

The Ladyboss Weekly Planner: How to do it RIGHT

Sure, you can use this nifty little planner the same way you've used every weekly planner your whole life.

In that case, you don't need any instructions.

But wait, there's another way!

I use this planner exclusively for dedicating time every day of every work week to working on my business. I have over-arching priorities that I've set for my business each year. These priorities are what will take me to my end-game. The big picture. Where I want to be in 10 years. Why I've started this business in the first place.

I use my [goal-setting sheet](#) to chop that big picture into little manageable pieces - goals.

Then I chop those smaller pieces into 3 action items. Action items are simply actions that you can actually DO to work toward your goals. What tiny little steps can I take to march toward a goal every day?

Those action items are what I put in this planner.

Do 3 tiny things per day that get you closer to your business goals.

EXAMPLE:

Priority: Open a brick-and-mortar shop.

Goal # 1: Establish 1,000 pieces of inventory.

Action items for Goal #1: Make 20 pieces a week.

So on my weekly planner, I need to scratch out time for making 20 pieces each week. Maybe this week my kid is sick or there's a long weekend, or I have a full day commitment somewhere else. So if I only have 2 full work days to myself, then I need to make 10 pieces each of those two days. Or maybe I only get 3 hours a day to work, so I can make 4 pieces every day. Whatever your week and your goals look like, this planner is meant to help you space out time for your **business**.

And remember,

Hope is not a strategy.



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Get to work, Ladyboss!

This Week's Goal _____

monday



tuesday



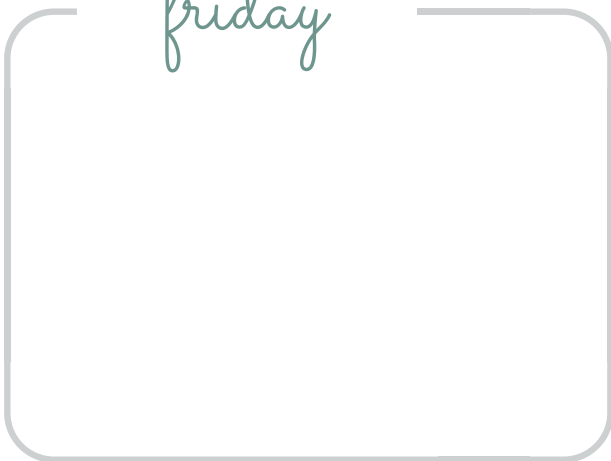
wednesday



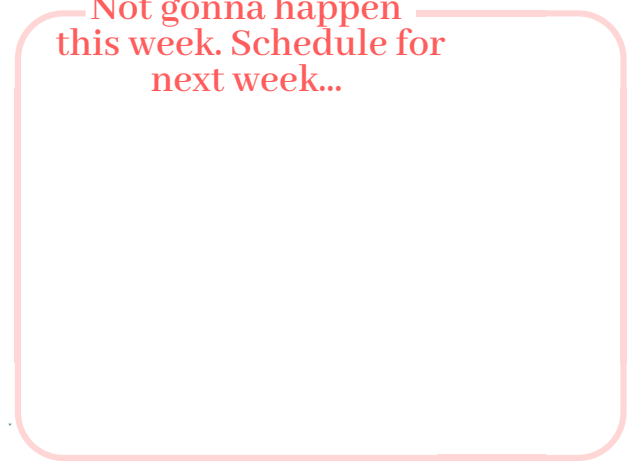
thursday



friday



Not gonna happen
this week. Schedule for
next week...



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