



APRIL

# APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
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28	29	30	MY TOP 3 PROJECTS:			
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# APRIL 2019

## 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....

Project 1	Project 2	Project 3
<input type="checkbox"/> April 1	<input type="checkbox"/> April 1	<input type="checkbox"/> April 1
<input type="checkbox"/> April 2	<input type="checkbox"/> April 2	<input type="checkbox"/> April 2
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<input type="checkbox"/> April 30	<input type="checkbox"/> April 30	<input type="checkbox"/> April 30

# Q2 GOALS APRIL - MAY - JUNE

**GOAL #1** **GOAL #2** **GOAL #3**

**Why is this goal important to me?** **Why is this goal important to me?** **Why is this goal important to me?**

**Action steps:** **Action steps:** **Action steps:**

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# PRIORITY PROJECTS PLANNER

Grab a pen and do some planning!

## #1: BRAINSTORM

**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 QUESTIONS

**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?

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\_\_\_\_\_

\_\_\_\_\_

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

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\_\_\_\_\_

## #3: PRIORITY RANKING

**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: POST REMINDER

**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!

## #5: SCHEDULE IT

**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

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.

## #1: POST THIS GOAL SHEET

**Post this where you can see it** to be visually reminded of your goal and mark off your progress dot by dot!

For example: My goal is to give helpful comments on 200 Facebook posts by the end of this month. Each time I make a helpful comment, I grab my marker and fill in a dot. *(each line contains 20 dots)*

# 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

# THIS WEEK

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

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Notes



# DAILY TO DO

Sunday	Monday	Tuesday	Wednesday
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Thursday	Friday	Saturday	Notes
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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 PLANNED

Today's Date

	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			

# MY WEEKDAYS PLANNED

Time	Monday	Tuesday	Wednesday	Thursday	Friday
5 am					
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					
12 midnight					