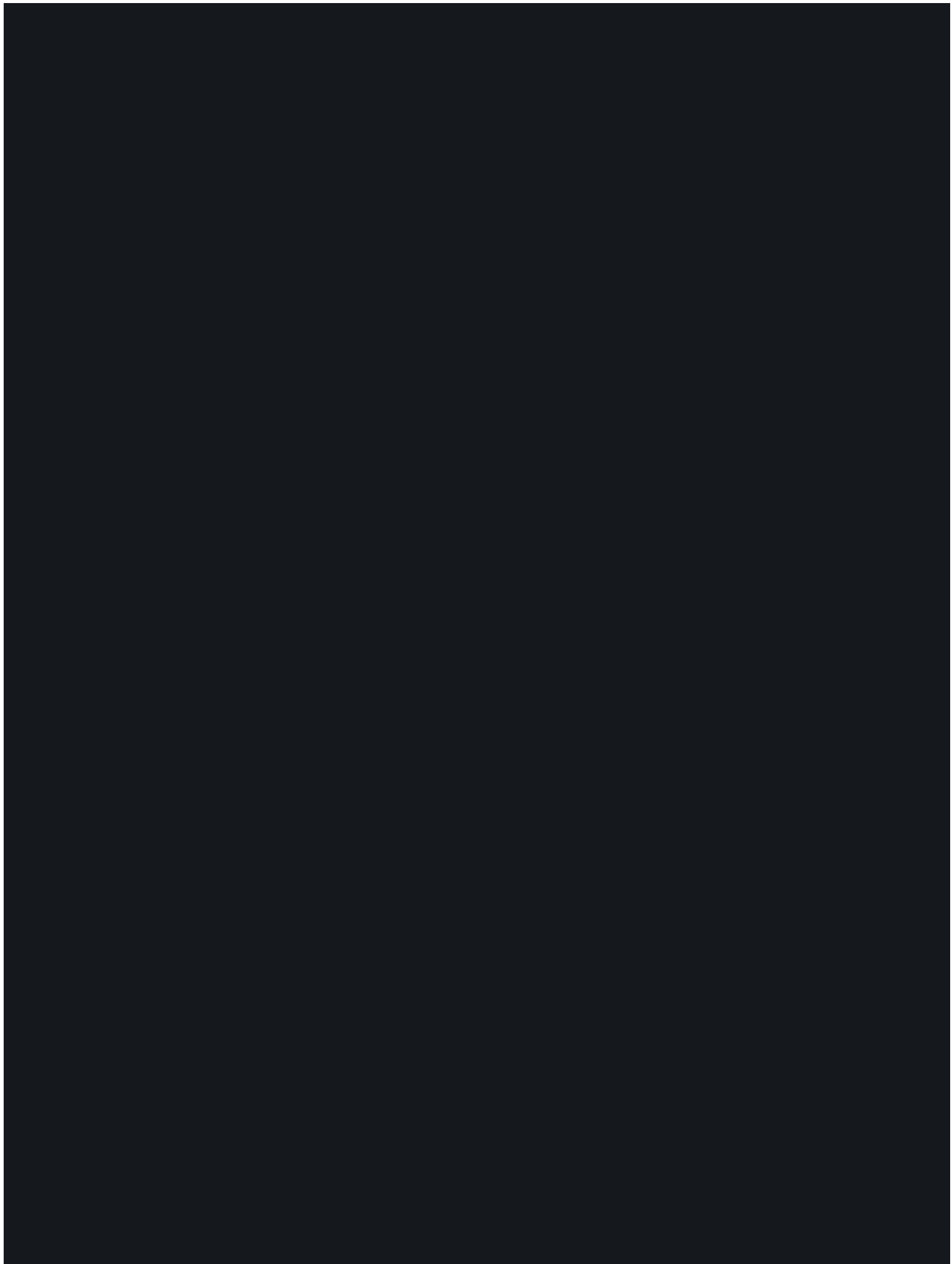




2020 PLANNER





THIS PLANNER BELONGS TO

IF FOUND PLEASE RETURN TO

EMAIL

TELEPHONE

REWARD FOR RETURNING

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# WELCOME

I am so happy that you are joining me on this 2020 journey of discovery, organisation, focus and getting stuff done. There are so many things involved in running a business, not to mention the 101 other things there are to do on a daily basis! Reading that blog article or book, attending that live webinar, or keeping abreast of the latest online strategies seem just like unattainable luxuries.

I have enjoyed running my own business for many years now, however one of my biggest frustrations has been the constant fight against time and feeling overwhelmed. About 2 years ago I decided I'd had enough. I'd had enough of constantly racing against the clock and feeling disappointed at the end of each week when I felt I hadn't achieved enough.

I decided that if I was going to be even more productive, then I was going to need a good planning system and something that would be with me at all times to help me stay focused and on track.

I set out with one specific goal, to create something that would make me feel like I had my very own personal assistant, that would help me plan and organise my life so that everyday I wake up knowing exactly what I need to do.

This was going to be the champion of planning, a trusted companion, effortlessly guiding me through each day, week and month. It would have everything I needed in one place to help me achieve my vision, keep me on track with my goals, declutter my mind and help keep me stress free. There would be a place to record every idea, thought or intention and a place to reflect and review so that I was continually improving and upping my game.

So here it is – MY PA. It's changed my life and now I want to share it with you. I am sure you are going to love it. I really do believe that MY PA is going to make a huge difference to your life and your business as it has mine.

So here's to 2020, your most productive, organised and fun year yet! Wishing you great health, success, happiness, peace, focus, abundance and FUN!

“

To accomplish great things,  
we must not only act but also dream.  
Not only plan but also

**BELIEVE**

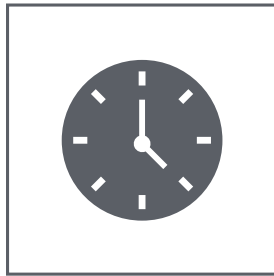
———— ANATOLE FRANCE ————

# MY PA

YOUR 2020 PLANNER  
WILL HELP YOU...



ACHIEVE YOUR GOALS



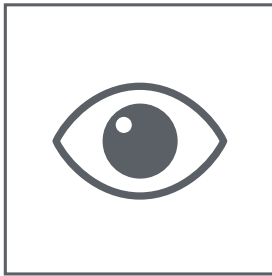
MANAGE YOUR TIME



BE MORE PRODUCTIVE



BE MORE ORGANISED



STAY FOCUSED



KEEP IT ALL IN ONE PLACE



OVERCOME OVERWHELM



BE INSPIRED



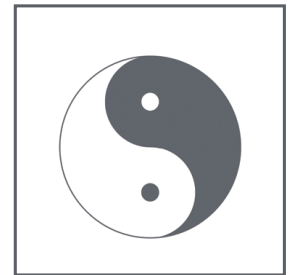
REMEMBER YOUR IDEAS



WORK SMARTER



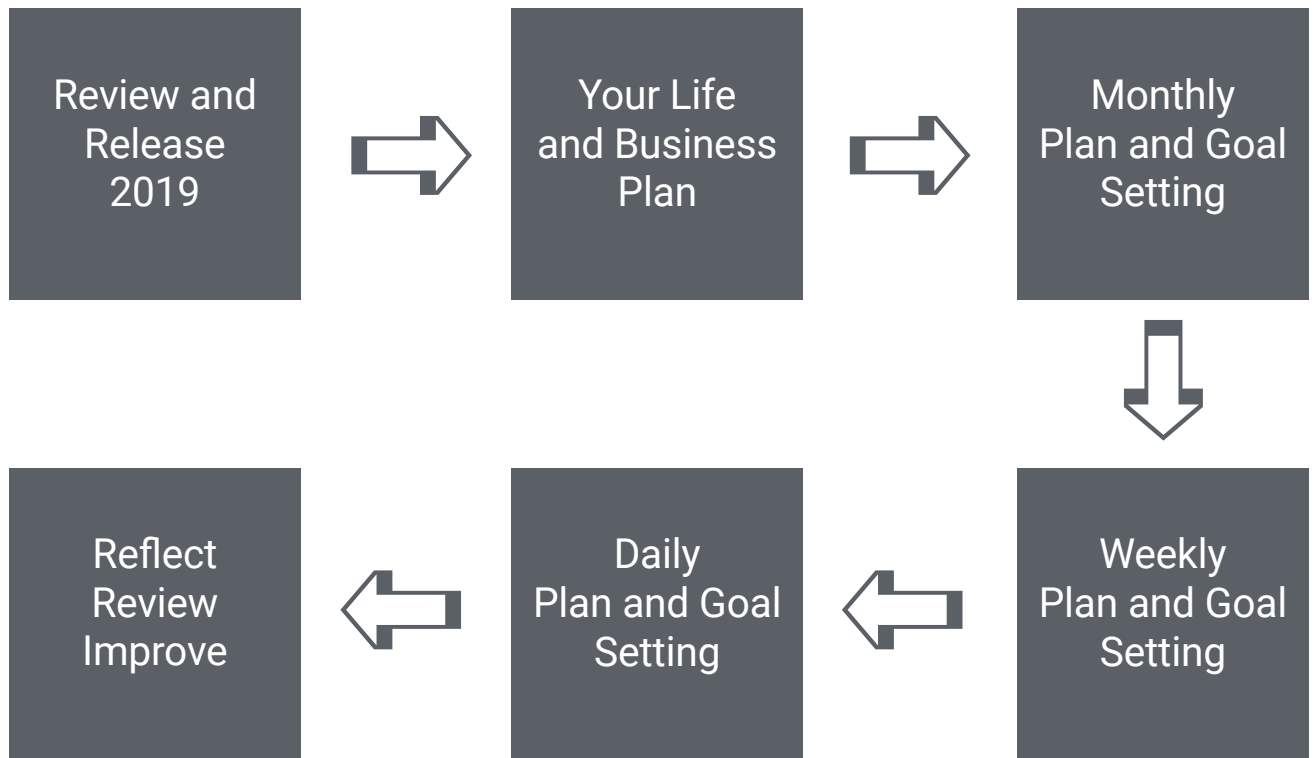
STAY POSITIVE



BALANCE WORK AND LIFE

# HOW TO GET THE MOST OUT OF **MY PA PLANNER**

We set out with one specific goal, to design something that would make you feel like you had your very own personal assistant. My PA is a simple system to help you achieve everything you want to do in your life and support you along the way. It takes you step by step through each week, month and day by helping you to plan your projects and continually set goals so you stay focused and on task. There is a place for every idea, thought and intention so that helps you stay organised and away from stress and overwhelm.



## STEP 1

Say goodbye and let go of 2019. Completing the 2019 review, will help you to see what worked for you and what didn't. You can then enter 2020 with renewed positivity and new possibilities.

## STEP 2

Start planning your year with the MY PA business planner. The business planner takes you through everything you need to craft the perfect plan for success including: branding; marketing; financial planning; goal setting. The life planner will help you design your lifestyle so you can start living the life you dream of.

## STEP 3

Stay focused and on task by completing the Monthly Goal and Project Planner. You can list all your projects and the prioritise and assign tasks. You can also plan all your social media for the month with the specially designed social media planner.

## STEP 4 – PLAN YOUR WEEK

- A) Write your weekly goals, projects and tasks in the weekly projects section.
- B) Spend 5 minutes each day planning the day and write 3 important goals in the space provided.
- C) Schedule everything you need to do into time blocks including breaks, exercise and appointments.

**Weekly inspiration**

**Regular actions**  
eg., blogpost, newsletter...  
make sure you make space for these in your daily schedule.

**Weekly projects**

**A place for everything!**  
Thoughts/ideas, add things to do later  
Use this space for writing notes and record anything you want to watch or read at a later date.

**Time block appointments**

**Shopping list and record expenses as you go**

**Daily health and wellness checker**  
Stay on top of your health and fitness goals and record your exercise, meditation and water intake.

## STEP 5 – REFLECT, REVIEW, IMPROVE

The weekly review is designed to keep you on task so you're continually upping your game. Completing a gratitude journal has been proven to help you attract an abundance into your life and stay positive and happy. The inspiration vault gives you oodles of space for all your thoughts and ideas.

**Stay on top of your targets**  
Sales, email subscribers & social media growth.

**Celebrate all your achievements**

**Be better**  
Identify why you didn't achieve what you set out to, so you can up your game next week.

**Your gratitude journal**  
Stay optimistic and happy.

**Never forget an idea again!**  
Space for mindmapping, brainstorming and doodles



19

20

20

out with the old **in with the new...**

# 2019

## REVIEW

1. Did you achieve your goals and financial targets?

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2. List your biggest achievements

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3. What didn't you achieve?

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4. Which business tasks were unproductive?

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5. What business decisions will be different in 2020?

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6. List your personal highlights in 2019

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7. What made you happy in 2019?

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8. What areas of personal life would you like to change in 2020?

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# 2020

## TARGETS

List 50 things you want to achieve in the next 10 years

**If you don't know your destination, how do you expect to get there?**

Write here a list of the 50 most important things that you want to accomplish or have in the next 10 years.

This is not a list of the things you think you can achieve but the things you want to achieve.

These can be big or small and include anything, for example, the people you want to meet, skills you want to learn, places you want to go, things you want to achieve, experiences you want or physical things including your monthly income and bank balance.

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26		50	

# YOUR LIFE...

## How are you planning to live your life this year?

Before getting into your business goals, it's really important to focus on the type of lifestyle you want to design for the coming year.

1. What do you love to do?

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2. What are you good at? List your areas of expertise

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3. Which tasks do you dislike?

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4. What days will you work?

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5. What hours will you work?

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6. How will you spend your evenings/spare time?

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7. How will you spend your weekends?

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8. What holidays would you like to take?

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9. Where are you going to work from?

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10. Are you planning any trips or visits?

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11. List any daily exercise routines

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12. What celebrations are you planning this year?

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13. How will you relax?

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14. Which good habits will you begin the year with?

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15. What hobbies will you pursue?

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16. Are there any habits you want to break?

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17. Do you plan to make any major purchases?

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18. What would be your desired income for this year?

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# 2020

## BUSINESS PLAN

“ You were born to win,  
but to be a winner, you must plan to win,  
prepare to win and expect  
to win. ”

—— ZIG ZIGLAR ——





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# VISUALIZE

Use this space below if you prefer to draw or mind map your vision

## THIS YEAR



## 5 YEARS



## What is your **BIG MISSION** this year in your business?

A Mission Statement is a short sentence or paragraph used by a business to explain, in simple and concise terms, its purpose for being. Here are some examples:

**Nike:** "To bring inspiration and innovation to every athlete in the world."

**Starbucks:** "To inspire and nurture the human spirit – one person, one cup and one neighbourhood at a time."

**Amazon:** "To be the most customer-centric company in the world, where people can find and discover anything they want to buy online."

**Make sure you use the most inspiring and motivating words in your mission**

“To succeed in your mission, you must have a single-minded devotion to your goals.”

## What are your **BIG GOALS** for 2020?

A goal is a desired result or possible outcome that a person or a system envisions, plans and commits to achieve.

What are the main things you want to achieve in your business this year? Make sure your goals are specific, measurable and realistic.

“ Your culture is your brand.” Tony Hsieh CEO Zappos

Now bring your **BRAND & BUSINESS** to life...

Your brand is more than a name, symbol or logo, it is your commitment and promise to your customer.

Your brand is either your defined personality as a personal brand or your product or service, it's what separates your business from your competition.

Your brand is created and influenced by your vision and everything you stand for including, people, visuals, culture, style, perception, words, message, style, PR, opinions and social media.

Branding is important because it communicates everything you want to say about your product to you prospects and customers. A strong brand encourages loyalty and ultimately creates a strong customer base and helps increase your sales by doing the following;

- Demonstrating that you are professional and committed to delivering what you promise
- Making your business easily recognisable • Creating a clear distinction from your competition
  - Making your business memorable • Creating an emotional attachment to you audience
  - Helping to create trust • Helping to build loyalty and repeat custom
- Creating a valuable asset which will be financially beneficial if you ever sell your business
  - Creating a competitive advantage

To do all of the above, you are going to have to find a way to get into the hearts and minds of your customers so that they are ultimately going to buy and continue to buy you products or services. Whether you are a new business or an existing one you need to have a clear picture of what your brand is or what you want it to be. You need to know where it fits into the market, who your target audience are and how you want your business to develop in the future. To do this you are going to need a deep understanding of your business and the people who are going to be most interested in your products.

Describe your product or service in one sentence

What problem is your business trying to address?

How is your product going to solve this problem?

“ If people like you, they will listen to you; if they trust you, they'll do business with you.” Zigziglar

What prompts your customers to buy your product or service?

What factors help your customers choose what business to buy from?

Why did you originally start your business or why are you starting it?

How did your original business idea come about?

What changes are you looking to make in peoples lives? What impact and influence do you want to have?

What are you hoping to achieve?

“ The keys to brand success are self definition, transparency, authenticity and accountability. ” Simon Mainwaring

What are the core values in your business?

Who are you going to employ, if so who (qualifications/experience) and how many?

How are you going to produce your product/service?

What do you need to produce your product/service?

Are there any insurance or legal requirements for your business?

Which are/will be your most popular products or services?

“ The strength of brand loyalty begins with how your product makes people feel. ” Jay Samit

How will your products be delivered eg., online, packaging, delivery time, post, courier?

Who are your suppliers and why did you choose them eg., value for money, quality, values?

What products or services are you thinking of introducing in the future?

Anything further?



What costs are involved in producing your product?

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Describe your pricing structure

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Product/Service				
Number of units in calculation				
Components cost				
Total product service cost				
Cost per unit				
Price per unit				
Price margin (\$/£) Price – Cost				
Price margin % (Gross profit/ Sales price) x 100				
Mark up ( %) Gross ProfitMargin/Unit Cost x 100				

How do you plan to take payments?

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How much revenue do you want to generate? Net (less expenses)

--

Calculate the sales needed to make this amount of money?  
(An approximate figure as other costs have not yet been taken into consideration)

Per year	
Per month	
Per week	
Per day	

What intellectual property rights do you have or need for your product or service?

--

What markets are you in/planning to be in ? local, national, international?

--

Unique Selling Point (USP) What differentiates you from your competitors?

--

What words would you use to describe the personality of your business?

*Examples,* value for money, expensive, up market, quality, cheap, excellent, professional, happy, innovative, eccentric, serious, loud, beautiful, relaxing, motivating, inspiring, adventurous, sincere, clinical, clean, adventurous, funny, amusing, charming, decisive, friendly, quirky, imaginative, intuitive, soulful, decisive, kind, proactive, loving, trustworthy, extrovert, introvert, vibrant, transparent, beautiful, creative, dynamic, resourceful.

If you are already in business, what are your customers saying about you now?  
How does your product or service make them feel?

What sort of things do you want your customers to be saying about your business?

What sort of things do you want the media to be saying?

How do you want to be portrayed on social media?

# YOUR COMPETITION

Who are the key players in your business and who are your main competitors

Competitor Name	Strengths	Weaknesses

“ Opportunities are like sunrises. If you wait too long, you miss them. ” William Arthur Ward

## SWOT Analysis

This is a simple exercise to help you realize your business's strengths and weaknesses. It helps you focus on your strengths, minimize threats and take advantage of the opportunities available to you.

	HELPFUL	HARMFUL
INTERNAL ORIGIN	<b>Strengths</b> eg., knowledge, skills	<b>Weaknesses</b> eg., cost, capital available, lack of knowledge
EXTERNAL ORIGIN	<b>Opportunities</b> eg., business trends, free publicity, free training, new technology, new markets	<b>Threats</b> eg., increased competitions, inflation

“ The pessimist sees difficulty in every opportunity.  
The optimist sees the opportunity in every difficulty. ” *Winston Churchill*

What can you do to overcome any weaknesses and threats?

How can you really make the most of your strengths and use them to your advantage?

How can you make the most of the opportunities available to you this year?

# 2020

## MARKETING PLAN

“ The best marketing  
doesn't feel like marketing. ”

—— TOM FISHBURNE ——

“ Everyone is not your customer. ” Seth Godwin

## Define your **TARGET AUDIENCE**

It's a big world out there and targeting everyone is not the solution. One of the most important things you need to do to create a successful business is to identify exactly who your ideal customer is and find out everything about them. Once you have this information, you will be able to find them, delight them with your content and build that trust so you can ultimately sell your products or services to them.

Who is your typical customer – consumer/business?

Where are your customers located?

Age

Gender

Income

Education

What are their occupations?

What stage are they in the family cycle?

What is their preferred lifestyle?

What are their core values?

What motivates and inspires them?

What do they do day to day?



“ Everyone is not your customer. ” Seth Godwin

What are their hopes and aspirations?

How do they have fun?

What do they do in their spare time?

What subjects are they interested in?

What are they most passionate about?

What type of books, magazines, newspapers do they read?

What movies/ TV programmes do they watch?

How do they feel when they find your product?

Are they ready to buy your product or service right away ?

Will they have any suspicions about buying your product?

“ Everyone is not your customer. ” Seth Godwin

Will they need more convincing?

What do they need to do or say to convince them?

How do they feel when they receive your product?

Is there anything else about your audience that is important?

What social media platforms do they hang out on?

Which social media accounts do they follow?

What sort of content do they like?

Anything further?

## How will you **SELL YOUR PRODUCT/SERVICES**

What methods are you going to use to get your products and services out there into the marketplace?  
Examples include, your own website, actual shop, Facebook shop, video marketing, email marketing ,  
webinars, wholesalers, retailers, social media, crowd funding, other websites  
(Ebay/ Etsy/ Amazon/ Udemy etc.)

How will you communicate with your customers? Eg., Social Media, Email, Webinars, Video Marketing, Podcast, Blog

Are you happy with your website? If not, what do you think needs to be improved?

Is it designed and optimised for mobile?

Do you have a method to collect emails, pop-ups or other?

Do you need to create a new website? If yes, what does your website need to achieve?

Who will build it? You or a web designer

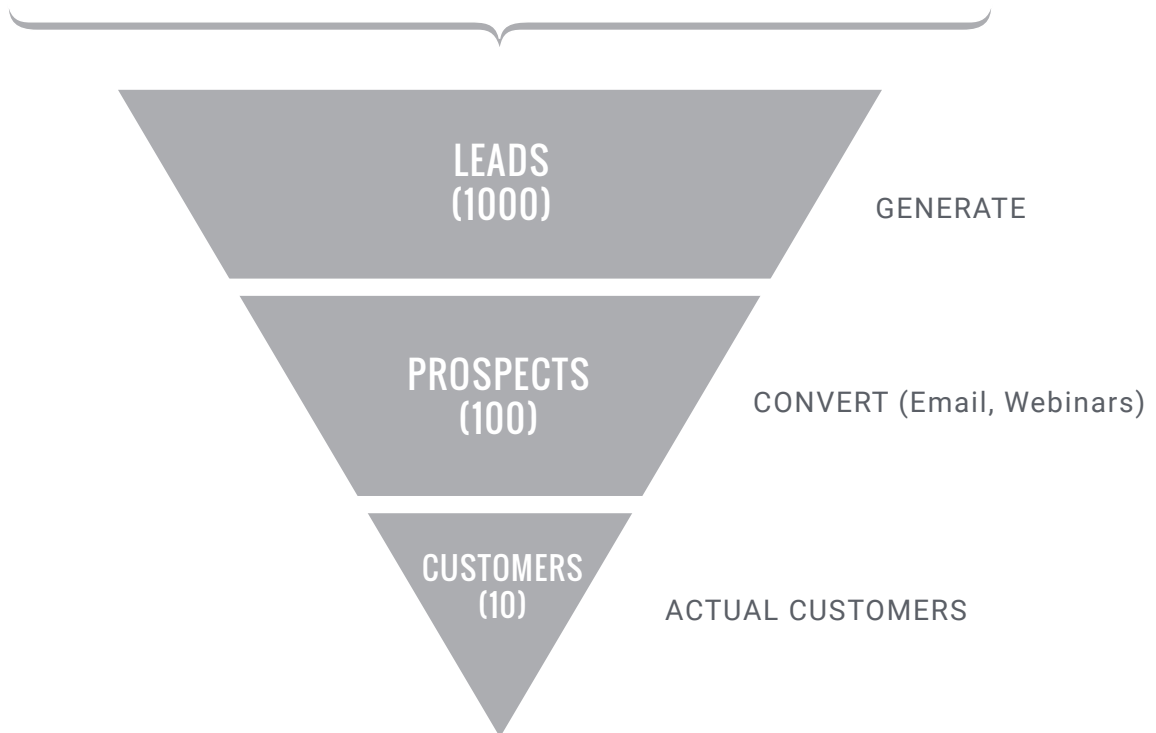
If you, what will you use? Wordpress or other, Weebly, Wix, Squarespace, Click Funnels?

### SALES FUNNEL

One of the most effective ways to get people to your website is through a **sales funnel** – a marketing system that leads someone through a systematic process with the goal of purchasing your product or service. The process is to:

1. Define your ideal customer
2. Find them through advertising
3. Turn them into a lead by capturing their email address through a perceived high value offer
4. Turn them into a prospect by building a relationship through email
5. Turn them into a customer through email
6. They become a repeat customer buying over and over again

LANDING PAGES    EBOOKS    ADVERTISING    VIDEO (inc live video)  
BLOG    WEBSITE    SOCIAL MEDIA    WEBINARS    PR



## How will you **SELL YOUR PRODUCT/SERVICES**

One of your main marketing goals for every piece of promotion should be point everything to your sales funnel and capture leads.

### **EMAIL MARKETING**

Email Marketing is still the most effective digital marketing channel and helps build customer loyalty, trust in your product, company or brand.

Finding your ideal customer, capturing their email and then building a relationship through email has to be one of your most important marketing strategies.

What is the main objective of your email campaign?

Eg., to sell products, build trust/relationship with subscribers, drive traffic to your blog/website, to promote your videos.

How many email subscribers would you like by the end of the year ?

Email lists help you build relationships and trust. Once you build your list you have a solid foundation to introduce products as and when you wish.

### **HOW ARE YOU GOING TO BUILD YOUR EMAIL LIST**

The Most effective method of building a list is to get people to subscribe voluntarily by offering them something of great value. Eg., a free ebook, free mini course, webinars, special money off coupon, competition, cheat sheets. To do this you need to:

1. Create your high value free offer
2. Create a landing page where people can subscribe to your email
3. Sign up to an email provider
4. Create your emails

How will you get people to sign up to your email list? What is your high value offer?

Eg., discount voucher, ebook, mini course, video course.

What and how many campaigns will you run?  
This will depend on your number of products/services you are selling.

What will you use to create your landing page?  
Leadpages, Wordpress, Unbound, Launchrocket, Click Funnels, Squarespace, Mailchimp

How will you use email to build that valuable relationship with your prospects?

How will you build trust to convert these prospects into customers?  
This could be by sending a series of emails leading up to a launch or sending a mini course or a video series or sending out regular emails with valuable information that your target audience would want to know.

How often do you plan to send emails to your list? Weekly/Monthly?  
Which Email service provide will you use? Mailchimp ( FREE for up to 2,000 subscribers) Convertkit, Aweber.

## WEBINARS

What is your objective for holding webinars?

Eg., Feed your sales funnel, sell product, generate leads, launch a new product, build email list, drive traffic to landing page, build trust and relationship with prospects.

How many webinars do you plan to have?

How will you publicise your webinars?

Eg., advertising (Facebook, Instagram, Twitter), email marketing, posting on Social Media, Facebook Live.

Do you need to purchase webinar software?

“ It’s all about your audience. ”

## SOCIAL MEDIA MARKETING PLAN

What are your main Social Media Goals?

Eg., increase traffic to website, build an email list, customer retention,  
generate leads, promote webinars, build brand awareness, introduce new people to products,  
build trust, loyalty and relationships.

Which social media platforms would you like to focus on?  
Where can you most easily find the people that you want to reach?

What are your main Social Media objectives?  
Be specific, eg., to increase the number of leads generated from Instagram by 'X' per week



“ It’s all about your audience. ”

What are your top 3 competitors doing on social media?  
Where are they can you see what is working and what is not?

COMPETITOR NAME	SOCIAL NETWORK	WHAT’S WORKING

How many people would you like to reach this year?  
Remember you can be present on all social media but be realistic about where you will focus  
your efforts on building an audience and don’t spread yourself too thin.

Social Media Platform	Current no. of followers	Increase for the year (forecast)	Increase for the month (forecast)	Increase for the day (forecast)
Facebook				
Twitter				
LinkedIn				
Instagram				
Pinterest				
YouTube				
Snapchat				
Periscope				

What is your Social Media Strategy? How will you achieve your objectives?  
Eg., using social media to build an email list by offering something free or valuable to your audience.  
Creating a Facebook/LinkedIn group to promote yourself as a thought leader.  
Running a Facebook/Twitter Ad campaign

“ It’s all about your audience. ”

How often do you intend to post on social media? What subjects are your audience going to want to hear about?

Are you going to do your social media marketing in house or outsource?

What app’s will you use to save time with social media? Eg., Hootsuite, Buffer...

How much time do you intend spending on positive engagement on social media? (This is time spent that is actually going to benefit your business and needs to be scheduled)

“ Marketing is telling the world you’re a rock star. Content marketing is showing the world you are one. ”  
*Robert Rose*

### YOUR CONTENT

What sort of content do you plan to create and distribute to your target audience?  
Blog, videos, podcast, infographics, curated content, live video, tips, inspirational quotes, contests, special offers.

“ Blog with passion, passion spreads...” Scott Stratten

## BLOGGING

What are your main blogging goals ?

Eg., increase website traffic, to build authority, promote yourself as thought leader,  
to be noticed by media, to build a community, improve SEO

How often do you need to blog?

What subjects will you blog about? What do your audience want to know?

What blogs would you like to be featured in your niche?

How are you going to promote your blog? Eg., email, posting on social media, blog promotion sites, social sharing buttons,  
linkedin articles, reddit, stumbleupon, networking with blogging community.

How will you collect leads from your blog?

“ The beauty of developing a video marketing plan is that you are making it easier for the viewer to be exposed to the information you are trying to communicate.” *Chris Sandoval*

## VIDEO MARKETING

Are you going to use video marketing to promote your business? If so, what is your main objective for using it? Eg., increase brand awareness, education, lead generation, increase engagement, increase email opening rates, build relationships.

How do you plan to create videos?

What will your video's be about? (what are your audience looking for? What do they need to know?)  
You can search for topics on Googles Keyword Planner.

How will you create your videos? Yourself or production company?

Where will you film and what equipment will you need?  
Remember very effective videos can be made with an iPhone /smartphone and good natural light.  
There are also apps available like Animoto.

## PODCASTING

Podcasts entertain, educate, inform and inspire.  
Podcasting can help you build your audience, build influence, trust, relationships and ultimately help you to sell your products and services.

Are you going to create a Podcast? If so, what is your main objective for creating a Podcast?

What subjects will you Podcast about ?  
Now you know who your target audience are and what they are passionate and interested in you will be able to plan your content around these factors. 'It's all about your audience'

How often will you Podcast?

Will you do a one man show, co-host, or will you interview other influencers? If so, who?

Do you plan to get sponsors for your Podcast ? If so, who do you plan to ask for sponsorship?

“ If I was down to the last dollar of my marketing budget I'd spend it on PR! ” *Bill Gates*

## PR PLAN

What media publicity would you like? Where do you want to be seen?  
Mind Body Green, Entrepreneur, Forbes, Business Insider, Fast company, Problogger , Inc.  
These are only examples. Who are the big media players in your niche?

What magazines/newspapers would you like to be featured in?

What radio shows/podcasts would you like to be on?

Are there any speaking opportunities you will put yourself forward for? Are there opportunities to nominate yourself as a keynote speaker? Eg., conferences, trade shows, webinars

Are there any YouTubers who you would like to be interviewed by?

Who would you like to collaborate/join forces with?

## CONTESTS

Sweepstakes, Contests and Giveaways are a great way to create buzz, awareness for your product or service and help you build your email list.

Will you run any contests? If so, what will the objective be?

Eg., to launch a new product, to create a buzz and awareness around your product or to build your email?

What sort of contests will you run?

What prizes will you offer?

Prizes that are related to your product or service will attract more of the right audience than more generic prizes like iPads or amazon vouchers? Also offering everyone a prize when the contest is announced is a great way to build relationships. This could be a free report, PDF or Ebook.

Where will you promote your contest? Instagram/ Facebook/Pinterest/ Twitter...













# THE NUMBERS

YOUR FINANCE PLAN

“ You can always alter and adapt your plan,  
provided you have one. ”

—— MANOJ ARORA ——

# PERSONAL 2020 SURVIVAL BUDGET

This will give you a fair idea of the minimum amount you need to make in your business to survive

1	EXPENSES	
	Mortgage/Rent	
	Council Tax	
	Gas/Electricity/Oil	
	Water Rates	
	Health Insurance	
	Personal & Property Insurance	
	Food & Housekeeping	
	Telephone/Mobile Charges	
	Hire Charges (TV etc.)	
	Entertainment	
	Car Repayments	
	Car Tax/Insurance/Service/Maintenance	
	Credit Card/Loan Repayments	
	Tax/National Insurance	
	Children's Expenditure	
	Holiday Fund	
	Gifts/Presents	
	Celebrations/Christmas	
A	TOTAL COSTS	
2	ESTIMATED INCOME	
	Income from Family/Partner	
	Part time job	
	Benefits	
	Grant	
B	TOTAL INCOME (WITHOUT BUSINESS)	
C	DISPOSABLE INCOME = B LESS A	



## 2020 BALANCE SHEET FORECAST

	On start date	On end date
<b>EXPENSES</b>		
Cash in bank		
Accounts receivable		
Inventory		
Prepaid expenses		
Deposits		
Other current assetts		
<b>TOTAL CURRENT ASSETS</b>		
<b>FIXED ASSETS</b>		
Machinery & Equipment		
Furniture & Fixtures		
Leaseholder improvements		
Land & Buildings		
Other fixed assets		
<b>TOTAL FIXED ASSETS (net of depreciation)</b>		
<b>OTHER ASSETS</b>		
Intangibles intellectual property, patents, trademarks, copyright		
Other		
<b>TOTAL OTHER ASSETS</b>		
<b>TOTAL ASSETS</b>		
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable		
Interest payable		
Tax payable		
Loans payable		
Payable to stockholders		
Owners equity		
<b>TOTAL LIABILITIES</b>		



# 2020

## JANUARY

MON		6	13	20	27	
TUE		7	14	21	28	
WED	1	8	15	22	29	
THU	2	9	16	23	30	
FRI	3	10	17	24	31	
SAT	4	11	18	25		
SUN	5	12	19	26		

## FEBRUARY

MON		3	10	17	24	
TUE		4	11	18	25	
WED		5	12	19	26	
THU		6	13	20	27	
FRI		7	14	21	28	
SAT	1	8	15	22	29	
SUN	2	9	16	23		

## MARCH

MON		2	9	16	23	30
TUE		3	10	17	24	31
WED		4	11	18	25	
THU		5	12	19	26	
FRI		6	13	20	27	
SAT		7	14	21	28	
SUN	1	8	15	22	29	

## APRIL

MON		6	13	20	27	
TUE		7	14	21	28	
WED	1	8	15	22	29	
THU	2	9	16	23	30	
FRI	3	10	17	24		
SAT	4	11	18	25		
SUN	5	12	19	26		

## MAY

MON		4	11	18	25	
TUE		5	12	19	26	
WED		6	13	20	27	
THU		7	14	21	28	
FRI	1	8	15	22	29	
SAT	2	9	16	23	30	
SUN	3	10	17	24	31	

## JUNE

MON	1	8	15	22	29	
TUE	2	9	16	23	30	
WED	3	10	17	24		
THU	4	11	18	25		
FRI	5	12	19	26		
SAT	6	13	20	27		
SUN	7	14	21	28		

## JULY

MON		6	13	20	27	
TUE		7	14	21	28	
WED	1	8	15	22	29	
THU	2	9	16	23	30	
FRI	3	10	17	24	31	
SAT	4	11	18	25		
SUN	5	12	19	26		

## AUGUST

MON		3	10	17	24	31
TUE		4	11	18	25	
WED		5	12	19	26	
THU		6	13	20	27	
FRI		7	14	21	28	
SAT	1	8	15	22	29	
SUN	2	9	16	23	30	

## SEPTEMBER

MON		7	14	21	28	
TUE	1	8	15	22	29	
WED	2	9	16	23	30	
THU	3	10	17	24		
FRI	4	11	18	25		
SAT	5	12	19	26		
SUN	6	13	20	27		

## OCTOBER

MON		5	12	19	26	
TUE		6	13	20	27	
WED		7	14	21	28	
THU	1	8	15	22	29	
FRI	2	9	16	23	30	
SAT	3	10	17	24	31	
SUN	4	11	18	25		

## NOVEMBER

MON		2	9	16	23	30
TUE		3	10	17	24	
WED		4	11	18	25	
THU		5	12	19	26	
FRI		6	13	20	27	
SAT		7	14	21	28	
SUN	1	8	15	22	29	

## DECEMBER

MON		7	14	21	28	
TUE	1	8	15	22	29	
WED	2	9	16	23	30	
THU	3	10	17	24	31	
FRI	4	11	18	25		
SAT	5	12	19	26		
SUN	6	13	20	27		

# JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30



















# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm





# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?

With every new follower you are introducing your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these goals? Eg., reading, research, time, training, outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing. What are you thankful for?

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# WEEKLY REVIEW

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_____	_____
_____	_____
_____	_____
_____	_____

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# WEEKLY REVIEW

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# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

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Actual

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# WEEKLY REVIEW

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# 27 JANUARY – 02 FEBRUARY

NOTES

TO BUY/EXPENSES

29 WEDNESDAY

30 THURSDAY

31 FRIDAY

01 SATURDAY

Goals

Goals

Goals

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins  
Meditation

 Exercise

Glasses of Water




02 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins  
Meditation

 Exercise

Glasses of Water



1 .....  
2 .....  
3 .....

1 .....  
2 .....  
3 .....

1 .....  
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7.00am \_\_\_\_\_

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 No of mins  
Meditation

 Exercise

Glasses of Water



 No of mins  
Meditation

 Exercise

Glasses of Water



 No of mins  
Meditation

 Exercise

Glasses of Water



# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?  
With every new follower you are introducing  
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Pinterest

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goals? Eg., reading, research, time, training,  
outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

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<hr/>	<hr/>

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# JANUARY **PROFIT & LOSS STATEMENT**

This summarises your revenues, costs and expenses incurred during this month.  
It shows the ability of your business to generate profit by increasing revenue and reducing costs.

Sales/Revenue	Forecast	Actual
SALES REVENUE		
COST OF GOODS SOLD		
GROSS PROFIT		
OPERATING EXPENSES		
TOTAL EXPENSES		
NET PROFIT BEFORE TAXES		
Income Taxes		
NET PROFIT AFTER TAXES		
Owner drawings or dividend		

# JANUARY CASHFLOW

The Cash Flow spreadsheet shows how money will come in and go out of your business at a certain time. It records what is actually received and paid. This will indicate when your expenses are too high and help you determine if you should arrange short term investments to deal with cash flow surpluses.

It will also highlight how much capital investment your business needs.

Opening Bank & Cash Balance	
Bank Account	
Cash	
CASH RECEIPTS	
Cash Sales	
Loan/other cash injection	
Other	
TOTAL CASH RECEIPTS	
TOTAL CASH AVAILABLE (before cash out)	
CASH PAID OUT	
SUBTOTAL	
Loan Payment	
Capital Purchase	
Other Startup Costs	
TOTAL CASH PAID OUT	
CASH POSITION	

# FEBRUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

# FEBRUARY

FRIDAY	SATURDAY	SUNDAY	NOTES
	1	2	
7	8	9	
14	15	16	
21	22	23	
28	29		





# FEBRUARY **PROJECT PLANNER**

1. Write a title for each project and list everything you need to do under that title.
2. Prioritise each task/action with a number (P)
3. Write approximately how long it will take (T)
4. Write who is going to do M (Me) D ( Delegate) O (Outsource) A (Automate)

PROJECT TITLE/ACTION	P	T	D/O/A







# 03 FEBRUARY – 09 FEBRUARY

NOTES

TO BUY/EXPENSES

05 WEDNESDAY

06 THURSDAY

07 FRIDAY

08 SATURDAY

Goals

Goals

Goals

1 .....  
2 .....  
3 .....

1 .....  
2 .....  
3 .....

1 .....  
2 .....  
3 .....

AM \_\_\_\_\_

PM \_\_\_\_\_

7.00am \_\_\_\_\_

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7.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

09 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# WEEKLY REVIEW

REVIEW · REFLECT · IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?  
With every new follower you are introducing  
your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these  
goals? Eg., reading, research, time, training,  
outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing.  
What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 10 FEBRUARY – 16 FEBRUARY

“We do not need magic to transform our world. We carry all of the power we need inside ourselves already..”

*JK Rowling*

## TO WATCH/READ/NOTES/IDEAS

## REGULAR ACTION

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

	<input type="checkbox"/>
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10 MONDAY	11 TUESDAY
<b>Goals</b>	<b>Goals</b>
1 .....	1 .....
2 .....	2 .....
3 .....	3 .....
7.00am _____	7.00am _____
8.00am _____	8.00am _____
9.00am _____	9.00am _____
10.00am _____	10.00am _____
11.00am _____	11.00am _____
12.00pm _____	12.00pm _____
1.00pm _____	1.00pm _____
2.00pm _____	2.00pm _____
3.00pm _____	3.00pm _____
4.00pm _____	4.00pm _____
5.00pm _____	5.00pm _____
6.00pm _____	6.00pm _____
7.00pm _____	7.00pm _____
8.00pm _____	8.00pm _____

No of mins Meditation

Exercise

Glasses of Water

No of mins Meditation

Exercise

Glasses of Water



# 10 FEBRUARY – 16 FEBRUARY

NOTES

TO BUY/EXPENSES

## 12 WEDNESDAY

Goals

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water    

 Exercise    

## 13 THURSDAY

Goals

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water    

 Exercise    

## 14 FRIDAY

Goals

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

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4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_


 No of mins Meditation  Glasses of Water    

 Exercise    

## 15 SATURDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation  Glasses of Water    

 Exercise    

## 16 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation  Glasses of Water    

 Exercise    

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REVIEW • REFLECT • IMPROVE

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Actual

How many new email subscribers?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 17 FEBRUARY – 23 FEBRUARY

“If you are aiming at the top, consistency is the name of the game.”  
*Olawale Daniel*

TO WATCH/READ/NOTES/IDEAS

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REGULAR ACTION

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

GOALS/PROJECTS/ACTIONS/CALLS

	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

17 MONDAY	18 TUESDAY
Goals	Goals
1 .....	1 .....
2 .....	2 .....
3 .....	3 .....

7.00am _____	7.00am _____
8.00am _____	8.00am _____
9.00am _____	9.00am _____
10.00am _____	10.00am _____
11.00am _____	11.00am _____
12.00pm _____	12.00pm _____
1.00pm _____	1.00pm _____
2.00pm _____	2.00pm _____
3.00pm _____	3.00pm _____
4.00pm _____	4.00pm _____
5.00pm _____	5.00pm _____
6.00pm _____	6.00pm _____
7.00pm _____	7.00pm _____
8.00pm _____	8.00pm _____

No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	  		No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	  
Exercise	<input type="text"/>		<input type="text"/>	  		Exercise	<input type="text"/>		<input type="text"/>	  

# 17 FEBRUARY – 23 FEBRUARY

NOTES

TO BUY/EXPENSES

19 WEDNESDAY

Goals

- 1 .....
- 2 .....
- 3 .....

20 THURSDAY

Goals

- 1 .....
- 2 .....
- 3 .....

21 FRIDAY


Goals

- 1 .....
- 2 .....
- 3 .....

22 SATURDAY

AM \_\_\_\_\_


PM \_\_\_\_\_

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

23 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

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7.00am \_\_\_\_\_

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9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

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8.00pm \_\_\_\_\_

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	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

	No of mins Meditation	<input type="text"/>	Glasses of Water	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Exercise	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?

With every new follower you are introducing your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these goals? Eg., reading, research, time, training, outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing. What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 24 FEBRUARY – 01 MARCH

“The secret to living the life of your dreams is to start living the life of your dreams today, in every little way you possibly can.”

*Mike Dooley*

## TO WATCH/READ/NOTES/IDEAS

## REGULAR ACTION

	<input type="checkbox"/>
	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

24 MONDAY	25 TUESDAY
Goals	Goals
1 .....	1 .....
2 .....	2 .....
3 .....	3 .....
7.00am _____	7.00am _____
.....	.....
8.00am _____	8.00am _____
.....	.....
9.00am _____	9.00am _____
.....	.....
10.00am _____	10.00am _____
.....	.....
11.00am _____	11.00am _____
.....	.....
12.00pm _____	12.00pm _____
.....	.....
1.00pm _____	1.00pm _____
.....	.....
2.00pm _____	2.00pm _____
.....	.....
3.00pm _____	3.00pm _____
.....	.....
4.00pm _____	4.00pm _____
.....	.....
5.00pm _____	5.00pm _____
.....	.....
6.00pm _____	6.00pm _____
.....	.....
7.00pm _____	7.00pm _____
.....	.....
8.00pm _____	8.00pm _____
.....	.....
 No of mins Meditation <input type="checkbox"/>  Exercise <input type="checkbox"/>	 No of mins Meditation <input type="checkbox"/>  Exercise <input type="checkbox"/>
Glasses of Water <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>
  	  
  	  



# 24 FEBRUARY – 01 MARCH

NOTES

TO BUY/EXPENSES

## 26 WEDNESDAY

Goals

- 1 .....
- 2 .....
- 3 .....

- 7.00am \_\_\_\_\_
- 8.00am \_\_\_\_\_
- 9.00am \_\_\_\_\_
- 10.00am \_\_\_\_\_
- 11.00am \_\_\_\_\_
- 12.00pm \_\_\_\_\_
- 1.00pm \_\_\_\_\_
- 2.00pm \_\_\_\_\_
- 3.00pm \_\_\_\_\_
- 4.00pm \_\_\_\_\_
- 5.00pm \_\_\_\_\_
- 6.00pm \_\_\_\_\_
- 7.00pm \_\_\_\_\_
- 8.00pm \_\_\_\_\_

 No of mins Meditation 
 Exercise

Glasses of Water
 



## 27 THURSDAY

Goals

- 1 .....
- 2 .....
- 3 .....

- 7.00am \_\_\_\_\_
- 8.00am \_\_\_\_\_
- 9.00am \_\_\_\_\_
- 10.00am \_\_\_\_\_
- 11.00am \_\_\_\_\_
- 12.00pm \_\_\_\_\_
- 1.00pm \_\_\_\_\_
- 2.00pm \_\_\_\_\_
- 3.00pm \_\_\_\_\_
- 4.00pm \_\_\_\_\_
- 5.00pm \_\_\_\_\_
- 6.00pm \_\_\_\_\_
- 7.00pm \_\_\_\_\_
- 8.00pm \_\_\_\_\_

 No of mins Meditation 
 Exercise

Glasses of Water
 



## 28 FRIDAY

Goals

- 1 .....
- 2 .....
- 3 .....

- 7.00am \_\_\_\_\_
- 8.00am \_\_\_\_\_
- 9.00am \_\_\_\_\_
- 10.00am \_\_\_\_\_
- 11.00am \_\_\_\_\_
- 12.00pm \_\_\_\_\_
- 1.00pm \_\_\_\_\_
- 2.00pm \_\_\_\_\_
- 3.00pm \_\_\_\_\_
- 4.00pm \_\_\_\_\_
- 5.00pm \_\_\_\_\_
- 6.00pm \_\_\_\_\_
- 7.00pm \_\_\_\_\_
- 8.00pm \_\_\_\_\_

 No of mins Meditation 
 Exercise

Glasses of Water
 



## 29 SATURDAY

- AM \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- PM \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

 No of mins Meditation 
 Exercise

Glasses of Water
 



## 01 SUNDAY

- AM \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- PM \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

 No of mins Meditation 
 Exercise

Glasses of Water
 



# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?  
With every new follower you are introducing  
your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these  
goals? Eg., reading, research, time, training,  
outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing.  
What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# FEBRUARY **PROFIT & LOSS STATEMENT**

This summarises your revenues, costs and expenses incurred during this month.  
It shows the ability of your business to generate profit by increasing revenue and reducing costs.

Sales/Revenue	Forecast	Actual
SALES REVENUE		
COST OF GOODS SOLD		
GROSS PROFIT		
OPERATING EXPENSES		
TOTAL EXPENSES		
NET PROFIT BEFORE TAXES		
Income Taxes		
NET PROFIT AFTER TAXES		
Owner drawings or dividend		

## FEBRUARY **CASHFLOW**

The Cash Flow spreadsheet shows how money will come in and go out of your business at a certain time. It records what is actually received and paid. This will indicate when your expenses are too high and help you determine if you should arrange short term investments to deal with cash flow surpluses.

It will also highlights how much capital investment your business needs.

Opening Bank & Cash Balance	
Bank Account	
Cash	
<b>CASH RECEIPTS</b>	
Cash Sales	
Loan/other cash injection	
Other	
<b>TOTAL CASH RECEIPTS</b>	
<b>TOTAL CASH AVAILABLE (before cash out)</b>	
<b>CASH PAID OUT</b>	
<b>SUBTOTAL</b>	
Loan Payment	
Capital Purchase	
Other Startup Costs	
<b>TOTAL CASH PAID OUT</b>	
<b>CASH POSITION</b>	

# MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

# MARCH

FRIDAY	SATURDAY	SUNDAY	NOTES
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	





# MARCH **PROJECT PLANNER**

1. Write a title for each project and list everything you need to do under that title.
2. Prioritise each task/action with a number (P)
3. Write approximately how long it will take (T)
4. Write who is going to do M (Me) D ( Delegate) O (Outsource) A (Automate)

PROJECT TITLE/ACTION	P	T	D/O/A





# 02 MARCH – 08 MARCH

“There is a powerful driving force inside every human being that, once unleashed, can make any vision, dream, or desire a reality.”

*Anthony Robbins*

## TO WATCH/READ/NOTES/IDEAS

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## REGULAR ACTION

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<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

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<hr/>	<input type="checkbox"/>
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<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>

## 02 MONDAY

## 03 TUESDAY

Goals

Goals

1	.....
2	.....
3	.....

1	.....
2	.....
3	.....

7.00am	<hr/>
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9.00am	<hr/>
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10.00am	<hr/>
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11.00am	<hr/>
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12.00pm	<hr/>
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7.00pm	<hr/>
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8.00pm	<hr/>
	.....



No of mins  
Meditation

Glasses of Water

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise



No of mins  
Meditation

Glasses of Water

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise

# 02 MARCH – 08 MARCH

NOTES

TO BUY/EXPENSES

## 04 WEDNESDAY

Goals

- 1 .....
- 2 .....
- 3 .....

- 7.00am \_\_\_\_\_
- 8.00am \_\_\_\_\_
- 9.00am \_\_\_\_\_
- 10.00am \_\_\_\_\_
- 11.00am \_\_\_\_\_
- 12.00pm \_\_\_\_\_
- 1.00pm \_\_\_\_\_
- 2.00pm \_\_\_\_\_
- 3.00pm \_\_\_\_\_
- 4.00pm \_\_\_\_\_
- 5.00pm \_\_\_\_\_
- 6.00pm \_\_\_\_\_
- 7.00pm \_\_\_\_\_
- 8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 05 THURSDAY

Goals

- 1 .....
- 2 .....
- 3 .....

- 7.00am \_\_\_\_\_
- 8.00am \_\_\_\_\_
- 9.00am \_\_\_\_\_
- 10.00am \_\_\_\_\_
- 11.00am \_\_\_\_\_
- 12.00pm \_\_\_\_\_
- 1.00pm \_\_\_\_\_
- 2.00pm \_\_\_\_\_
- 3.00pm \_\_\_\_\_
- 4.00pm \_\_\_\_\_
- 5.00pm \_\_\_\_\_
- 6.00pm \_\_\_\_\_
- 7.00pm \_\_\_\_\_
- 8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 06 FRIDAY

Goals

- 1 .....
- 2 .....
- 3 .....

- 7.00am \_\_\_\_\_
- 8.00am \_\_\_\_\_
- 9.00am \_\_\_\_\_
- 10.00am \_\_\_\_\_
- 11.00am \_\_\_\_\_
- 12.00pm \_\_\_\_\_
- 1.00pm \_\_\_\_\_
- 2.00pm \_\_\_\_\_
- 3.00pm \_\_\_\_\_
- 4.00pm \_\_\_\_\_
- 5.00pm \_\_\_\_\_
- 6.00pm \_\_\_\_\_
- 7.00pm \_\_\_\_\_
- 8.00pm \_\_\_\_\_


 No of mins Meditation  Glasses of Water


 Exercise

## 07 SATURDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 08 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?

With every new follower you are introducing your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these goals? Eg., reading, research, time, training, outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing. What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 09 MARCH – 15 MARCH

"If you are aiming at the top, consistency is the name of the game."  
*Olawale Daniel*

## TO WATCH/READ/NOTES/IDEAS

## REGULAR ACTION

	<input type="checkbox"/>
	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

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	<input type="checkbox"/>
	<input type="checkbox"/>

## 09 MONDAY

## 10 TUESDAY

Goals	Goals
1 .....	1 .....
2 .....	2 .....
3 .....	3 .....
7.00am _____	7.00am _____
8.00am _____	8.00am _____
9.00am _____	9.00am _____
10.00am _____	10.00am _____
11.00am _____	11.00am _____
12.00pm _____	12.00pm _____
1.00pm _____	1.00pm _____
2.00pm _____	2.00pm _____
3.00pm _____	3.00pm _____
4.00pm _____	4.00pm _____
5.00pm _____	5.00pm _____
6.00pm _____	6.00pm _____
7.00pm _____	7.00pm _____
8.00pm _____	8.00pm _____

 No of mins Meditation 
 Glasses of Water

 Exercise 


 No of mins Meditation 
 Glasses of Water

 Exercise 




# 09 MARCH – 15 MARCH

NOTES

TO BUY/EXPENSES

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## 11 WEDNESDAY

## 12 THURSDAY

## 13 FRIDAY

## 14 SATURDAY

Goals

1 .....

2 .....

3 .....

Goals

1 .....

2 .....

3 .....

Goals

1 .....

2 .....

3 .....

AM \_\_\_\_\_

7.00am \_\_\_\_\_

7.00am \_\_\_\_\_

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

8.00am \_\_\_\_\_

8.00am \_\_\_\_\_

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11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

12.00pm \_\_\_\_\_

12.00pm \_\_\_\_\_

PM \_\_\_\_\_

1.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

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8.00pm \_\_\_\_\_

## 15 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation

 Exercise

Glasses of Water

 No of mins Meditation

 Exercise

Glasses of Water

 No of mins Meditation

 Exercise

Glasses of Water

 No of mins Meditation

 Exercise

Glasses of Water

# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?

With every new follower you are introducing your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these goals? Eg., reading, research, time, training, outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing. What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 16 MARCH – 22 MARCH

"Take the first step in faith.  
 You don't have to see the whole staircase,  
 just take the first step."  
*Martin Luther King Jr.*

## REGULAR ACTION

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
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_____	<input type="checkbox"/>

## TO WATCH/READ/NOTES/IDEAS

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16 MONDAY	17 TUESDAY
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Goals	Goals
1 .....	1 .....
2 .....	2 .....
3 .....	3 .....
7.00am _____	7.00am _____
8.00am _____	8.00am _____
9.00am _____	9.00am _____
10.00am _____	10.00am _____
11.00am _____	11.00am _____
12.00pm _____	12.00pm _____
1.00pm _____	1.00pm _____
2.00pm _____	2.00pm _____
3.00pm _____	3.00pm _____
4.00pm _____	4.00pm _____
5.00pm _____	5.00pm _____
6.00pm _____	6.00pm _____
7.00pm _____	7.00pm _____
8.00pm _____	8.00pm _____

 No of mins Meditation <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>
 Exercise <input type="checkbox"/>	<input type="checkbox"/>

 No of mins Meditation <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>
 Exercise <input type="checkbox"/>	<input type="checkbox"/>

# 16 MARCH – 22 MARCH

NOTES

TO BUY/EXPENSES

18 WEDNESDAY
Goals
1 .....
2 .....
3 .....

19 THURSDAY
Goals
1 .....
2 .....
3 .....

20 FRIDAY
Goals
1 .....
2 .....
3 .....

21 SATURDAY
AM _____
PM _____

7.00am _____
8.00am _____
9.00am _____
10.00am _____
11.00am _____
12.00pm _____
1.00pm _____
2.00pm _____
3.00pm _____
4.00pm _____
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3.00pm _____
4.00pm _____
5.00pm _____
6.00pm _____
7.00pm _____
8.00pm _____

No of mins Meditation <input type="checkbox"/>	Exercise <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>

No of mins Meditation <input type="checkbox"/>	Exercise <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>

No of mins Meditation <input type="checkbox"/>	Exercise <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>

No of mins Meditation <input type="checkbox"/>	Exercise <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>

22 SUNDAY
AM _____
PM _____

No of mins Meditation <input type="checkbox"/>	Exercise <input type="checkbox"/>	Glasses of Water <input type="checkbox"/>

# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

How was your social media growth?

With every new follower you are introducing your product to a new person

Facebook

YouTube

Twitter

Google+

LinkedIn

Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these goals? Eg., reading, research, time, training, outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing. What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.


Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 23 MARCH – 29 MARCH

“If you go to work on your goals, your goals will go to work on you. If you go to work on your plan, your plan will go to work on you. Whatever good things we build end up building us.”

*Jim Rohn*

## REGULAR ACTION

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>

## TO WATCH/READ/NOTES/IDEAS

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### 23 MONDAY

### 24 TUESDAY

Goals

Goals

- 1 .....
- 2 .....
- 3 .....

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_



No of mins  
Meditation

Glasses of Water



Exercise



No of mins  
Meditation

Glasses of Water



Exercise



# 23 MARCH – 29 MARCH

NOTES

TO BUY/EXPENSES

## 25 WEDNESDAY

Goals

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 26 THURSDAY

Goals

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 27 FRIDAY

Goals

- 1 .....
- 2 .....
- 3 .....

7.00am \_\_\_\_\_

8.00am \_\_\_\_\_

9.00am \_\_\_\_\_

10.00am \_\_\_\_\_

11.00am \_\_\_\_\_

12.00pm \_\_\_\_\_

1.00pm \_\_\_\_\_

2.00pm \_\_\_\_\_

3.00pm \_\_\_\_\_

4.00pm \_\_\_\_\_

5.00pm \_\_\_\_\_

6.00pm \_\_\_\_\_

7.00pm \_\_\_\_\_

8.00pm \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 28 SATURDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

## 29 SUNDAY

AM \_\_\_\_\_

PM \_\_\_\_\_

 No of mins Meditation  Glasses of Water

 Exercise

# WEEKLY REVIEW

REVIEW • REFLECT • IMPROVE

How many sales did you make?

Forecast

Actual

How many new email subscribers?

Forecast

Actual

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Snapchat

Instagram

Tumblr

Pinterest

Periscope

What goals didn't you achieve?

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What do you need to do to achieve these goals? Eg., reading, research, time, training, outsourcing

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Your achievements (big & small)

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What worked?

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What didn't?

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Gratitude journal

Gratitude is your open door to abundance and blessing. What are you thankful for?

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# WEEKLY REVIEW

## IDEA AND INSPIRATION VAULT

Never forget an idea again! Write it down and store it here.

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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be inspired • Doodle • Scribble • MindMap • Brainstorm

# 30 MARCH – 05 APRIL

"In every day, there are 1,440 minutes.  
That means we have 1,440 daily opportunities  
to make a positive impact."

*Les Brown*

## TO WATCH/READ/NOTES/IDEAS

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## REGULAR ACTION

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

## GOALS/PROJECTS/ACTIONS/CALLS

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
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_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

## 30 MONDAY

## 31 TUESDAY

Goals

Goals

- |         |         |
|---------|---------|
| 1 ..... | 1 ..... |
| 2 ..... | 2 ..... |
| 3 ..... | 3 ..... |

- |               |               |
|---------------|---------------|
| 7.00am _____  | 7.00am _____  |
| 8.00am _____  | 8.00am _____  |
| 9.00am _____  | 9.00am _____  |
| 10.00am _____ | 10.00am _____ |
| 11.00am _____ | 11.00am _____ |
| 12.00pm _____ | 12.00pm _____ |
| 1.00pm _____  | 1.00pm _____  |
| 2.00pm _____  | 2.00pm _____  |
| 3.00pm _____  | 3.00pm _____  |
| 4.00pm _____  | 4.00pm _____  |
| 5.00pm _____  | 5.00pm _____  |
| 6.00pm _____  | 6.00pm _____  |
| 7.00pm _____  | 7.00pm _____  |
| 8.00pm _____  | 8.00pm _____  |



No of mins Meditation

Glasses of Water

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise



No of mins Meditation

Glasses of Water

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise