

JUNE

SUNDAY [®]	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	MY TOP 3 P	ROJECTS:				1
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	0					
2	3	4	5	6	7	
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9	10	11	12	13	14	15
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	0	0	0	0	0	-
	0	0	0	0	0	-
16	17	18	19	20	21	22
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23/30	24	25	26	27	28	29
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JUNE 2019

Tiny Steps Tracker

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

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My #l Project:

••••••

My #2 Project:

•••••

My #3 Project:

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

Project l	Project 2	Project 3
) June 1) June 1) June 1
) June 2) June 2) June 2
🔿 June 3	🔿 June 3) June 3
) June 4) June 4) June 4
🔿 June 5	🔿 June 5) June 5
🔿 June 6	🔿 June 6) June 6
🔿 June 7	🔿 June 7	🔵 June 7
🔿 June 8	🔿 June 8	🔿 June 8
🔿 June 9	🔿 June 9	🔿 June 9
🔿 June 10	🔿 June 10) June 10
🔿 June 11	🔿 June 11) June 11
🔿 June 12	🔿 June 12) June 12
🔿 June 13	🔿 June 13) June 13
🔿 June 14	🔿 June 14	◯ June 14
🔿 June 15	🔿 June 15	🔿 June 15
🔿 June 16	🔿 June 16) June 16
🔿 June 17) June 17	🔿 June 17
🔿 June 18	🔿 June 18	◯ June 18
🔿 June 19	🔿 June 19) June 19
🔿 June 20	🔿 June 20	🔿 June 20
🔿 June 21	🔿 June 21	🔿 June 21
) June 22) June 22) June 22
🔿 June 23) June 23	🔿 June 23
🔿 June 24	🔿 June 24	🔿 June 24
🔿 June 25	🔿 June 25) June 25
🔿 June 26	🔿 June 26) June 26
🔿 June 27	🔿 June 27	🔿 June 27
🔿 June 28	🔿 June 28) June 28
🔿 June 29	🔿 June 29) June 29
🔿 June 30	🔿 June 30) June 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 stone:	Action stops:	Mation stops:
Action steps:	Action steps:	Action steps:
0	0	0
0	0	0
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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

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?
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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**

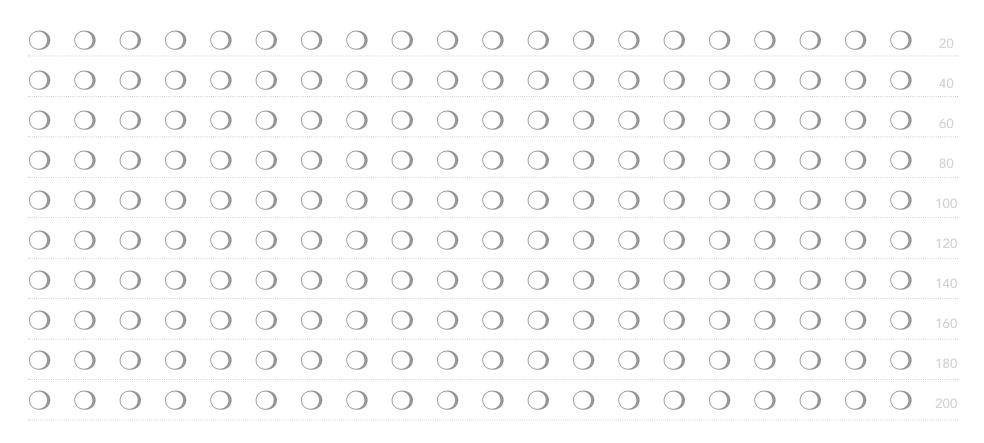
Grab a sticky note and write the top 3 projects on it. Post it at the top of your computer screen for a constant reminder of your priorities!

#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



#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*)

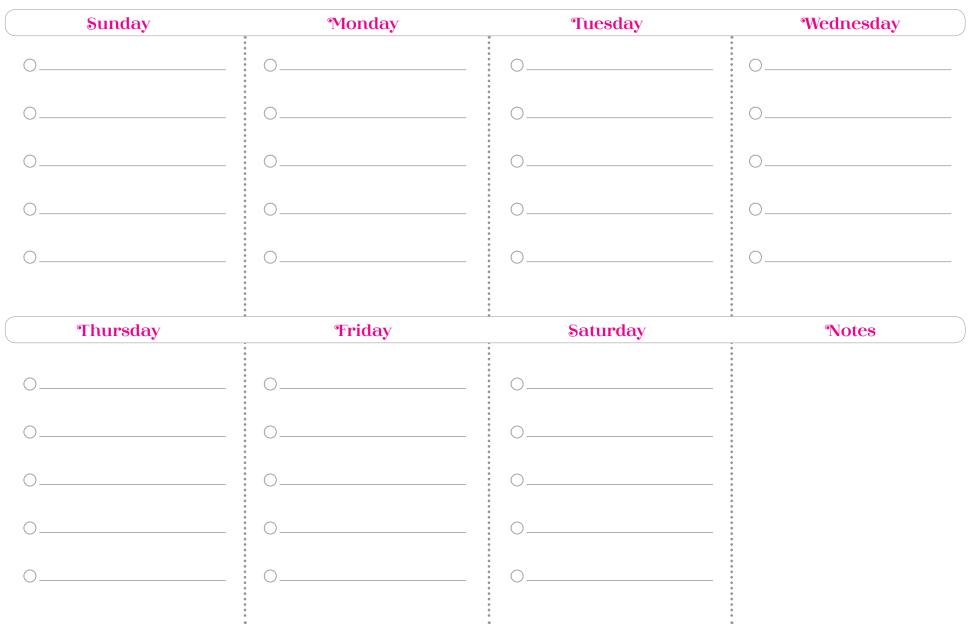
GOOD HABITS month:

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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SUNDAY [®]	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					