


# 1BizStep a Day – January 2020


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

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 – JANUARY 2020

- 1 Spend time today working on your 2020 vision. Make it visible.
- 2 Make sure you have recorded last year's accomplishments and noted this year's top 3-5 goals.
- 3 Take Stock of your office. What needs a clean up? To be donated? Shredded?
- 4 Check your program offering pages and packaging. IS this year's pricing updated? Is everything else up to day?
- 5 Review your content plans for the year. What needs attention – is it to capture your ideas, do a draft, explore collaboration opportunities or something else?
- 6 Review your signature line on your email. Anything to tweak?
- 7 Organizing 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 Review your FREE offering. What needs attention? There will be another block scheduled next week as well!
- 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 content
- 14 Review your tracking and/or statistics. What are you tracking in your business?
- 15 Reach out to someone you haven't talked to in a while. Find out what they are doing. Share your latest updates.
- 16 Content – Think about how you can purpose or repackage an item you have created.
- 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 – what needs a refresh?
24	Finance Day
25	Post the article you have drafted (or review it if it still needs tweaking)
26	Video production or share a link to videos you have created
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.
31	Celebrate and wrap up one more task!

 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](http://www.CoachingBusinessBuilder.com)
2. Join us for the 60 Day Coaching Business Builder Accelerator Program. An on-demand and live program 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](mailto:info@potentialsrealized.com)