

DECEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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2	3	4	5	6	7	8
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DECEMBER 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="checkbox"/> December 1	<input type="checkbox"/> December 1	<input type="checkbox"/> December 1
<input type="checkbox"/> December 2	<input type="checkbox"/> December 2	<input type="checkbox"/> December 2
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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.

ACHIEVING MY GOALS

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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!

THIS WEEK

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

NOTES

Blank area for notes.

DAILY TO DO

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY	NOTES
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<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
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<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
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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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BIG BRAIN DUMP

Today's Date

out of my mind and on to paper!

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○ _____

MY WEEK PLANNED

<i>Time</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Weekend</i>
<i>5 am</i>						
<i>6 am</i>						
<i>7 am</i>						
<i>8 am</i>						
<i>9 am</i>						
<i>10 am</i>						
<i>11 am</i>						
<i>12 noon</i>						
<i>1 pm</i>						
<i>2 pm</i>						
<i>3 pm</i>						
<i>4 pm</i>						
<i>5 pm</i>						
<i>6 pm</i>						
<i>7 pm</i>						
<i>8 pm</i>						
<i>9 pm</i>						
<i>10 pm</i>						
<i>11 pm</i>						
<i>midnight</i>						

TODAY PLANNED

Today's Date



<i>Time</i>	<i>Activity</i>	<i>Project</i>	<i>Location</i>
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			