

Monthly Planner





What is your goal for the year:

What is your revenue goal for the year?

What is your monthly revenue goal?

List the activities you feel you need to accomplish to achieve this over the next 12 months. As these are completed, check them off the list.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



Monthly Tasks:
Pick the number you feel are doable

Task	How does this help you achieve your goal? What's the projected revenue (if applicable)





From the previous list, pick the top 5 priority task. These would be the activities that must be done to keep you on the right timeline to achieve your monthly and yearly goals.

Priority 1:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 2:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 3:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 4:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 5:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Review at the end of the week and decide if these need to be moved to the following week.



Daily Plan:

Top 5 Tasks:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Other Tasks:

Possible Distractions for Completing Task:

Solutions for Distractions:

If a task was not completed, what did you learn?

How can you make things better for tomorrow?

Comments

Time (write in the time and activity)

Hour 1 _____

Hour 2 _____

Hour 3 _____

Hour 4 _____

Hour 5 _____

Hour 6 _____

Hour 7 _____

Hour 8 _____

Hour 9 _____

Hour 10 _____

Hour 11 _____

Hour 12 _____

Hour 13 _____

Hour 14 _____



Monthly Wrap-Up

Revisit your monthly and yearly list and check off what's been accomplished.

How much did you earn towards your monthly or yearly revenue goal?

Plan the next week.

