

1 Biz Step a Day...

Getting into Focused Action – Done not Perfect

August 2020

The Coaching Business Builder and PlanDoTrack philosophy is:

Daily Steps+ Consistent Action = Momentum

Small actions every day create momentum. Every month for 2020 I'm publishing a monthly calendar of quick 15-minute activities 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, often 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 **getting things done**.

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

DAILY PROMPTS – AUGUST 2020

Our focus this month is on Getting into Action. In the last 2 years since the launch of Coaching Business Builder I've heard many professionals lament that they wish they had started something earlier. This month's prompts are all about getting you into action around one project.

If you haven't joined us this year – here are the 2020 topics. June: thinking about your values, motivators and drivers, rather than doing specific things. May's focus was all about getting things done. March and April's focus was on **setting yourself up for remote work success**. **This month is all about getting you focused on what's important and is going to help you with being productive**. What are the things that are going to help you expand your remote work focus and impact? Here are some daily prompts to support your focus:

- 1 Make a list of your top goals for the month. What are the top 3 things you want to complete? Take stock of last month's achievements. What was the main thing you got done? What are you committed to doing this month? This quarter?
- 2 What is the one area you want to take consistent action around this month. Think about your annual or quarterly goals. What needs a boost?
- 3 Make a list today of at least 25 action steps you can take towards the one area you are focusing on moving the needle around this month. Take one step today.
- 4 After taking another step (refer back to your list of 25 action steps yesterday), spend time creating a vision of what's possible with action around this item? Make your vision detailed. Write it down or draw it out.
- 5 Take another step today and connect in with WHY it is important to take consistent action around this area. Add your WHY to your vision work yesterday.
- 6 Take another step around that key project today (go back to your day 3 list if needed). Consider what will amplify this project. What do you need to keep saying YES to? What do you need to say NO to?

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A Business Step a Day! - 2020

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- 7 Making it easy to make it consistent. Now that you've been taking some regular action around this task for a week now, is there another way to make this easier? Think delegation. Think simplification.
- 8 Tackle the one area of your focus which isn't getting any attention
- 9 WHO can help you with this project? Reach out for a booster shot of energy or support.
- 10 What resources will help you be successful with your projects? Add on a resource to support you.
- 11 What is a current distraction for you? Take 15 minutes (or less) to address this or fix it. Also take your daily step – go back to the day 3 list if you need motivation
- 12 Tap into the inspiration of others – do some browsing online or in a physical place like a bookstore (if you can) to get some inspiration. Let that infuse your action step today.
- 13 Get it Done – Take action today until the dangling item with this project gets done.
- 14 It's almost mid-month and the dip may be showing up as it does in longer projects. If the action today is not clear, return back to your WHY. How can this inform the next steps with this project?
- 15 Clear the decks – what's the one task that NEEDS to be wrapped up?
- 16 Add another 10 action steps to your list – perhaps it's a part 2 or a more granular item. Double down on your steps today and go a little extra!
- 17 Connect in with others – Who can help you do this faster or differently?
- 18 Get another pair of eyes on your initiative. What feedback can they offer you?
- 19 Look to the flipside. What's another way of looking at things, or doing things differently. Switch it up.
- 20 Free Action Day – What do you really want to cross-off your list? Is there something you haven't tackled yet?
- 21 Milestone check. What needs attention in your realm of projects right now?
- 22 Amplify today with more time, resources or attention on this project. There's another week left in the month. What will ensure this gets across the finish line?
- 23 Reflective pause. Consider what's worked really well this month, or with this project. What has? What hasn't?
- 24 Open Day – What needs attention/updating or action?
- 25 Take action and get it done. Be aware of what is good enough vs. what needs to be perfect.
- 26 Give your tasks another major push today. Get a task or activity across the finish line.
- 27 Review your plans from this month and for next month. Are the plans detailed? Prioritized? Are they scheduled?
- 28 Open Day. What needs attention/updating or action?
- 29 Review what worked for you this month, 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 month.
- 31 Celebrate and note your learning. What's shifted in your business this month? What have you learned by taking consistent action and building some momentum this month. Note what a different place you are in from before.

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 if you are a virtual or remote worker, look at www.PlanDoTrack.com. Both books are available on Amazon, or digital copies at the Potentials Realized store.

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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