

# A Business Step a Day...

A Month of Getting Focused on Your Business (Month 1)

January 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's 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.

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

### DAILY PROMPTS – JANUARY 2019

- 1 Review Facebook Page: What's outdated or needs a tweak?
- 2 Take Stock of your office. What needs a clean up? To be donated? Shredded?
- 3 Preview/schedule monthly communication plan and take action on one thing.
- 4 Review Web Pages – What needs attention?
- 5 Review your FREE offering. What needs attention? There will be another block scheduled next week as well!
- 6 Review your signature line on your email. Anything to tweak?
- 7 FILING DAY! What's been piling up in your office or on your computer? Take 15 minutes today to file.
- 8 Finance Day – What steps are needed around finance?
- 9 Identify your backlog – Spend 15 minutes clearing (some of) it
- 10 Work on your Free Offer today
- 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
- 14 Review your tracking and/or statistics. What are you tracking in your business?



**A Business Step a Day! - 2019**



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15	Avoid analysis/paralysis – Get into action
16	Brainstorm Key articles or post ideas
17	Instagram review – Any tweaks or changes?
18	FILING DAY! What's been piling up in your office or on your computer?
19	Draft out one of the articles you identified last week.
20	Free Action Day – What do you really want to cross-off your list?
21	Review Article
22	15 minutes on backlog
23	Linked in Review
24	Finance Day
25	Post the article you have drafted (or review it if it still needs tweaking)
26	Video production
27	Key Activity
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	Review what metrics you have been tracking. Note changes for next month.
31	Celebrate and wrap up one more task!

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](http://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!

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*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)*

