

# A Business Step a Day...

## A Month of Major Projects (Month 9)

September 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 you can take. The intention is to get 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 **major projects**. It's often said that **September is like January – the start of a new year!** This month is intended to support you into action around a new (or current) major project.

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

### DAILY PROMPTS – SEPTEMBER 2019

Our focus this month is on a new or current major project you have 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. I hope you will block off at least 15 minutes each day to take action on that major project.

- 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 Considering your goals for the month, and the quarter, what's the most important project to be focusing on this month. Sketch out your vision for success, your roadmap and what you'll need to be successful.
- 3 Already this year, it's likely you have undertaken a number of projects. What's worked well? What hasn't? Note lessons learned. How will you be able to apply this, this month?
- 4 Returning to your vision of this project (Day 2), who can help you be successful? What resourcing do you need? Move forward today with resourcing needs and requests (financial, HR etc)
- 5 What habits are going to be important to employ in order to successfully complete this project?
- 6 What quick wins can you have today around your project?
- 7 Spend an additional 15 minutes taking action on the one item which needs most attention.
- 8 What **systems** do you need to build/refine in order to move this project forward?



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



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- 9 What meetings or project status updates need to be shared?
- 10 What research needs to happen to move the project forward. Undertake this.
- 11 Considering the communication and outreach needed for this project, what do you need to do today?
- 12 What's not getting done on the project? Take 15 minutes of action in this area today.
- 13 Get feedback on one of the project components you have been working on. Make adjustments.
- 14 What's a quick win you can undertake today?
- 15 Mid-month check in or project status check. What's working? What's not? What needs attention? What can be scaled? Delegated?
- 16 What has not had attention lately and needs some focus today?
- 17 Put attention around client(s) outreach and/or problem solving.
- 18 What 1-1 conversations could the team benefit from today?
- 19 Spend 15 minutes working on team or stakeholder 1-1 conversations.
- 20 Free Action Day – What do you really want to cross-off your list?
- 21 Reach out to at least 3 other people who need to know about the project.
- 22 Spend time working on a project brief. How are you communicating lessons learned, successes and highlights?
- 23 Spend 15 minutes on ONE ACTION that needs to get done.
- 24 Open Day – What needs attention/updating or action? What needs to be 10xed? Do it!
- 25 Book/Schedule a meeting with your team.
- 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? What lessons need to be carried forward?
- 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!

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