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.

○ _____

○ _____

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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

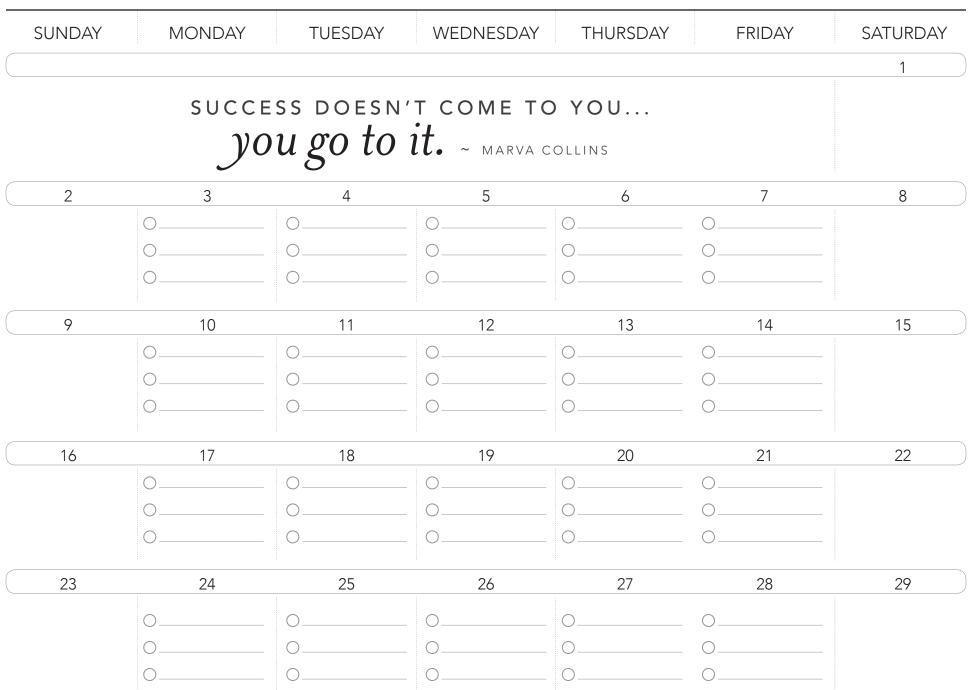**Put time in your calendar this week and throughout the month to make progress on at least one of these projects.**

Even the tiniest bits of progress will make a huge difference.

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1

SUCCESS DOESN'T COME TO YOU...
you go to it. ~ MARVA COLLINS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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

Q1 GOALS JANUARY - FEBRUARY - MARCH

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

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

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)*
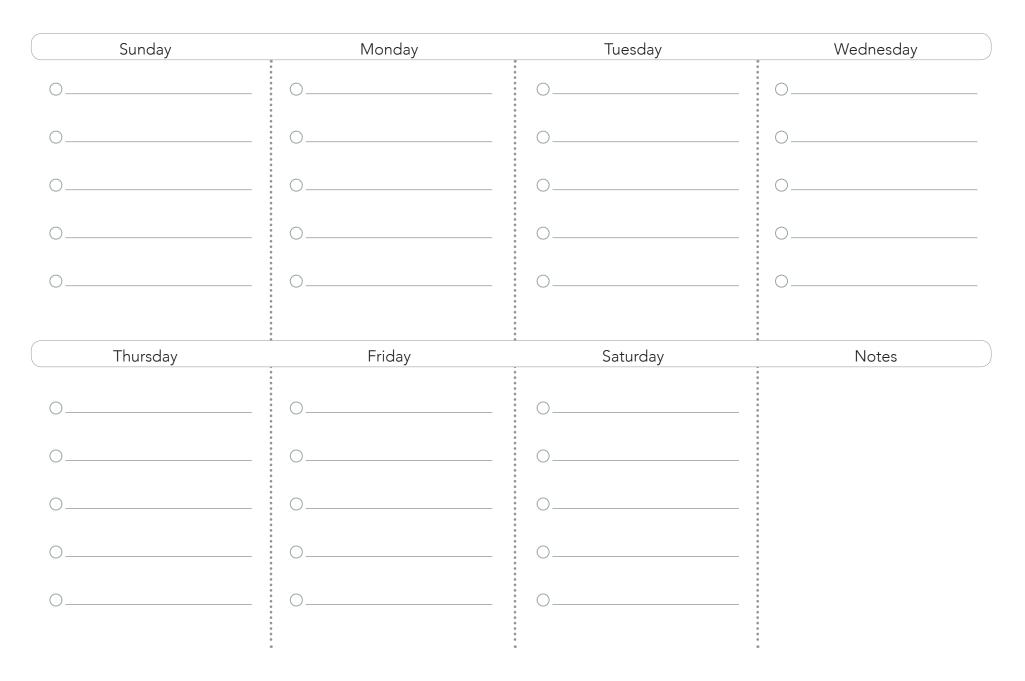
GOOD HABITS

month:

My Habits	1	2	3	4	5	6	7	8	9	10	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
○	
○	
○	
○	
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○	
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○	

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

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

MY ROUTINES WEEK OF _____

	TIME	TASK & WHY IT'S IMPORTANT	S	M	T	W	R	F	S
MORNING									
AFTERNOON									
EVENING									
NIGHT									

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					