## Introduction – Life Is Short So Tell It Like It Is

Write down why you are in business

Write down the problem that you are solving

Write down your 1 year goal

Write down your 5 year goal

## Happiness – Why Do You Get Up In The Morning?

Write down what are you grateful for

Write down what 3 new happiness habits you will start today

Write down who you will thank today

Write down who you will seek help from today

## Personal Health – Look After Yourself

Write down what has the worst impact on your health now

Write down how you can make this a bit better today

Write down what 3 new healthy habits you will start today

Write down what you will add in to your diet today

## Effective Communications – What Did He Say?

Write about the last time somebody didn’t understand you

Write down how you lost out because of the failure to communicate

Write down 3 things that are so obvious that you think everybody must know them

## Self-Development – What Do You Want?

Write down your greatest strength

Describe the last time that you were unstoppable

Write down how you will make an impact

Write down what success means to you

## Time Management – Life Is Short

Clear your working space

Write down your To-Do list

Label each with Do, Delete, Defer or Delegate

Timetable 3 two-hour slots this week to work on your business

## Money Management – Don’t Waste It

Write down your 1 year financial goal

Write down your enormous financial goal

Make a charitable contribution

Write down how you will next invest in yourself

## Business Viability – Is There Money In It?

Write down your main product or service

Describe your avatar, your target customer in detail

Complete a Lean Canvas assessment on your business

Re-think your business model and “pivot” if you need to

## Building Your Personal Brand – Who Are You?

Get a professional portrait photo

Buy your personal domain name

Write down the chapter list for your next book

Put your next opportunity to speak in your diary

## Building Your Business Brand – Would You Buy You?

Write down all your Intellectual Property

Write down the Why? of your business

Write the next 3 business blog posts

## Sales – Are You Really In Business?

Write down your next 3 prospects

Book appointments with these 3 prospects

Write down your next 3 strategic alliances

Book appointments with these 3 strategic alliances

## People – Building Your Tribe

Write down your terms and conditions, rules and boundaries

Actively listen to the next 3 people that you meet

Make 3 genuine compliments today

## Systems – You Just Need Them

Backup your data

Update your technical manual system

Write down your list building system

Write down your list nurturing system

## How To Choose A Coach: Been There, Seen It, Done It

Write down what you need help with

Write down who knows best about this issue

Ask for their assistance