SEPTEMBER

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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	MY TOP 3 PROJECTS:				

MY TOP 3 PROJECTS:

○ _____
○ _____
○ _____

○ _____
○ _____
○ _____

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?

  ○ _____
  ○ _____
  ○ _____

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

  ○ _____
  ○ _____
  ○ _____

#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.

  ○ _____
  ○ _____
  ○ _____
  ○ _____
  ○ _____
  ○ _____
  ○ _____
  ○ _____
  ○ _____

#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.

SEPTEMBER 2019

Tiny Steps Tracker

Track your progress one tiny step and one day at a time.
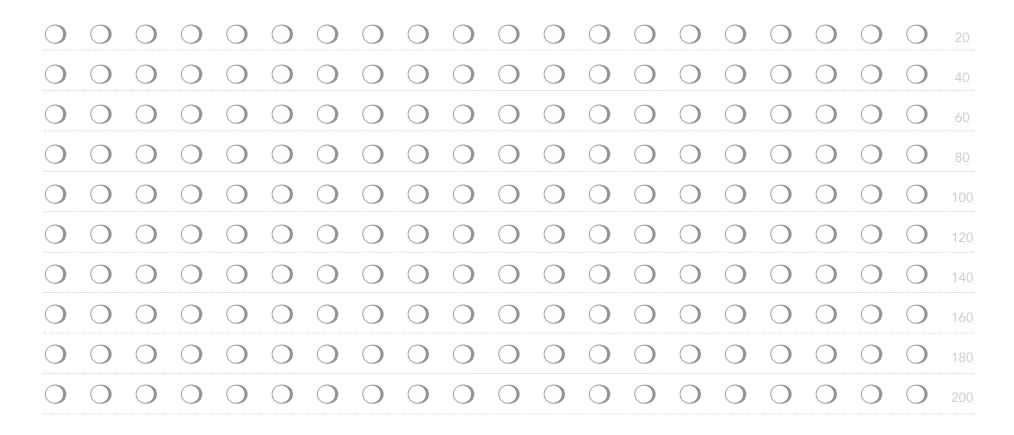
My #1 Project:

My #2 Project:

My #3 Project:

I'm going to reward my progress with....

Project 1	Project 2	
◯ September 1	◯ September 1	◯ September 1
◯ September 2	◯ September 2	◯ September 2
◯ September 3	◯ September 3	◯ September 3
◯ September 4	◯ September 4	◯ September 4
◯ September 5	◯ September 5	◯ September 5
◯ September 6	◯ September 6	◯ September 6
◯ September 7	◯ September 7	◯ September 7
◯ September 8	◯ September 8	◯ September 8
◯ September 9	◯ September 9	◯ September 9
◯ September 10	◯ September 10	◯ September 10
◯ September 11	◯ September 11	◯ September 11
◯ September 12	◯ September 12	◯ September 12
◯ September 13	◯ September 13	◯ September 13
◯ September 14	◯ September 14	◯ September 14
◯ September 15	◯ September 15	◯ September 15
◯ September 16	◯ September 16	◯ September 16
◯ September 17	◯ September 17	◯ September 17
◯ September 18	◯ September 18	◯ September 18
◯ September 19	◯ September 19	◯ September 19
◯ September 20	◯ September 20	◯ September 20
◯ September 21	◯ September 21	◯ September 21
◯ September 22	◯ September 22	◯ September 22
◯ September 23	◯ September 23	◯ September 23
◯ September 24	◯ September 24	◯ September 24
◯ September 25	◯ September 25	◯ September 25
◯ September 26	◯ September 26	◯ September 26
◯ September 27	◯ September 27	◯ September 27
◯ September 28	◯ September 28	◯ September 28
◯ September 29	◯ September 29	◯ September 29
◯ September 30	◯ September 30	◯ September 30

Q3 GOALS JULY - AUGUST - SEPTEMBER

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:
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____
○ _____	○ _____	○ _____

ACHIEVING MY GOALS

20

40

60

80

100

120

140

160

180

200

#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	11	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

Notes

DAILY TO DO

Sunday	Monday	Tuesday	Wednesday
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____
○ _____	○ _____	○ _____	○ _____

Thursday	Friday	Saturday	Notes
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	
○ _____	○ _____	○ _____	

PROJECT PLAN

Project: **My goal for this project is:**

Steps to take:	Due Date:
◯	
◯	
◯	
◯	
◯	
◯	
◯	
◯	
◯	
◯	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○
○	○	○	○	○	○	○

BIG BRAIN DUMP

what's on my mind today:

○ _____
○ _____
○ _____
○ _____
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○ _____
○ _____

TODAY 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					