

# 1 Biz Step a Day...

## A Month of Client Outreach (Month 3)

March 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 **setting up for remote work. Whether it's due to economic or health pressures, political or global talent, professionals of all kinds are working remote these days.**

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

### DAILY PROMPTS – MARCH 2020

Our focus this month is 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. Take stock of last month's achievements. What was the main thing you got done? What are you committed to doing this month?
- 2 Clarify expectations with those you work with this month. Set, or revisit, expectations in terms of hours of work, personal and work device use, outputs expected, communication.
- 3 Set up a meeting with your boss or other important stakeholders – what do you want to discuss/and or share in that meeting? What opportunities and challenges are important to discuss?
- 4 Consider the priorities you need to be focusing on this month. How do they connect in with others? What clarity do you need to create around priorities and outputs?
- 5 Systems – Look at your office set up. What needs attention?
- 6 Meetings and other team connections – When are team meetings scheduled for the month? What do you need to communicate?
- 7 Reach out to a key stakeholder today.
- 8 Look at your systems again today -what needs attention or more focus?
- 9 Clarify one major task you have on the go.
- 10 Communication – Revisit one of the key communications you have -what needs to be made more clear?



#### A Business Step a Day! - 2020

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[info@potentialsrealized.com](mailto:info@potentialsrealized.com)



- 11 Focus – Take 15 minutes of focused effort on a key task today.
- 12 Flow - What needs attention in your work flow today?
- 13 Get feedback on project you are working on.
- 14 Spend time reaching out to a stakeholder or partners.
- 15 Take time to focus today on a task that is not getting done.
- 16 Clear the desk today (or your office) to create some clarity
- 17 Connect in with others – isolation can be a significant factor for many remote workers.
- 18 Focus in on planning today – what projects, tasks or activities need a focus?
- 19 Consistency – What needs more attention and needs to be made more consistent?
- 20 Free Action Day – What do you really want to cross-off your list?
- 21 Systems – what systems need attention today?
- 22 Communication -what’s the communication you want to focus on?
- 23 Spend another 15 minutes on your day 22 task.
- 24 Open Day – What needs attention/updating or action?
- 25 Book/Schedule a team meeting or stakeholder meeting.
- 26 Outreach by phone or other vehicle. Thank your partners. Listen for their needs and feedback.
- 27 Review your plans 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?

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 if you are a virtual or remote worker, look at [www.PlanDoTrack.com](http://www.PlanDoTrack.com). If you are looking to grow your skills in the area of virtual facilitation to lead better virtual calls, virtual retreats, virtual team building sessions, consider joining us for the Virtual Facilitation Essentials program (approved for 8.5 CCEs).

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 | Co-host of the Remote Pathways Podcast

