



MONTHLY ACTION PLANNER

Each month it is important to review what you have achieved and what you need to improve upon moving forward.

New goals and challenges need to be set for the month ahead with specific steps planned to take you towards achieving these.

Complete your monthly action planner for real, tangible progress month-after-month.

Monthly Review

What did I set out to achieve in my business last month?

What results did I achieve?

How committed and consistent was I in taking steps needed to achieve my goal?

100% 75% 50% 25% 0%

How can I increase my commitment and consistency next month?

What worked well and what will I build on for the future?

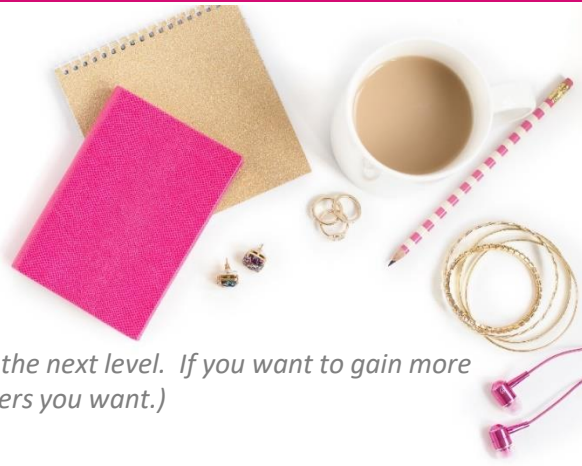
What could I have done better and what lessons have I learnt?

What resources could have made achieving my goal easier for me?.

What am I going to do differently next month to make sure I achieve my goals?



Monthly Action Plan



What do I want to achieve in my business this month?

(Define one specific goal that is going to help take your business to the next level. If you want to gain more subscribers to your newsletter, be specific as to how many subscribers you want.)

Why is this goal important to my business?

(Be specific how your business will benefit from achieving this goal. Having a clear 'why' will help keep you motivated if you find yourself struggling at any time.)

What key steps do I need to take to achieve my goal?

(This will help create structure to the days and weeks ahead.)

- 1.
- 2.
- 3.

What mini steps will I take on a daily or weekly basis towards my key steps above?

Daily:

- 1.
- 2.
- 3.

Weekly:

- 1.
- 2.
- 3.

Monthly Action Plan



What resources could help me achieve my goal?
(Training, course, coach, accountability partner etc.)

Is there anything I can outsource or get help with?
(which tasks take up the most time or are not enjoyable that someone else could do such as a VA, copywriter, graphic designer, web designer etc.)

Is there any particular software I need to complete my tasks?
(mailing software, task planner, database, accountancy software etc.)

How am I going to reward myself for achieving my goal?
(Rewards are important to recognise our achievements and to remind us to treat ourselves for our hard work.)

Congratulations

You now have everything planned for what you need to achieve over the next month to take your business to the next level of success.

You have completed your review, planned your steps but now you need to put it into action!

Print the tracker on the next page to record your activity. Stay committed to completing these steps and if you start to go off track, go back to your plan and look at what achieving your goal will mean to your business.

Angie x



Monthly Activity Tracker

MONTHLY GOAL

Key goal to achieve this month:

3 KEY STEPS TO ACHIEVE MONTHLY GOAL

Step 3

Step 2

Step 1

DAILY ACTION TASKS

	Week 1					Week 2					Week 3					Week 4				
	Mon	Tues	Weds	Thurs	Fri	Mon	Tues	Weds	Thurs	Fri	Mon	Tues	Weds	Thurs	Fri	Mon	Tues	Weds	Thurs	Fri

WEEKLY ACTION TASKS

	Week 1	Week 2	Week 3	Week 4