

A Business Step a Day...

A Month of Celebrations and Accomplishments (Month 12)

December 2019

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

Daily Steps+ Consistent Action = Momentum

Small actions every day create momentum. Every month this year I've been publishing a monthly calendar of quick 15-minute activities, prompts or daily steps, getting you into consistent action to create momentum around the things that matter most to you.

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

These daily prompts are geared to nudge you into daily steps and consistent 15-minute windows of action. This month we focus on **celebrating and reflecting on the year that was. As we go to wrap up 2019, what do you want to note? Complete? Leave behind?**

These monthly sprints are intended to be a 15-minute reflective pause or action sprint. Set your timer and see how far you get.

DAILY PROMPTS – DECEMBER 2019

Our focus this month is on a new or current major project you have been working on. This year our roadmap has been - January on Getting Focused on Your Business, February on Relationships and March on Marketing, April's focus on Getting Things Done, and May's focus on Content Creation, and June's on Niche, July's on Signature Programs, August on Systems Check, September on Major Projects, October on Client Outreach and November on Planning, Growing and Scaling. As we wrap up the year I hope you will take at least 15 minutes each day to pause and reflect on the questions I've posed here

- 1 Make a list of your top goals for the month. Take stock of last month's achievements. What was the main thing you got done? What are you committed to doing this month?
- 2 Considering your goals for the month, and this year, what is important to be completing this month? What do you need to do to wrap the year up on a high note?
- 3 Spend 15 minutes today on that one project that needs to be wrapped up. Who can help you? What resources do you need?
- 4 Take 15 minutes today to note your **accomplishments** for the year. Review any calendars and planning systems you have noted things down on.
- 5 What helped you be successful this year? Reflect on your behaviors, habits, collaborations and resources.
- 6 Map out the relationships you leaned into this year. What ones need attention next year?
- 7 Spend 15 minutes taking **ACTION** on the one item which needs attention before the end of the year.
- 8 What **systems** worked for your business this year? What do you need to build/refine in order to move your business forward next year?



A Business Step a Day! - 2019



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- 9 What communication, case studies, marketing messages or project status updates need to be shared with stakeholders, internally and externally, before the end of the year? Draft these out and schedule them.
- 10 Take stock of the skills you learned this year. How did these help you? What skills do you want to refine/learn next year?
- 11 What lessons were learned for you this year? How might you apply them next year?
- 12 Looking to your successes, what can you replicate next year?
- 13 What almost derailed you? What do you want to make sure you don't do again next year?
- 14 What were critical success factors for this year?
- 15 Mid-month check in or project status check. What's working? What's not? What needs attention? What can be scaled? Delegated?
- 16 What has not had attention lately and needs some focus today? What needs more attention next year? What do you need to carry forward?
- 17 What needs to be revised for next year?
- 18 What 1-1 conversations do you want to complete by the end of the year? What do you need to schedule for the new year?
- 19 Make a list of your top 5 for the year – top 5 lessons learned, top 5 successes, top 5
- 20 Free Action Day – What do you really want to cross-off your list?
- 21 No business is an island. Reach out and say thanks to those who have helped and supported you this year.
- 22 Spend time wrapping things up or if you haven't creating your VISION for next year. Refer to page 101 in PlanDoTrack.
- 23 What do you need to ensure you let go of and leave this year.
- 24 Open Day – What needs attention/updating or action?
- 25 Renew and celebrate.
- 26 Move a milestone across the finish line (or almost finish line).
- 27 Thank stakeholders, project supporters and team members today.
- 28 Open Day. What needs attention/updating or action? OR Work on your vision and planning for next year.
- 29 Review what worked for you this YEAR, noting what you achieved and what's no longer on your list. What needs to be carried forward or scheduled for future months? Schedule it now.
- 30 Review what metrics you have been tracking. Note changes for next YEAR. What patterns do you notice? What's shifted this YEAR?
- 31 Celebrate, give thanks and take note of your learning and action this year. What's different today when you started this process, 365 days ago?

Thanks for joining me this year for these daily prompts. I'll be revisiting these again next year. 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 @CoachingBizBuilder. Enjoy!

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