

A Business Step a Day...

A Month of Checking Things Off! (Month 4)

April 2019

As I write in *The Coaching Business Builder*, and *PlanDoTrack*:

Daily Steps+ Consistent Action = Momentum

Small actions every day create momentum. Every month for 2019 I'll be publishing a monthly calendar of quick 15-minute activities geared to be a prompt for these daily steps, getting you into consistent action to create momentum around the things that matter to you.

In today's busy world, we often get so busy in Reacting, that we don't have time to be proactive about the things that are important to us. It is these activities that usually move us ahead in the long term, most times one-step at a time.

With this in mind, these daily prompts are geared to nudge you into daily steps and consistent 15-minute windows of action. This month we focus in on Relationships.

These monthly sprints are intended to be a 15-minute blitz. Set your timer and see how far you get.

DAILY PROMPTS – APRIL 2019

Our focus this month is on working on getting things done. After our focus in January on Getting Focused on Your Business, February on Relationships and March on Marketing, April's focus is a mixture of Getting Things Done in different areas.

- 1 Make a list of your top goals for the month. Take stock of last month's achievements. What are you committed to doing this month?
- 2 Take 15 minutes today to review one of the systems you have in place for your business – it could be financial systems, client systems, marketing systems. What needs a tweak?
- 3 Continue taking action on the system you focused on yesterday – what's one more step which is going to boost it up?
- 4 Reach out to someone you haven't talked to/connected with yet this year – Expand your web of relationships.
- 5 If you lead a team – what is working well? What do you want to acknowledge the team for?
- 5 If you don't have a team, where could you use some support? Make a list of tasks you would benefit from support from?
- 6 Take a look at your finances. Are all invoices paid? Accounts Received? What needs attention?
- 7 Take a look at your ordering and inventory. What needs a check.
- 8 Communication day – consider what's working, and what's not in terms of your listening and communication with others.



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- 9 Attend a networking event (virtual or in-person)
- 10 Celebrate and share a recent success of the work you are doing.
- 11 Make it visual and visible – Is there a story or a photo you can share of your work in action?
- 12 Move one of your most important projects forward a notch today by checking off the one thing you have been NOT doing.
- 13 Program work – If you run programs, what needs a bit of focus or upgrade right now?
- 14 Review your tracking and/or statistics. What do they say about what needs attention right now?
- 15 Clear the clutter. Pick a space on your desk or your office which could benefit from clutter clearing.
- 16 Consider attending or explore a new networking event (in person or virtual)
- 17 Administration – What's the administrative task you could complete in 15 minutes today?
- 18 Send a thank you card or note to someone you work with.
- 19 Free Action Day – What do you really want to cross-off your list?
- 20 Systems check – pick another system in your business that needs attention. Consider using today and tomorrow for taking action on this.
- 21 Systems Action – What's the one step which is going to support the systems in your business.
- 22 What needs to be backed up?
- 23 Tackle the one project you've been putting off this week.
- 24 Put attention where it's needed today.
- 25 Content Creation – spend 15 minutes brainstorming/mindmapping your ideas around content creation (this will set you up for May's focus on your signature program or platform)
- 26 Clear the clutter. Pick a space on your desk or office that would benefit from clutter clearing.
- 27 What can be archived?
- 28 Schedule time for planning next month's business priorities
- 29 Review what worked for you this month, noting what's no longer on your list
- 30 Review what metrics you have been tracking. Note changes for next month.
- 31 Celebrate and note your learning. What's shifted in your business this month this month?

If you want to take an even deeper dive around the topics listed here, consider checking out the posts at the Coaching Business Builder Blog at www.CoachingBusinessBuilder.com, or at the Group Coaching Ins and Outs blog – <https://groupcoaching.blogspot.com>.

Share with others your #1bizstepaday on Instagram or other social media channels using the hashtag #1bizstepaday

You'll also want to follow the #90DaysPlanDoTrack series on Instagram. Enjoy!

Jennifer Britton – Potentials Realized

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