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### MAY

<b>SUNDAY</b> <sup>®</sup>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MY TOP 3	PROJECTS:		1	2	3	4
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DC			_ O	0	0	-
<b>)</b>			_ O	0	0	-
5	6	7	8	9	10	11
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12	13	<u> </u>	15	16	17	18
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19	20	21	22	23	24	25
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26	27	28	29	30	<u>31</u>	:
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			. 0			

### **MAY 2019**

### Tiny Steps Tracker

••••••

Track your progress one tiny step and one day at a time.

•••••••••••

My #l Project:

•••••

My #2 Project:

•••••

My #3 Project:

T'm going to reward my progress with....

Project l	Project 2	Project 3
🔿 May 1	🔿 May 1	O May 1
🔿 May 2	🔿 May 2	🔿 May 2
() May 3	🔿 May 3	() May 3
🔿 May 4	🔿 May 4	🔿 May 4
🔿 May 5	🔿 May 5	🔿 May 5
O May 6	🔿 May 6	🔿 May 6
🔿 May 7	🔿 May 7	🔿 May 7
🔿 May 8	🔿 May 8	🔿 May 8
() May 9	🔿 May 9	() May 9
() May 10	🔿 May 10	) May 10
() May 11	🔿 May 11	() May 11
() May 12	) May 12	() May 12
() May 13	🔿 May 13	() May 13
() May 14	🔿 May 14	() May 14
) May 15	🔿 May 15	() May 15
() May 16	🔿 May 16	() May 16
() May 17	🔿 May 17	() May 17
() May 18	🔿 May 18	() May 18
() May 19	🔿 May 19	) May 19
🔿 May 20	🔿 May 20	() May 20
() May 21	🔿 May 21	() May 21
() May 22	🔿 May 22	) May 22
🔿 May 23	🔿 May 23	🔿 May 23
() May 24	🔿 May 24	🔿 May 24
🔿 May 25	🔿 May 25	🔿 May 25
🔿 May 26	🔿 May 26	🔿 May 26
🔿 May 27	🔿 May 27	🔿 May 27
🔿 May 28	🔿 May 28	🔿 May 28
🔿 May 29	🔿 May 29	🔿 May 29
🔿 May 30	🔿 May 30	○ May 30
() May 31	🔿 May 31	() May 31

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### 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 stone:	Action stops:	Mation stops:
Action steps:	Action steps:	Action steps:
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

### **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

or closest to revenue? (for example: sales	
pages, webinars, collecting on past due ac-	
counts)	

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• Which 3 projects excite you most?

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Which 3 projects will be	In your clients the

- Which 3 projects will help your clients the most?
  - $\bigcirc$
- 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**

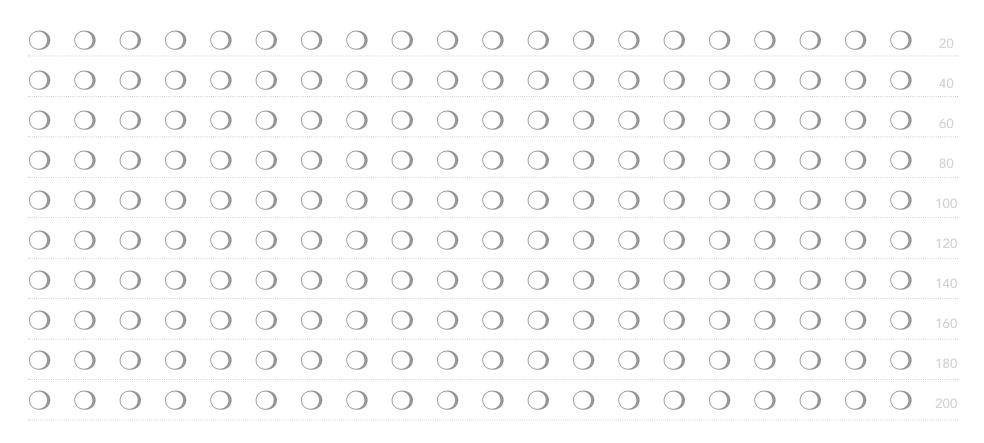
Grab a sticky note and write the top 3 projects on it. Post it at the top of your computer screen for a constant reminder of your priorities!

#### #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**



#### #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*)

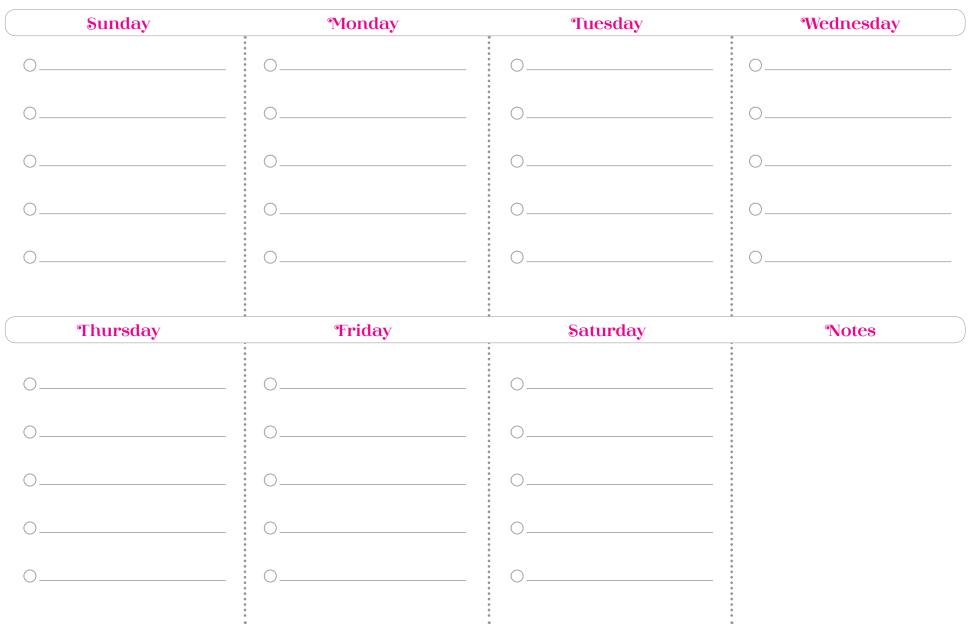
### GOOD HABITS month:

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	Triday	Saturday
	• • •	• • • •	• • • •	• • •	• • • •	• • • •
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Notes						

### DAILY TO DO



# **PROJECT PLAN**

**Project**:

#### My goal for this project is:

Steps to take:	Due Date:
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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<b>SUNDAY</b> <sup>®</sup>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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# **BIG BRAIN DUMP**

what's on my mind today:

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### TODAY PLANNED

	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					