

MAY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<i>My Top 3 Projects:</i>		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		
	○ _____	○ _____	○ _____	○ _____		
	○ _____	○ _____	○ _____	○ _____		
	○ _____	○ _____	○ _____	○ _____		

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.

Q2 BUSINESS GOALS

April, May & June

1

Why is this goal important to me?

Action steps:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2

Why is this goal important to me?

Action steps:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

3

Why is this goal important to me?

Action steps:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

ACHIEVING MY GOALS

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	60
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	100
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	120
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	140
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	160
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	180
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	200

1. Set your goal number.

My goal is: _____ Today's Date: _____ Completed on Date: _____

What's your goal? Do you want a certain number of clients, connections, sales, subscribers, squats, pages written, books read, miles walked, etc. For example: My goal is to give helpful comments on 200 Facebook posts by March 31. Each time I make a helpful comment, I grab my marker and fill in a dot. (each line contains 20 dots)

2. Post this where you can see it to be visually reminded of your goal and your progress!

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			

MAY 2018

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
<input type="radio"/> May 1	<input type="radio"/> May 1	<input type="radio"/> May 1
<input type="radio"/> May 2	<input type="radio"/> May 2	<input type="radio"/> May 2
<input type="radio"/> May 3	<input type="radio"/> May 3	<input type="radio"/> May 3
<input type="radio"/> May 4	<input type="radio"/> May 4	<input type="radio"/> May 4
<input type="radio"/> May 5	<input type="radio"/> May 5	<input type="radio"/> May 5
<input type="radio"/> May 6	<input type="radio"/> May 6	<input type="radio"/> May 6
<input type="radio"/> May 7	<input type="radio"/> May 7	<input type="radio"/> May 7
<input type="radio"/> May 8	<input type="radio"/> May 8	<input type="radio"/> May 8
<input type="radio"/> May 9	<input type="radio"/> May 9	<input type="radio"/> May 9
<input type="radio"/> May 10	<input type="radio"/> May 10	<input type="radio"/> May 10
<input type="radio"/> May 11	<input type="radio"/> May 11	<input type="radio"/> May 11
<input type="radio"/> May 12	<input type="radio"/> May 12	<input type="radio"/> May 12
<input type="radio"/> May 13	<input type="radio"/> May 13	<input type="radio"/> May 13
<input type="radio"/> May 14	<input type="radio"/> May 14	<input type="radio"/> May 14
<input type="radio"/> May 15	<input type="radio"/> May 15	<input type="radio"/> May 15
<input type="radio"/> May 16	<input type="radio"/> May 16	<input type="radio"/> May 16
<input type="radio"/> May 17	<input type="radio"/> May 17	<input type="radio"/> May 17
<input type="radio"/> May 18	<input type="radio"/> May 18	<input type="radio"/> May 18
<input type="radio"/> May 19	<input type="radio"/> May 19	<input type="radio"/> May 19
<input type="radio"/> May 20	<input type="radio"/> May 20	<input type="radio"/> May 20
<input type="radio"/> May 21	<input type="radio"/> May 21	<input type="radio"/> May 21
<input type="radio"/> May 22	<input type="radio"/> May 22	<input type="radio"/> May 22
<input type="radio"/> May 23	<input type="radio"/> May 23	<input type="radio"/> May 23
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<input type="radio"/> May 25	<input type="radio"/> May 25	<input type="radio"/> May 25
<input type="radio"/> May 26	<input type="radio"/> May 26	<input type="radio"/> May 26
<input type="radio"/> May 27	<input type="radio"/> May 27	<input type="radio"/> May 27
<input type="radio"/> May 28	<input type="radio"/> May 28	<input type="radio"/> May 28
<input type="radio"/> May 29	<input type="radio"/> May 29	<input type="radio"/> May 29
<input type="radio"/> May 30	<input type="radio"/> May 30	<input type="radio"/> May 30
<input type="radio"/> May 31	<input type="radio"/> May 31	<input type="radio"/> May 31

PROJECT PLAN

Project:

My goal for this project is:

The steps I need to take are:	Time Needed:	Due Date:
<input type="radio"/> _____		
<input type="radio"/> _____		
<input type="radio"/> _____		
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<input type="radio"/> _____		

THIS WEEK

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NOTES

DAILY TO DO

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
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<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
THURSDAY	FRIDAY	SATURDAY	NOTES
<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____	
<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____	
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Today's Date

[illegible]