PROCRASTINATOR PREVENTER

For more information on how i can help you please contact me today

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BUSINESS COACH



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The Business Owners Cheat Sheet To Getting Shit Done So You Can Start Hitting All Your Targets You Set Yourself Without Feeling Frustrated



Day:		Date:		
Time	Activity	Outcome / Notes	Daily Summary Scoring	Score 1 -
06:00			My Focus on TOP Daily priorities	
06:30			My Self Management Time Discipline	
07:00			Level of Right Activity	
07:30			Time ON Business - Marketing / Systems / Training / Growth	
08:00			Time IN Business - Doing the DO	
08:30			Best Part of Today / How I was OUTSTANDING!!!	& How I Celebrated
09:00				
09:30				
10:00				
10:30			Top Learning of Today	
11:00				
11:30				
12:00			Top Focus for Tomorrow	
12:30				
13:00				
13:30				
14:00			Top Stuck / Challenge	
14:30				
15:00				
15:30				
16:00			Daily IVVM's	
16:30			Daily 14 VIVI 3	
17:00			IAM	
17:30				
18:00			IAM	
18:30				
19:00			IAM	
19:30			1 004	
20:00			IAM	
20:30			IAM	
21:00			17 441	



	Tasks I have to do today which contributes to my quarters goals			
1				
2				
3				
4				
6				
PRIORITY FOLLOW UP CALL / EMAIL				
1				
2				
3				
4				
5				
6				
7				
	OTHER TASKS / OR TO DELEGATE			
1				
2				
3				
4				
5				
I am grateful for:				