

Lesson 4:

Achieving Your Full Potential

01. What is at least one business win that you are going to celebrate this week?

02. Choose one of the accomplishments you identified in Lesson 1 and list 5 key tasks that will help you complete it (create an initial list of ideas)

Item To Improve In Your Biz: _____

Task #1: _____

Task #2: _____

Task #3: _____

Task #4: _____

Task #5: _____

03. Set out the dates and frequency for your operational rhythm to plan, monitor and get things done in your business. For extra credit add the dates as reminder in your calendar.

1. Annual Goals / Priorities	_____
2. Annual Project Planning	_____
3. Re-Prioritization	_____
4. Goals / Metrics Review	_____
5. Monthly Project Plan	_____
6. Team Meetings	_____
7. _____	_____
8. _____	_____

04.

Brainstorm ideas and people who can be a support system for you in your business:

1. Mentor or Confidant

2. Inspirational Routine

3. Stress Release

4. Focus Tool

5. Accountability

6. Early Wins
