

A Business Step a Day...

A Month of Systems (Month 8)

August 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 or 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 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 **a systems check**. As I write in the workbook, our clients will shape everything from pricing to what we offer.

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

DAILY PROMPTS – AUGUST 2019

Our focus this month is on a "systems check". So far 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

- 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 Systems take many forms - Financial, Administrative, Client, Marketing etc. What's the one area you want to focus on this month. In addition to the prompts here, you might choose another focus.
- 3 your one system focus in mind, take 15 minutes to review what you have in place. What do you notice? What works well? What could be improved?
- 4 Marketing systems in focus: Review your website. Update your photo(s) and one or two pages.
- 5 Marketing in focus: Review your website. Update additional pages. What content would add value?
- 6 Marketing in focus: Review LinkedIn – What's up to date? What would magnify this outreach channel?
- 7 Marketing in focus: Review Facebook or Twitter - What's up to date? What would magnify this outreach channel?
- 8 Marketing in Focus: Review one more item (i.e. postcards/brochure/web). What's up to date? What would magnify this outreach channel?
- 9 Back up your data and photos and videos – When did you last do this?
- 10 Financial Systems – Review your financial statistics for the year. What do you notice?



A Business Step a Day! - 2019



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- 11 Financial Systems – Invoicing – What needs attention?
- 12 Financial Systems – Sales – What needs attention?
- 13 Financial Systems – Accounts Payable – What needs attention?
- 14 Financial Systems – Accounts Receivable – What needs attention?
- 15 Administrative Systems– What is working well? What needs attention?
- 16 Administrative Systems – Take action on what needs attention – 15 minutes
- 17 Administrative Systems– Take action on what needs attention – 15 minutes
- 18 Administrative Systems– Equipment -What needs attention, fixing or ordering?
- 19 Client Systems – What needs attention? Take 15 minutes to do this.
- 20 Free Action Day – What do you really want to cross-off your list?
- 21 Client Systems – Welcome letters/onboarding – Review and update.
- 22 Client Systems – Logs - what needs attention/updating?
- 23 Client Systems - What needs attention/updating?
- 24 Open Day – What needs attention/updating or action?
- 25 Communication Systems - What needs attention/updating? Take 15 minutes to do this.
- 26 Planning Systems - What needs attention/updating?
- 27 Program/product systems - what needs attention/updating?
- 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 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 the **#90DaysPlanDoTrack** series on Instagram **@CoachingBizBuilder**. Enjoy!

Jennifer Britton – Potentials Realized

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