

#GIRLBOSS 2018 TRACKING & SCHEDULING PLANNER

We pray that this planner blesses you and your business, by helping you organize your schedule, focus on priorities and track your way to your goals! Mary Kay Ash always said that "a goal without a plan is just a wish".

At Girl Boss Graphics, we believe that success is the sum of small efforts repeated daily. Making scheduling and tracking a regular habit, backed up by action, will **ABSOLUTELY** get you where you want to go! We believe a tracked # **GROWS**, and what you focus on, you **EXPAND** more of into your life! We are honored to be a part of your growth this year! Below you will find some suggestions and ideas for maximizing your planner!

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Your Monthly Focus Page allows you to plan out what *you* want to focus on for the month. Here are some ideas:

- Listing out your **New Team Members**
- People you are **Pouring into**
- **New Habit** for the month
- What you are **Promoting**
- **Projects and Ideas** you are planning
- **Upcoming Events** to promote
- **Challenges and Contests** for the month
- Breakdown of your **Goals**

Your Weekly Schedule has 4 lines at the top of each day for you to track the things you want to make sure you do each day, like...

- **BOOKING**- Your personal Booking
- **FOLLOW UP**- Customer reorders or prospects you are layering
- **TEAM CHECK IN**- Working with your Team or the Consultants who are playing ball with you
- **COACHING**- Working with your hostesses and doing any appointment prep
- **DAILY HABIT**- Completing the habit you committed to for the month
- **QUIET TIME**- Reminding yourself to spend time in the word, and doing your devotional each day.
- **DAILY PROMOTION**- Posting one reminder or unit promotion a day

Whatever you want to make sure you complete each day.

Give yourself a deadline of when you want your Focus Four to be done by each day.

The box below the 4 lines can be for your 6 Most Important Things List, a Daily Affirmation or whatever you want to use it for.