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.

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DECEMBER

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	31	

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Q4 GOALS OCTOBER - NOVEMBER - DECEMBER

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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DECEMBER 2021

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
❍ December 1	❍ December 1	❍ December 1
❍ December 2	❍ December 2	❍ December 2
❍ December 3	❍ December 3	❍ December 3
❍ December 4	❍ December 4	❍ December 4
❍ December 5	❍ December 5	❍ December 5
❍ December 6	❍ December 6	❍ December 6
❍ December 7	❍ December 7	❍ December 7
❍ December 8	❍ December 8	❍ December 8
❍ December 9	❍ December 9	❍ December 9
❍ December 10	❍ December 10	❍ December 10
❍ December 11	❍ December 11	❍ December 11
❍ December 12	❍ December 12	❍ December 12
❍ December 13	❍ December 13	❍ December 13
❍ December 14	❍ December 14	❍ December 14
❍ December 15	❍ December 15	❍ December 15
❍ December 16	❍ December 16	❍ December 16
❍ December 17	❍ December 17	❍ December 17
❍ December 18	❍ December 18	❍ December 18
❍ December 19	❍ December 19	❍ December 19
❍ December 20	❍ December 20	❍ December 20
❍ December 21	❍ December 21	❍ December 21
❍ December 22	❍ December 22	❍ December 22
❍ December 23	❍ December 23	❍ December 23
❍ December 24	❍ December 24	❍ December 24
❍ December 25	❍ December 25	❍ December 25
❍ December 26	❍ December 26	❍ December 26
❍ December 27	❍ December 27	❍ December 27
❍ December 28	❍ December 28	❍ December 28
❍ December 29	❍ December 29	❍ December 29
❍ December 30	❍ December 30	❍ December 30
❍ December 31	❍ December 31	❍ December 31

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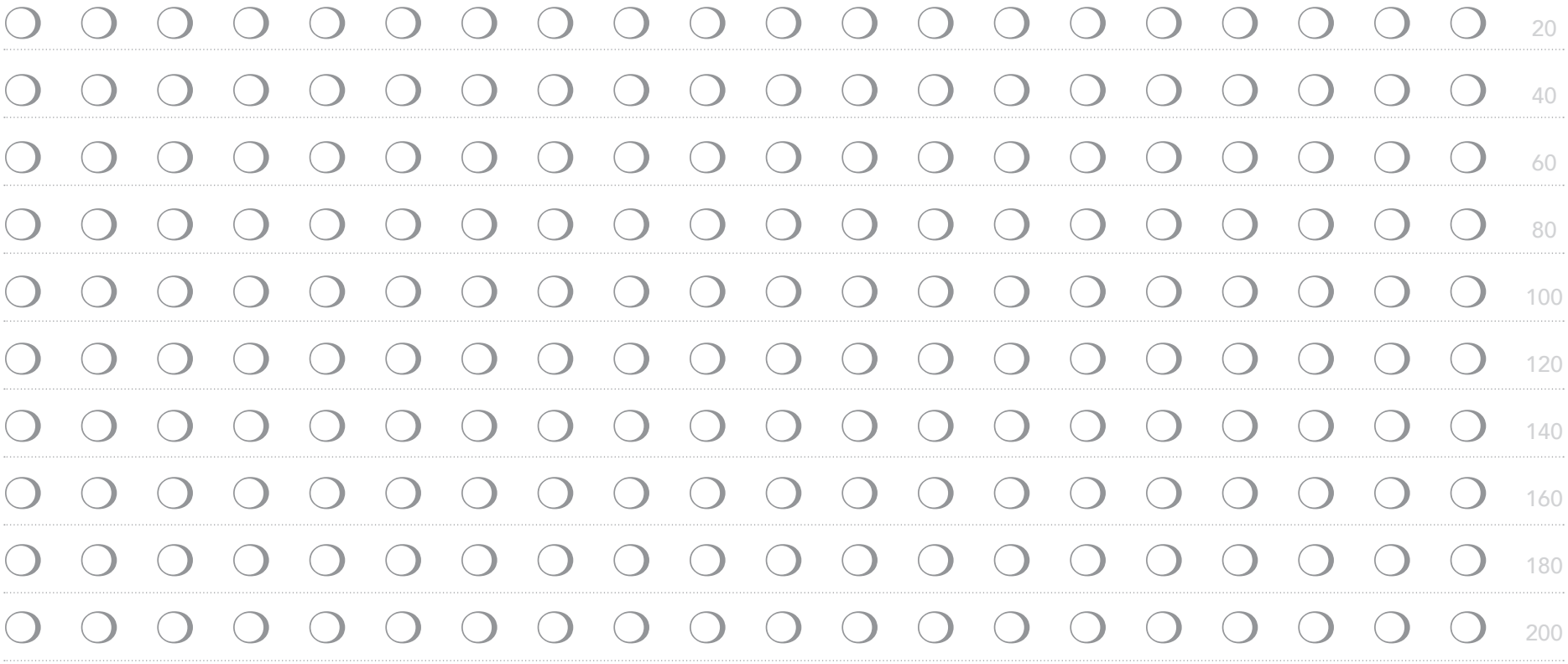
ACHIEVING MY GOALS



#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)*

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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

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THIS WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes

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DAILY TO DO

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

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

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PROJECT PLAN

Project:

My goal for this project is:

Steps to take:	Due

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

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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									

WEEKLY MEAL PLANNER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D

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MONTH:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

YEAR AT A GLANCE

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

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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			

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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					

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