

1 BizStep a Day...

(One Business Step A Day)

A Month of Getting Focused on Collaboration and Your Business Relationships (Month 2)

February 2020

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

Daily Steps+ Consistent Action = Momentum

Small actions every day create momentum. Once again in 2020 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 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 – FEBRUARY 2020 – RELATIONSHIPS AND COLLABORATION

- 1 What's important to you right now about relationships in your business? Make a list of all the relationships you have in your business. Think partners, collaborators, support team etc.
- 2 Zoom into the collaborations you focus on. What attention do they need?
- 3 Reach out to your collaborators to have a conversation about what you have created together.
- 4 Reach out to someone you haven't talked to/connected with yet this year.
- 5 Consider what new collaborations you would like to focus on.
- 6 Ask for positive and constructive feedback from someone you work with?
- 7 Provide positive and constructive feedback to the same person.
- 8 Communication day – consider what's working, and what's not in terms of your listening and communication with others.
- 9 Attend a networking event (virtual or in-person)
- 10 Plan to do something fun with one of your colleagues/team mates/partners.
- 11 Revisit goals with one of your collaborators.
- 12 Say thank you to your collaborators.



A Business Step a Day! - 2019



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- 13 Contribute to your community (think article, event, speaking etc)
- 14 Review your tracking and/or statistics. What are you tracking in your business?
- 15 Avoid analysis/paralysis – Get into action around a key task you’ve been putting off.
- 16 Consider attending or explore a new networking event (in person or virtual)
- 17 Work on your contribution project (see day 13)
- 18 Send a thank you card or note to someone you work with.
- 19 Explore a new collaboration, or strengthen a current collaboration.
- 20 Free Action Day – What do you really want to cross-off your list?
- 21 Review a past collaboration – what made it work? What didn’t? Carry the learning forward.
- 22 Work on your contribution project (Day 13)
- 23 Think about a 2.0 project (next iteration) with a partner
- 24 Put attention where it’s needed in your relationships.
- 25 Work on the contribution project you identified in day 13
- 26 Spend time today outreaching to others in a way that you usually don’t
- 27 Take steps today on an activity that will move you, and your relationships forward
- 28 Take time to identify and schedule next month’s business priorities
- 29 Review what worked for you this month, noting your accomplishments, learning and growth. 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 with your relationships 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 along on Instagram @CoachingBizBuilder and @RemotePathways. Enjoy!

Jennifer Britton

Potentials Realized

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Effective Virtual Conversations (2017), From One to Many: Best Practices for Group and Team Coaching (2013) and Effective Group Coaching (2010)

