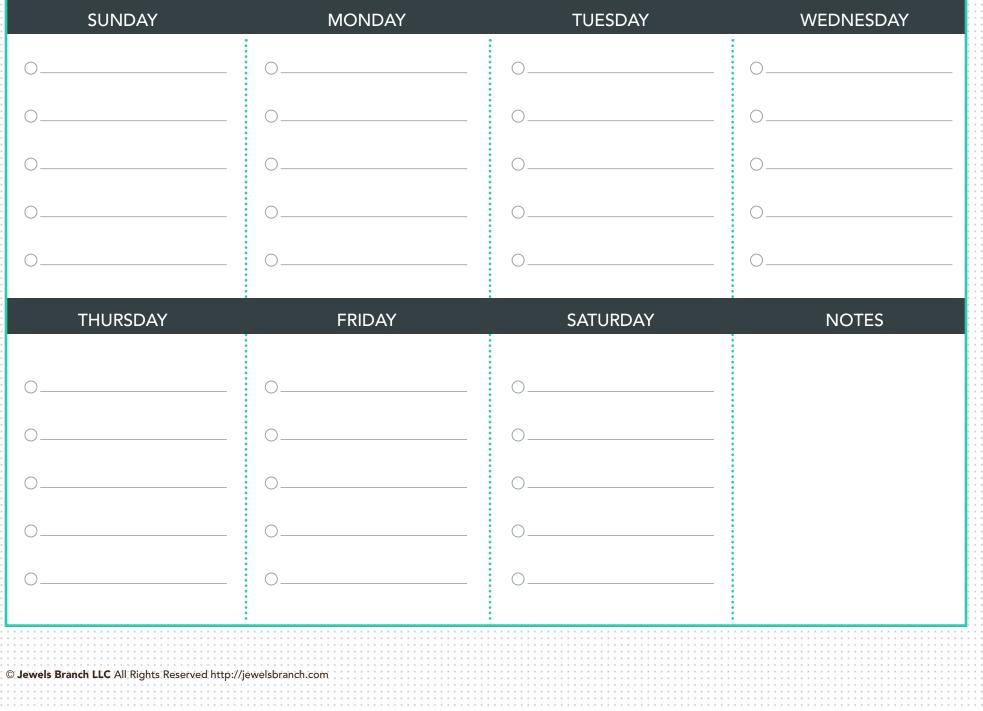
#1	#2	#3
) October 1	) October 1	October 1
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## GOOD HABITS month:

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

#### DAILY TO DO



# **PROJECT PLAN**

**Project:** 

My goal for this project is:

The steps I need to take are:	Time Need	ed: Due Date:
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## **THIS WEEK**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES						

#### NOTES

# TODAY PLANNED

Today's Date

6 am		
8 am 9 am 10 am		
9 am 10 am		
10 am		
11 am		
12 noon		
1 þm		
2 þm		
3 pm		
4 pm		
5 pm		
6 pm		
7 þm		
8 pm		
9 þm		
10 þm		
11 þm		
midnight		

#### **BIG BRAIN DUMP** out of my mind and on to paper!

Today's Date

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