


1BizStep a Day – September 2020


A Month of Establishing Routines and better Virtual Presence

The philosophy of my workbook/planners - The Coaching Business Builder, and PlanDoTrack is

Daily Steps+ Consistent Action = Momentum

 Small actions every day create momentum. This year in 2020 I'm building onto last year's popular 1BizStepADay Series. Every month for 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 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 monthly prompts are geared to nudge you into daily steps and consistent 15-minute windows of action. Set your timer and see how far you get. 

DAILY PROMPTS – SEPTEMBER 2020

- 1 Spend time today revisiting your 2020 vision. Make it visible. Where milestones have you already achieved?
- 2 Make sure you have recorded last month's accomplishments and noted this month's top 3-5 goals.
- 3 Take Stock of your office and/or desk top. What needs a clean up? To be donated? Shredded?
- 4 Check your program offering pages and packaging. Everything up to date?
- 5 Think about your key goals and programs this month. Spend 15 minutes focusing on graphics for each of the programs.
- 6 Review your signature line on your email. Anything to tweak? Anything to add about current offerings.
- 7 Back up day! Do a back up of your files.
- 8 Organization day – identify backlog or bottlenecks. Spend 15 minutes clearing some of it.
- 9 Thinking about your own photos – what can you spend 15 minutes on today to make sure they are more accessible and/or used in communicating your work.
- 10 Update one of your social profiles today. Does it describe what you want to do?
- 11 Schedule in something you have been putting off for a while
- 12 Video: If you use videos in your work spend 15 minutes on this (reviewing, planning, editing)
- 13 Content Creation - Spend 15 minutes today working on a content piece which you can post (ie. Instagram)
- 14 Update another social profile today – What will communicate your current focus?
- 15 Reach out to someone you haven't talked to in a while. Find out what they are doing. Share your latest updates.
- 16 Identify new photos of interest for future presentations and/or communications.
- 17 Instagram review – Any tweaks or changes?
- 18 Find communities online you can join. These may be Facebook Groups or LinkedIn Groups or....
- 19 Update your bio on your about page. What else needs a tweak on the website?

20	Free Action Day – What do you really want to cross-off your list?
21	Clear your phone and/or other devices. What could use a refresh?
22	Spend 15 minutes today researching a digital stage you could speak or present on.
23	Linked in Review – what needs a refresh?
24	Spend another 15 minutes today outreaching to other digital stages or working on that presentation.
25	Update your zoom background or a social header.
26	Host a live - Facebook Live, YouTube or Instagram.
27	Review your metrics – what do you notice about your figures for the month – visits, revenue, clients, content, social media etc. What needs a change for next month?
28	Schedule time for next month's business priorities
29	Review what worked for you this month, noting what's no longer on your list
30	Note achievements for the month and identify top 3- 5 goals for next month.

 If you want to take an even deeper dive around the topics listed here, consider:

1. Checking out the posts at the Coaching Business Builder Blog at www.CoachingBusinessBuilder.com
2. Join us for the 60 Day Coaching Business Builder Accelerator Program. An on-demand which supports you in taking consistent action around your business. Find out more and register for the next group at <https://www.CoachingBusinessBuilder.com/60dayaccelerator.html>
3. If you want a longer-term focus on your business, join us for at the CoachingBizGrowthLab which meets bi-weekly throughout the year as a coaching group on Friday afternoons. More info at <https://www.CoachingBizGrowthLab.com>.
4. Share with others your #1bizstepaday on Instagram or other social media channels using the hashtag #1bizstepaday

You'll also want to follow our regular prompts on Instagram @CoachingBizBuilder Enjoy!

Jennifer Britton - Potentials Realized

Author of Coaching Business Builder (2018) and PlanDoTrack (2019)

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

Reach out to set up a conversation to see what program and type of support will work best for you. Schedule a phone call with Jennifer by email at info@potentialsrealized.com