



# YOUR WORK PLAN

## WORKING OUT YOUR PRIORITIES

1. brainstorm all the activities/tasks that you have to do in a week on a blank piece of paper., only spend 20 minutes on this, use a timer.
2. When the timer goes off, stop.
3. Under **Task Checklist** write down your top 12 tasks to be achieved this week (If you have more, print off another sheet -this applies to all sheets), personal and business.
4. On your **Task List Priorities** put them in order of what is absolutely the most important task at the top and work your way down the list.
5. Then narrow it down to 7 on your Task List Priorities. Breaking it down until you end up with 3 life depends on it tasks.
6. Track your daily 3 actions for one 1 week.

## ACTIONING YOUR PLAN

Once you have your 3 tasks, these will be 3 tasks you will need to set time apart to accomplish on each day. Day one might be, write a post, learn about SEO and find the perfect theme for your website etc. You should work out how much time you will dedicate to each task and use a timer and stick with the task until the timers goes off. Don't go overtime. First you need to establish good habits for each day of the week that you are willing to work on your business.

During this time, you need to treat it as a job and let your family/friends know that you are working during the times you have set for yourself. Turn off any distractions, like email, phone, radio or anything that will distract you from achieving your goals.

Take your work seriously but enjoy it too. This is going to be your livelihood . You can't treat this like a hobby or it will be just that, a hobby.

By focussing all your energy during the times you have set out, you will get to your goal much more quickly. A couple of hours a day is much better than ten hours on one day. Make sure you choose a schedule that your are willing and able to keep.

Within one year you will probably surprise yourself at what you can achieve if you set your mind to it.

I hope that these worksheets will inspire and help you to achieve your goals.

Good luck!



# Task Checklist

## Tasks for this week





# Task List Priorities

## IMPORTANT

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## TOP PRIORITIES

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## NOTES

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# YOUR *Action Plan*

Priority 1



Priority 3



Priority 5

Priority 2



Priority 4




Priority 6

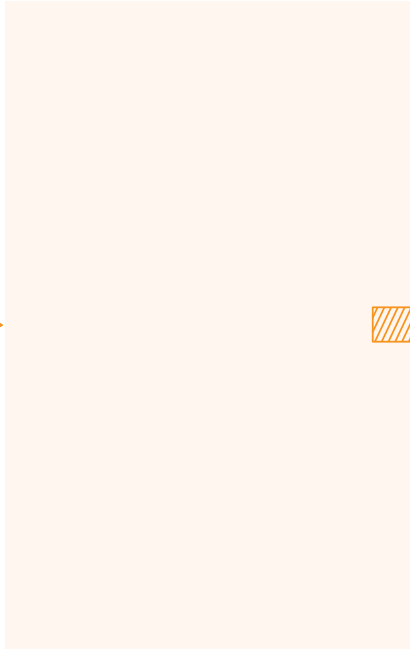
# THESE ARE YOUR ABSOLUTE MUSTS

Finally you are down to the three tasks that no matter what you will achieve this week. These are the ones that are going to make you successful. These are the ones you need to focus on..

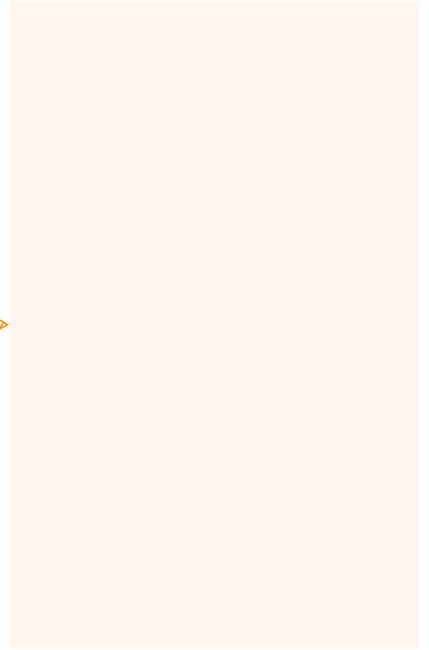
STEP IT OUT...



STEP IT OUT...



STEP IT OUT...



## ✓ CHECK OFF EACH ACTION

- Write a blog post (500 - 1500 words)
- Learn about one plugin in your Wordpress
- Monetise a Productj - create an ad campaign
- Add 5 Email Subscribers
- Social Media - promote post on Facebook
- Keywords - research your title
- SEO - learn about Google analytics
- Check different themes for your blog

*Example!*



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CHECK OFF EACH ACTION

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# ACTION TRACKER

MON	
TUE	
WED	
THU	
FRI	
SAT	
SUN	



Month: \_\_\_\_\_
