

# A Business Step a Day...

## A Month of Planning, Scaling and Growing (Month 11)

November 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 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, 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 **Planning, Scaling and Growing**. It's almost the end of the year and this can be the month to set yourself up for success next year as well as get things done for this year.

These monthly sprints are intended to be a 15-minute pause for reflection or action. Set your timer and see how far you get.

### DAILY PROMPTS – NOVEMBER 2019

Our focus this month is on growing, scaling and planning. It's almost the last month of the year and time to get things done! been working on. 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, August on Systems Check, September on Major Project, and last month on Client Outreach. This month I hope you will find it useful to thin about what it's going to take to scale things and take it to the next level.

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	PLAN - Considering your goals for the month, quarter and year, what do you need to PLAN? Review your annual plan today and see what is still left. Are items which need to be done, schedule? What's the most important items to be focusing on this month? Before the end of the year?
3	PLAN - Review your 3-5 year plan (if you have one). What priorities have been actioned this year? What needs to be added to next year's plan?
4	PLAN - As you think about what's remaining to be accomplished this ear, what needs to happen first? What needs to be DEFERED to next year? What needs to be DUMPED? What can be DELEGATED and completed this year?
5	PLAN - What items do you want to note and include in your plan for next year? Note we'll come back to this later this month as we develop your vision for 2020.
6	SCALE - As you think about taking your work to the next level, what could that look like?
7	SCALE - What's working? What do you want to magnify or do more of? Note these.



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



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- 8 SCALE – What action do you need to grow? Consider your 3-5 year vision. What do you need to say YES to? NO to?
- 9 SCALE - What systems do you need to build/refine in order to grow your work?
- 10 SCALE – Who can help you scale the business?
- 11 SCALE - With your current activities in mind, what would 10 X look like? What would it take to do this?
- 12 SCALE – Day of Action – Experiment with taking 10x activity today in one area of your business. What d you notice?
- 13 SCALE – Based on yesterday’s experiment of 10xing something – either note what you learned or try it again in another area (i.e. outreach to 10 people on social media OR identifying and drafting 10 blog posts instead of just one)
- 13 GROW – What areas do you want to grow in? Make note of this. What would need to be magnified or accelerated?
- 14 GROW -Looking ahead, spend 15 minutes today working on your vision for the new year. If you havea copy of PlanDoTrack, use the questions on page 99 to work on your vision.
- 15 Mid-month check in or project status check. What’s working? What’s not? What needs attention? What can be scaled? Delegated? Keeping your 2020 vision in mind, what needs to happen this month?
- 16 GROW – Looking ahead to next year – what’s important as it relates to growth?
- 17 GROW – Who is your team as you grow your business. Are there new roles? If so, draft out job descriptions. If it’s more about networking, WHO will you reach out to?
- 18 GROW – What needs to be in place in order to grow next year and be successful with your vision? Execute this today.
- 19 Spend another 15 minutes working on the key activities/things which need to be completed this year or as you grow your business.
- 20 Free Action Day – What do you really want to cross-off your list?
- 21 GROW – Consider what you love about the current business. Take photos or capture case studies.
- 22 GROW – As you consider growth, what else needs to be in place (people, resources, etc)? Make note and work towards this.
- 23 GROW – Consider how you will enshrine your vision and keep it visible. Who do you want to share it with?
- 24 Open Day – What needs attention/updating or action?
- 25 Looking ahead to next year, what else is important to action.
- 26 Move a milestone across the finish line (or almost finish line).
- 27 Thank project supporters and team members today.
- 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. Celebrate and note learning? What’s shifted 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 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

