

Booster for Your Business

Weekly Focus - Plan.Do.Track

Key Priorities this week:

Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Do <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Track <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Business <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Environment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Self <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Day 1 <input type="checkbox"/> Top 3-5 goals for the month <input type="checkbox"/> Top 3-5 goals for the week <input type="checkbox"/> Tackle the clutter (15 min) <input type="checkbox"/> Focused activity on one key activity Key Action:	Day 2 <input type="checkbox"/> Admin <input type="checkbox"/> Outreach <input type="checkbox"/> <input type="checkbox"/> Key Action:	Day 3 <input type="checkbox"/> Content Creation <input type="checkbox"/> 15-minute clutter <input type="checkbox"/> Status Check: Top 3-5 goals for week <input type="checkbox"/> Key Action:
Day 4 <input type="checkbox"/> Finances <input type="checkbox"/> Outreach <input type="checkbox"/> Tackle one undone task <input type="checkbox"/> Status check top 3-5 goals for month Key Action:	Day 5 <input type="checkbox"/> Business Development <input type="checkbox"/> Wrap up weekly projects <input type="checkbox"/> <input type="checkbox"/> Key Action:	Day 6 <input type="checkbox"/> Self Renewal <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Key Action:
Day 7 <input type="checkbox"/> Self Renewal <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Key Action:	Focus This Week	

