

Q _ 202_

90 Day Biz Plan

Annual Income Goal _____

Quarterly Income Goal _____

Top Priority This Quarter _____

Word for the Quarter _____

Word for the Year _____



Get Accomplished
WITH HEATHER

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INTRODUCTION

I developed this 90-Day Planning system over several years, especially for online service-based business owners.

It has successfully supported a multitude of business owners to reach their business and life goals.

If you allow it, it will serve as your friendly guide, accountability partner, organiser, personal assistant, keep you on track, and all-round partner in crime.

To develop a fulfilling relationship with your plan, you will need to spend time with it to get to know it. I recommend;

1. A half-day CEO day each quarter.
2. A once-a-week date with your review page.
3. Get to know the rest of the pages and fill as you go.

As you get to know your Planner, you'll realise that you'll jump around and the pages are not necessarily in the order you want to fill them in. That's OK; all our brains work differently. Feel free to jump around and use the Planner in whatever way works for you.

You may have huge resistance to working with some parts of the plan, and that's OK. Don't expect to use every page the first time around. As your business evolves, you'll gradually find use for more pages. Trust in the process, and in yourself.

Respect your Planner, but don't be precious about it. Scribble and doodle in it, re-purpose pages you're not using yet or don't find helpful. Use post-its or paper clips to mark pages you visit regularly. Make it your own.

An array of digital applications are available for you to explore and use. Examples are Trello, Asana, Click Up, Notion, Airtable, and Spreadsheets - Google/Excel/Numbers; you can transfer any or all of the sections of this plan into digital format if you find digital format easier to use or maintain. Do what works for you.

So many of us create beautiful digital systems and promptly forget where we've kept them! There's a handy page in this 90-day plan for you to write down where you keep the systems, lists, spreadsheets, reminders and ideas that are not in this 90-day plan. It's called "Systems reminder - This is where I keep my....." you can find it on Page X.

If you want more of any of the mindset pages, drop me a line, and I'll send you a PDF.

I hope you find this plan as valuable and transformative as me and my clients do. If you'd like more support with it, do get in touch. I have a range of options available to you.



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HOW TO USE THIS PLAN

1. Set aside a half-day each quarter to fill in Part 1: The Core Plan pages 5 - 19, plus Part 2: Schedule, pages 20-38. This forms the backbone of your strategy and focus for the next 90 days.
2. At the start of each week, schedule a weekly review with Part 3: Pages 39 - 62 to consolidate the past week, and plan for the upcoming one.
3. Regularly familiarise yourself with the pages of Parts 4 & 5 so you know what is available for you, fill them in as you go - remember to use the contents pages to find what you want quickly.
4. Don't worry if/when you jump around the planner - It's designed to be flexible. Adapt it to your working style, use the pages that serve you. Add Post it notes and colour for extra fun!
5. If you'd like additional copies the mindset template, drop me a line, and I'll send you the PDF. Note the notes pages at the back.

Remember, this planner is here to take you out of overwhelm and into action. Use it as a tool to feel more organised, make better decisions, and ultimately have more fun in your business journey. Give it time to get to know it and it will serve you well.

If you want or need more support, don't hesitate to get in touch at heather@getaccomplishedwithheather.com.

I can help you increase your momentum and achieve more in less time.



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ACCOMPLISHMENTS



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Write down everything that went well.

All your successes, achievements, moments of pride - targets, aims or goals accomplished. All your wins, massive, big, small or minuscule - they all count!

Both for your business and your personal life. Make a list or mind map, whichever suits your style.

[illegible]

I highly recommend you start an ongoing list of Accomplishments/successes/achievements and refer to it often. It will bring you more results more efficiently.

Simple Metrics



You get to choose which metrics you'll track to measure your business's growth, which will depend on your current goals. Financials are a must, then consider client acquisition, retention and drop off, marketing metrics - website traffic: Visits, Unique visits, Page Views, time on page, Conversion Rates, Email List growth, open rates, click-through rates, Social media followers, engagement rate. Pick the ones that are relevant to you right now.

	Last Quarter	+ or - previous quarter	+ or - same quarter previous year
Income			
Expenditure			
Profit/Loss			
Email List			

Simple Metrics Continued. What do I make this mean?

Journal out your feelings about your metrics

LEARNINGS



What did you Learn? What didn't go to plan?
What didn't go so well? How did you handle it?

What did you learn from this? How will you take this new wisdom forward with you?

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What's working and what's not?

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THREE YEAR BIZ WISH LIST



Imagine your biz in three years time. How will it look?

How will it operate? What will you offer? Will you have a team?

We're just playing here, this WILL change during the next three years, nobody is going to hold you to it, it's not set in stone. Let your imagination run wild.

[illegible]

ONE YEAR BIZ WISH LIST



Imagine your biz this time next year. How will it look?

How will it operate? What will you offer? Will you have a team?

We're still just playing here, make it a stretch vision, but not TOO far out of your comfort zone.

[illegible]

90 DAY BIZ WISH LIST



What do you need to do in the next 90 days to move you towards you one year vision?

How do you want to FEEL at the end of the quarter?

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RESOURCES



Now that you know what you'll be working on in the next 90-days, identify the resources you already have that you can use to support yourself and your plan.

Then Identify any gaps you may have that you need to fill or work towards filling.

Strengths & Values

Reminding yourself of your strengths and values is a wonderful way to bring your whole self to the table and to attract your perfect fit clients.

List your top strengths and values here, and add to them as they come up for you. Revisit your list regularly. (Put it as a task in your weekly, monthly or quarterly checklist.)

Strengths	Values



Biz Strengths & Values

Are your businesses strengths and values, the same as your strengths and values?

This is a good exercise in seeing, feeling, and sensing your business as a separate entity to you.

[illegible]

90 DAY GOALS



Now let's get clear about what you intend to achieve in different areas of your biz in the next 90 days.

You can use good, better, best goals here if goal setting feels icky. It's important to feel good about your goals.

INCOME GOAL

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MARKETING GOAL

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OFFER GOAL

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SELF/TEAM MANAGEMENT GOAL

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TECH GOAL

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SYSTEMS GOAL

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LEARNING GOAL

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90 DAY PRIORITIES



Look at your 90 day biz Wish List. What is your top priority?

MY TOP PRIORITY IS.....

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MY SECONDARY PRIORITIES ARE.....

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What do I need to do each month to make this happen?

Remember, none of this is set in stone, we can course correct as we go.

Month 1 –

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Month 2 –

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Month 3 –

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Use the notes pages at the back of this planner pages 86 - 89 to break down your big tasks/projects into smaller manageable steps.

Projects in Progress Get Accomplished WITH HEATHER

When we course correct our plans, it may be that we have a project that we've started, but need to move our focus elsewhere.

If we decide to shelve the project, that's great, but sometimes we want to come back to it and finish it, just not this quarter.

Record those projects here so that they both stay on your radar for next quarter & you don't waste energy trying to remember them.

Paused Projects in Progress

Now the shouty part!



You need to diarise all the actions you can. DO IT NOW!!!

Add any set date happenings to your online and/or paper diaries, then make use of the monthly and yearly planners found on pages 22-38 of this workbook.

REMEMBER HOLIDAYS AND BREAKS!

In order for them to help you, to give you clarity, reassurance and anxiety relief.....

You need to update your weekly planner EVERY week. You'll find them in Part 3: Weekly review, from page 40 next to your weekly review sheets.

You need to update your monthly planner EVERY month.

You need to update your quarterly 90 day plan EVERY quarter.

You need to update your yearly planner EVERY year.

I'm not normally a shouty person, but this is SO important.

You and your business deserve this. This is your CEO time.

How can you best build this into your weekly, monthly, and quarterly routine?

Diarise your weekly, monthly, quarterly and annual CEO time NOW.

This is a time investment that will pay you and your business dividends, financially, time and health wise.

You have all you need here to craft and plan your business going forward, however, please don't beat yourself up if you don't immediately stick to the commitments you've made to yourself and your business in this plan.

Planning and implementation of that plan is a skill which can be learnt, a habit which can be introduced, and an art which can be honed. You wouldn't show a child or a new employee something once and expect them to do it perfectly from then on in. Be easy on yourself.

I am here for accountability/implementation/brainstorming/course correction/mindset support or just plain old hand holding. If you're not currently receiving support, get in touch.

Year.....



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JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

Year.....



Get Accomplished
WITH HEATHER

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

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Month:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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Month _____

GOALS

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PRIORITIES

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Word for the Month _____

Week 1	Week 2
	
Week 3	Week 4
	

Month _____

GOALS

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PRIORITIES

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Word for the Month _____

Week 1	Week 2
	
Week 3	Week 4
	

Month _____

GOALS

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PRIORITIES

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Word for the Month _____

Week 1	Week 2
	
Week 3	Week 4
	

Month _____

GOALS

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PRIORITIES

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Word for the Month _____

Week 1	Week 2
       	       
Week 3	Week 4
       	       

Simple Content Plan



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Week Beginning - Date	Key Selling Dates - launch mode kick off, cart open/close, workshop/event etc	This week I am promoting (All roads are leading to what?) -	This week I'm focusing on - Content pillar/ ideal client trait/	Content idea - Blog/Live title/Freebie
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Create a/Review your Weekly, Quarterly, Monthly, and Annual CEO Task list.



Whether you create;

A checklist in Trello - (video instructions available - <https://bit.ly/Trello-Checklist-Template> ,)

A simple spreadsheet,

A list in your notebook or bullet journal,

Or someplace else. (Just remember where you keep them!)

Having a list of things you do every week, month, quarter, and year helps to keep you on track at times when you've got lots going on in your head, or when you've lost your mojo. It prevents things from falling through the cracks, and helps you to review what is and isn't going on in your business. It can include mindset, celebration and self-care tasks, as well as business tasks.

It's all you need to remember on Monday morning (or whenever you start work.) If you remember to open it, you can work your way through it and your momentum will be going before you know it.

The checklists on the next page give you some examples of some things you could put on your or your teams weekly, monthly or quarterly checklist. They won't all apply to you (if any.) Make the list your own, add the things that are going to help you be consistent in business and life. I like to keep a task list for me, and create separate ones for my team.

Remember to add -

'Check Monthly List' to your weekly list.

CEO Task List Examples



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Weekly

- ♥ Clear down inbox
- ♥ Tidy Desk
- ♥ Filing
- ♥ Complete review sheet (pages 40 - 61) Record Accomplishments, Journal on Challenges, Review plan, Decide on action steps for this week, Check diary for the week
- ♥ Read/write/spend time with ideal client avatar
- ♥ Read strengths and values
- ♥ Check monthly tasks
- ♥ Check monthly plan
- ♥ Follow up/nurture leads
- ♥ Lift-Off exercise or equivalent
- ♥ Body work
- ♥ Learning
- ♥ Team meeting
- ♥ Content Creation

Monthly

- ♥ CEO day
- ♥ Monthly Report (Metrics) for previous month
- ♥ Check quarterly CEO tasks are completed
- ♥ Review 90 day plan
- ♥ Write/update upcoming months plan
- ♥ What kind of boss/employee have I been this (previous) month?
- ♥ Financial Processes
- ♥ Check Social media profiles
- ♥ Check web copy and links
- ♥ Update testimonials
- ♥ Team meeting

Quarterly

- 🎈 Create new 90-day plan
- 🎈 Create new content plan
- 🎈 Fill content plan with pillars and key dates etc
- 🎈 Financial processes
- 🎈 Withdraw profit (Profit First Implementation.)
- 🎈 Report (Metrics) for previous quarter (page 7)
- 🎈 Review metric tracking - do I need to add or remove any metrics?
- 🎈 Script ideal day
- 🎈 Check Annual CEO tasks

Annual

- 🎈 Annual review
- 🎈 Review weekly, monthly, Quarterly, Annual, CEO Task Lists
- 🎈 Financial Processes
- 🎈 Review Hosting and subscriptions



Regular CEO Task Lists

Weekly	Monthly	Quarterly	Annual

Do you need to go back and schedule these in? Clue..... Yes!

Do you need to go back and schedule these in? Clue..... Yes!

Time Blocking Plan Month:



Schedule specific blocks of time for focused work on specific tasks or activities to enhance your productivity and organization.

MONDAY - AM

MONDAY - PM



TUESDAY - AM

TUESDAY - PM



WEDNESDAY - AM

WEDNESDAY - PM



THURSDAY - AM

THURSDAY - PM



FRIDAY - AM

FRIDAY - PM



SATURDAY

SUNDAY



Time Blocking Plan Month:



Get Accomplished
WITH HEATHER

Schedule specific blocks of time for focused work on specific tasks or activities to enhance your productivity and organization.

MONDAY - AM

MONDAY - PM

TUESDAY - AM

TUESDAY - PM

WEDNESDAY - AM

WEDNESDAY - PM

THURSDAY - AM

THURSDAY - PM

FRIDAY - AM

FRIDAY - PM

SATURDAY

SUNDAY



Time Blocking Plan Month:



Get Accomplished
WITH HEATHER

Schedule specific blocks of time for focused work on specific tasks or activities to enhance your productivity and organization.

MONDAY - AM

MONDAY - PM



TUESDAY - AM

TUESDAY - PM



WEDNESDAY - AM

WEDNESDAY - PM



THURSDAY - AM

THURSDAY - PM



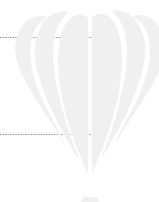
FRIDAY - AM

FRIDAY - PM



SATURDAY

SUNDAY



Date:

Card/Word of the week:

Week 1 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule</u>. Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

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MONDAY - AM

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MONDAY - PM

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TUESDAY - AM

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WEDNESDAY - AM

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THURSDAY - AM

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FRIDAY - AM

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FRIDAY - PM

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SATURDAY

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SUNDAY

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Card/Focus/Word of the week.....

Fill in this simple review sheet at the start of each working week		
Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list. 1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week. Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

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MONDAY - AM

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MONDAY - PM

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TUESDAY - AM

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TUESDAY - PM

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WEDNESDAY - AM

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FRIDAY - AM

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SATURDAY

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SUNDAY

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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 3 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments

Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)

Notes/Challenges/Learning

Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.

Action Steps for the week

Tip: Spend 5 mins with Part 1 & 2 Core Plan + Schedule. Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.

1. What's the problem/ challenge?
2. How have my actions contributed to this?
3. What am I going to do to remedy this?
4. What's my new flexible plan?
5. How will I review as I go?

Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

Date:

MONDAY - AM

MONDAY - PM

TUESDAY - AM

TUESDAY - PM

WEDNESDAY - AM

WEDNESDAY - PM

THURSDAY - AM

THURSDAY - PM

FRIDAY - AM

FRIDAY - PM

SATURDAY

SUNDAY

Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 4 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week		
Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

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MONDAY - AM

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MONDAY - PM

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TUESDAY - AM

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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 5 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments

Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)

Notes/Challenges/Learning

Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.

Action Steps for the week

Tip: Spend 5 mins with Part 1 & 2 Core Plan + Schedule. Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.

1. What's the problem/ challenge?
2. How have my actions contributed to this?
3. What am I going to do to remedy this?
4. What's my new flexible plan?
5. How will I review as I go?

Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

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MONDAY - AM

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MONDAY - PM

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TUESDAY - AM

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TUESDAY - PM

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FRIDAY - AM

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SATURDAY

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SUNDAY

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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 6 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

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MONDAY - AM

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TUESDAY - AM

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FRIDAY - AM

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SATURDAY

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SUNDAY

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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 7 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

Date:



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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 8



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

Date:



Get Accomplished
WITH HEATHER

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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 9 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments

Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)

Notes/Challenges/Learning

Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.

Action Steps for the week

Tip: Spend 5 mins with Part 1 & 2 Core Plan + Schedule. Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.

1. What's the problem/ challenge?
2. How have my actions contributed to this?
3. What am I going to do to remedy this?
4. What's my new flexible plan?
5. How will I review as I go?

Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 10 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

Date:



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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 11 –



Get Accomplished
WITH HEATHER

Fill in this simple review sheet at the start of each working week

Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

Date:



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Card/Focus/Word of the week.....

Date:

Card/Word of the week:

Week 12 –



Fill in this simple review sheet at the start of each working week		
Accomplishments	Notes/Challenges/Learning	Action Steps for the week
Tip: Write from memory, then go through your action steps from last week, then go through your calendar, then look at your photos (if helpful!)	Tip: Look at last weeks action steps. Journal on what didn't happen and why. Strategize on either how to make it happen/reschedule/or cross it off your list.	Tip: <u>Spend 5 mins with Part 1 & 2 Core Plan + Schedule.</u> Look at your calendar for the week + action steps from last week. Fill in week on a page. Decide what you need to do this week.
	1. What's the problem/ challenge? 2. How have my actions contributed to this? 3. What am I going to do to remedy this? 4. What's my new flexible plan? 5. How will I review as I go?	Tip: You could write these on small post it notes and stick to the place in the week you'd like to focus on that task. Or on the Simple Task Tracker - p63.

Date:



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Card/Focus/Word of the week.....

Write your action steps for the week on post it's, move them across as you progress.		
To Do	In Progress	Done

INCOME TRACKER



	MONTH		
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TOTAL			

HABIT TRACKER

MONTH		
January	February	March
April	May	June
July	August	September
October	November	December

HABIT	DAY
	1
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Get Accomplished
WITH HEATHER

Get Accomplished
WITH HEATHER

Get Accomplished
WITH HEATHER



Get Accomplished

MONTH		
January	February	March
April	May	June
July	August	September
October	November	December

[illegible]

What we focus on expands. So if you want more of something, track it!

The next two pages contain Accomplishment Art for you to colour as you work towards your goals.

You can track all sorts of things depending on your goals.

The first page has 100 hearts. The second page has 100 sections. Use whichever you feel most drawn to, or better still, create your own!

Use one page for each focus that you're tracking.

Focus Ideas

You can fill in a heart or section either every time you do an activity, or every day that you've done that activity that you're aiming to embody - eg exercise, drinking more water, learning something new, decluttering or admin sessions, whatever your current goals are for this 90-days.

If you're in business or working you could track income, new customers/clients, sales, sign ups to your to your email list, members of your group/community, followers on your social media channels, again, whatever is in your goals for this 90-days.

If you're tracking numbers, decide an amount each heart or section is worth and colour one in each time you reach that amount.

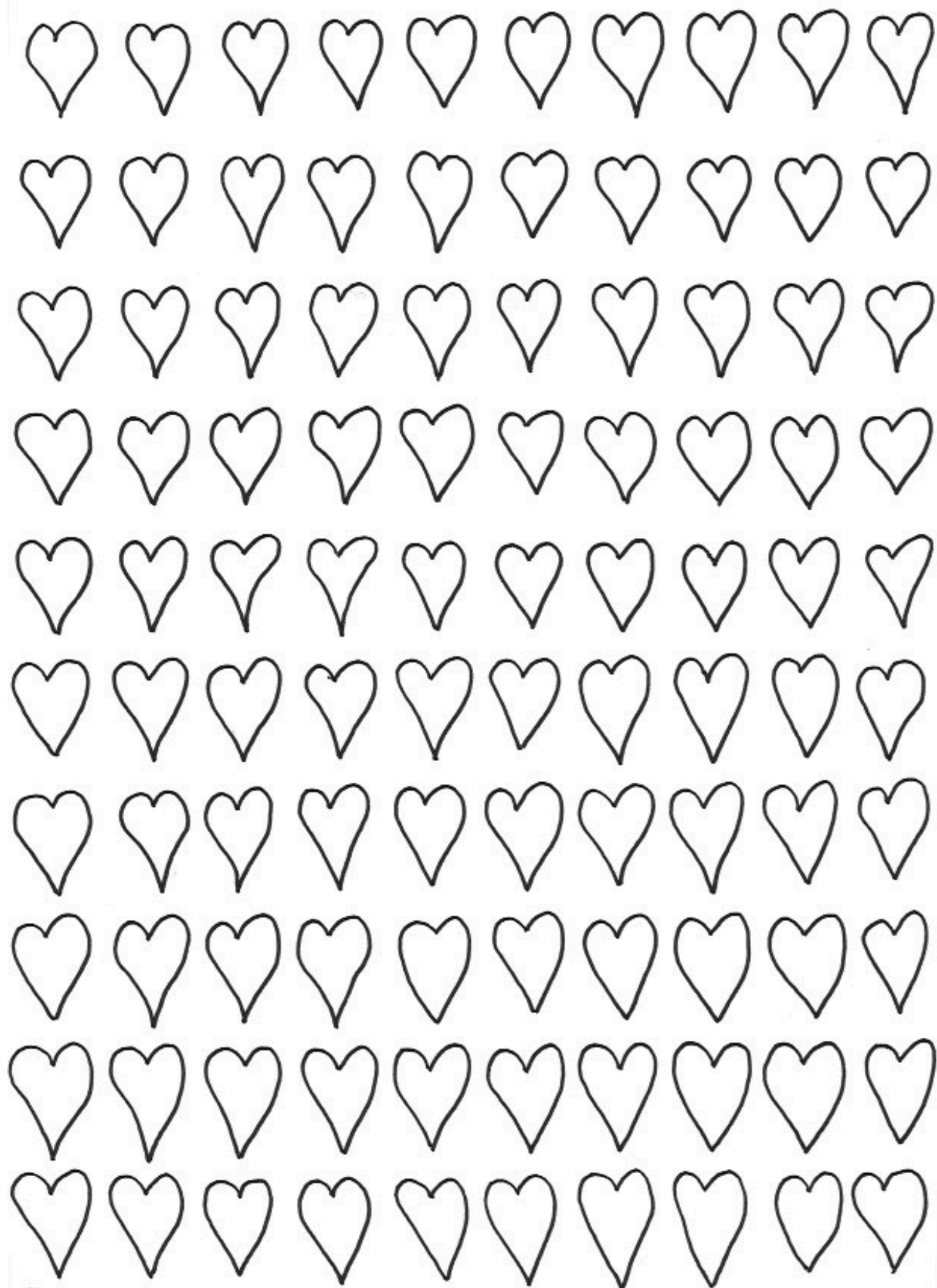
You could divide your 90-day goal by 100 and make it that amount.

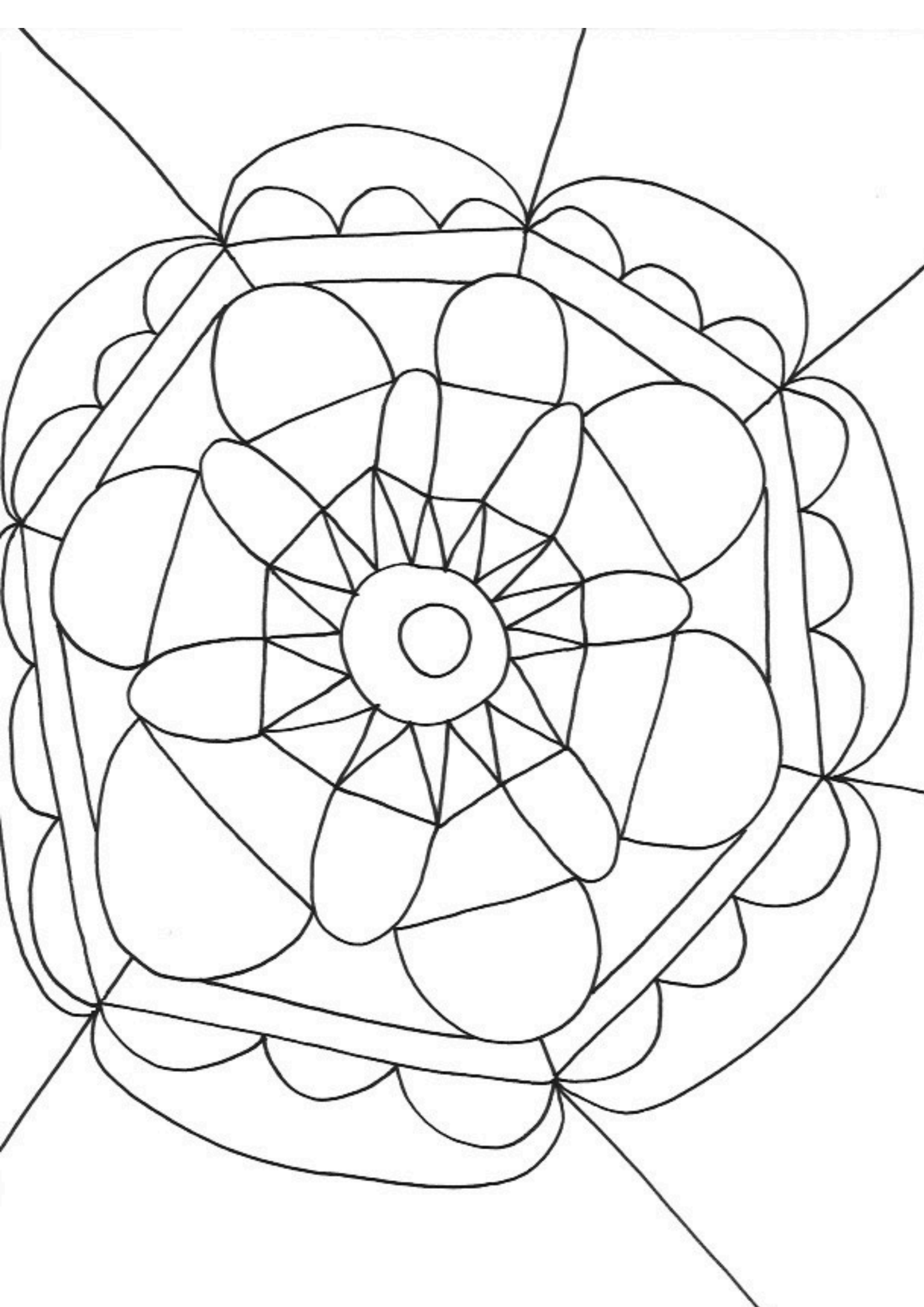
So if your goal was 90,000 Euros/Pounds/Dollars each heart or section would be worth 900 Euros/Pounds/Dollars. So for every 900 Euros/Pounds/Dollars you make, you get to fill in one heart or section.

if your goal was 1000 currency/sessions/days of doing something/ classes etc,) each heart or section would be worth 10 currency/sessions/days of doing something/ classes etc, So for every 10 currency/sessions/days of doing something/ classes etc, you achieve, you get to fill in one heart or section.

Feel free to ask for clarity if this isn't making sense!!!!

It's also a great opportunity to notice any 'negative' thoughts and feelings you have around your goal. You can then explore and/or clear them with your tools, ie journaling, EFT, The Lift-Off process or bring them to a coaching session.





Systems Reminder



It's all too common to create a new system in our business, then because we're not in the habit of using yet, we either forget where it is, or that we made it at all.

Record your systems here, and where you keep them, ie the folder/sub folder they're in, documents, google drive, drop box etc and in which program, or the project they're in whether Trello, Asana, or some other digital app, or which notebook, whether paper or digital. If you add new systems here, you'll be much more likely to remember you created it, and you'll have a message to your future self of where you'll find it!

This is Where I Keep My.....

Positive client feedback

[illegible]

Content Inspiration



Get Accomplished
WITH HEATHER

We all have flashes of inspiration for content ideas at the most inopportune moments! Sometimes the time we come up with the idea is not the best time to write or record the content. When you have a brilliant idea that you can't implement immediately write it here.

It means you can let it go safe in the knowledge that you've recorded it, and can come back to it later.

My Fabulous Content ideas for revisiting later

My Fabulous Content ideas for revisiting later

My Fabulous Content ideas for revisiting later

My Fabulous Content ideas for revisiting later

Ideas Bank



Trying to remember our brilliant ideas wastes energy.

When you have a brilliant idea for your business or life that you can't implement immediately write it here.

It means you can let it go safe in the knowledge that you've recorded it, and can come back to it later.

When you come back you may, or may not decide to implement it, but for now, you can let it go.

My Fabulous ideas for revisiting later

My fabulous ideas for later.....

Celebrate!

Celebrating our wins helps us to embody our accomplishments and create fond memories to revisit and enjoy. Creating the space to celebrate allows us to bring more pleasure into our lives.

I've included a list of ideas, and options. Do what feels best at any given time and write in your own celebration ideas as you think of them.

It's all too easy to let our wins slip by without acknowledgement. Make it easy for yourself, and enjoy!!!

Celebration Ideas

A cup or glass of your favourite beverage.	Prepare yourself some delicious food,
Order or buy a new beverage (I love creating my own herbal teas so I'll often order a new herb or two to celebrate.)	Watch a film or TV show,
Move your body – stretch, do some yoga, pilates, Qi-gong, Tai-Chi (you can find videos to follow on YouTube if you don't have a regular practice,) or go for a walk, run, or dance.	Meditate,
Play your favourite music.	Pick yourself some flowers.
Sing, chant, read a poem or your vision aloud.	Go and hang out in or at your favourite place,
Arrange or go on a coffee date with someone whose company you enjoy, whether in real life or online.	Go window shopping whether in person or online.
Spend time with your pet, (or a friends if you don't have one.)	Make a vision board.
Massage yourself with beautiful scented oil (or ask someone else to.)	Test drive your dream car.
Take a nap.	Take extra time to do your favourite hobby.
Read a book.	Buy yourself some flowers.
Sit in the garden or go out in nature.	Get your hair and, or nails done.
Paint, draw, knit, do Diamond-Dotz or something else creative.	Test drive your dream car.
Take some time to learn something you've been wanting to, but haven't had time.	Book or take yourself out for lunch or dinner whether alone or with friends or family.

Celebrate cont.

Celebration Ideas (add your in here.)

Book or take yourself out for tea or coffee at your favourite place whether alone or with friends or family.	
Book or take yourself out for tea or coffee at your favourite place whether alone or with friends or family.	
Treat yourself to a new..... (fill in the blank.) It might be something you've wanted for a while, or a random purchase, clothes, books, kitchen items, creative products, make-up, crystals, oils, whatever floats your boat!	
Go to a museum, tourist attraction, try a new activity, be a tourist in your own area.	
Book a massage, facial and or spa day.	
Upgrade your tech whether it's for work or home. (My Thermomix, iMac and iPhone came in this category because I LOVE tech!)	
Upgrade anything in your home that no longer works or feels good when you look at it.	
Increase the hours of your support team whether it's a one-off or permanently. If you don't have a support team, get one, even if it's only one hour a week.	
Hire a new team member, whether for your business or home.	
Join a new programme/hire a coach you've been wanting to work with.	
Book or go on a weekend away or holiday.	
Book a photoshoot.	
Buy yourself a big gift, whether it's been on your radar for a while or it's a total splurge.	

Mindset is Everything!

Get Accomplished
WITH HEATHER

As a self-confessed planning junkie, it may surprise you to hear me say that **mindset is everything**.

Planning can be life changing, however even with the very best plan, we can't buck our own beliefs. We need to observe the unhelpful ones and gradually transform them into ones which serve us well.

There are hundreds of ways to do this and in order to reach our goals in life and business, it's vital that we find ways that work for us, and use them.

So how do you know when an ingrained belief is holding you back? It's simple really, something happens and you don't feel good. Or nothing happens and you don't feel good.

It would be remiss of me not to give you something to help with this going forward, so I've included my Lift Off process on the next pages.

Regular use will help you to shift your ingrained, unhelpful beliefs with relative ease. Feel free to print out the page multiple times and use it whenever you feel less than good in business or in life. (If you'd like a PDF with just the LIFT OFF image let me know and I'll happily send it.)

Other options I've found really helpful are EFT, journaling, meditation, Byron Katie's "The Work," Abraham Hick's "Focus wheel," ho'oponopono, oracle card readings, homeopathy, kinesiology, counselling, & coaching.

If you're not familiar with any of them, google them and see which resonate with you. Give them a go and see what works. Different things work at different times. Be flexible and compassionate with yourself.

A successful business requires a good plan with implementation & course correction of that plan, as well as regular compassionate focus on our mindset, beliefs, emotions and energy.

My Free Facebook Group has a ton of resources to help with Mindset and energy.

The Lift Off Uplifter

Belief Transforming Process

You can use this process any time you feel less than good. Regular use will help you to shift the beliefs which no longer serve you.

Knowing what we don't want is a really good way to get clear about what we do want.

We start at the bottom of the page and work our way up and out.

 Write in the cloud what you don't want, write all the things relating to what's going on for you right now. It can include practical stuff and feelings.

How does all that make you feel? (eg, sad, anxious, like a failure, or ashamed)

What would be the opposite feeling? (eg, happy, calm, accomplished, or proud)

 Write that opposite feeling in the small balloon in the middle of the page.

 Now write inside the big balloon what you do want. Use what you've written in the cloud to help. What's the opposite to that? Write as many things as you can, again they can be practical things or feelings/emotions.

Now imagine for a second that you have all that stuff that you want from the bigger balloon, and you're feeling how you've written in the middle balloon.

 All around the outside of the big balloon and cloud, you'll be writing who you need to be, what you need to be & do, and what you need to attract or allow, when all those things that you want are happening in your life, EXCEPT swap the word need for the word get. Refer to what's in your big balloon to give you clues, and add to it as you begin to see how that life will look, and allow yourself to play with the vision of what you'd love to be, do, and have. We're playing with the Law of Attraction here.

So instead of writing I need to be consistent, write I get to be consistent. Or instead of writing I need to be courageous write I get to be courageous etc.

Changing this simple word shifts the focus from an obligation or 'should' which for most of us is uninspiring and feels like hard work, to a much more expansive possibility of who and what we can become.

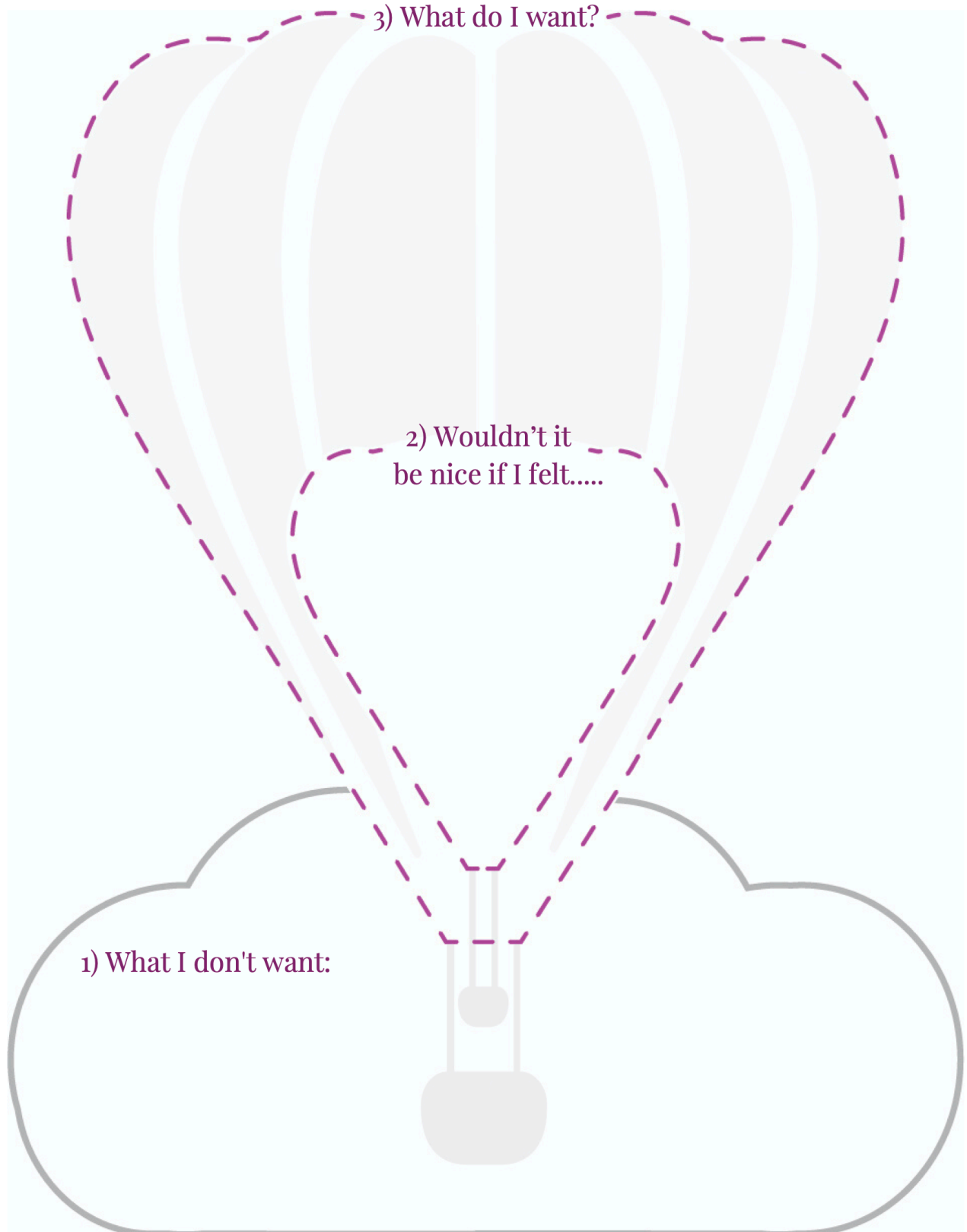
Don't take this too seriously and have fun with it. If you need help, do reach out. With regular use, this process can transform your business and life.

Lift Off



4) When all in the balloon is done.....

Who do I get to be? What do I get to be, do, have, feel, attract and allow?

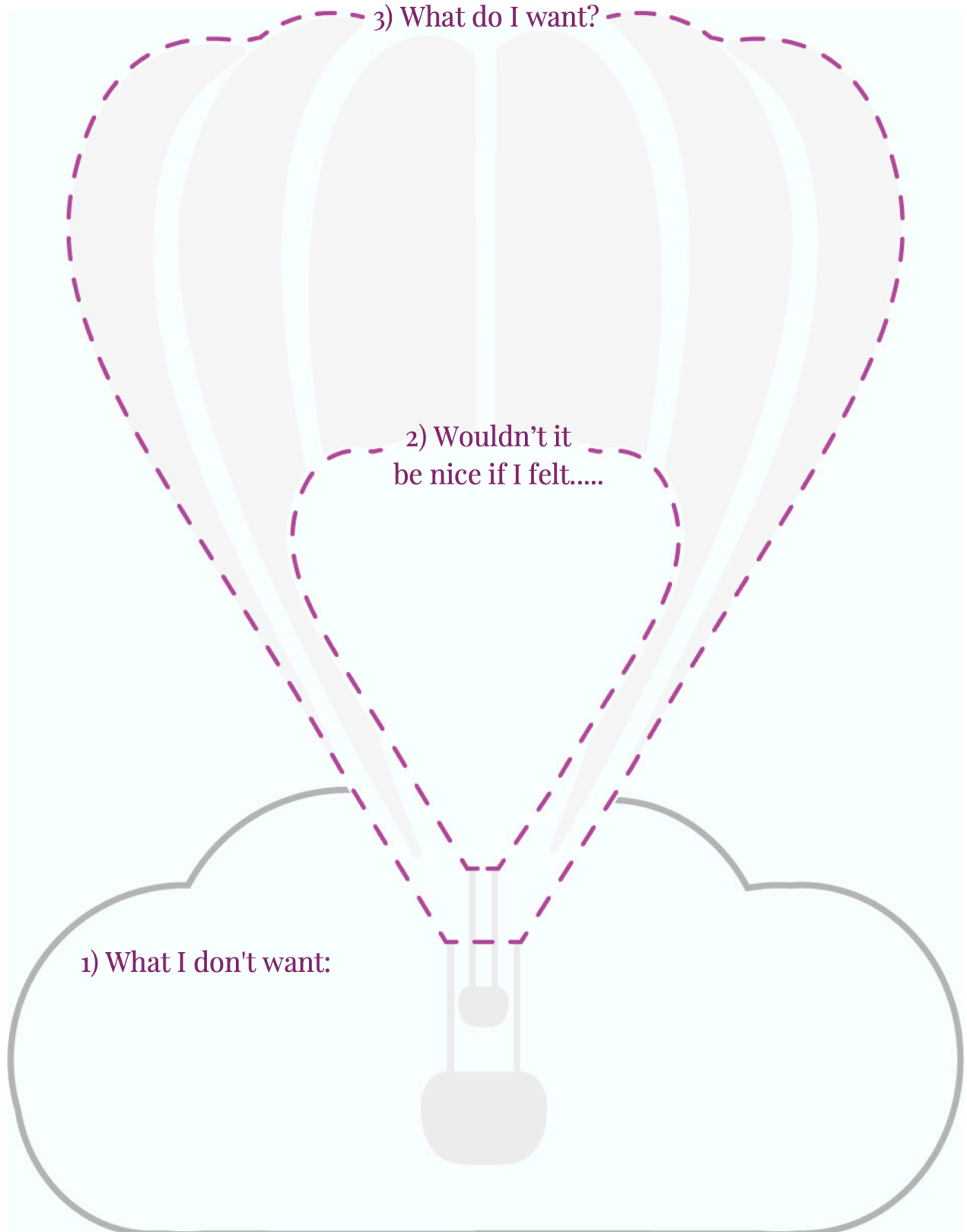


Lift Off



4) When all in the balloon is done.....

Who do I get to be? What do I get to be, do, have, feel, attract and allow?

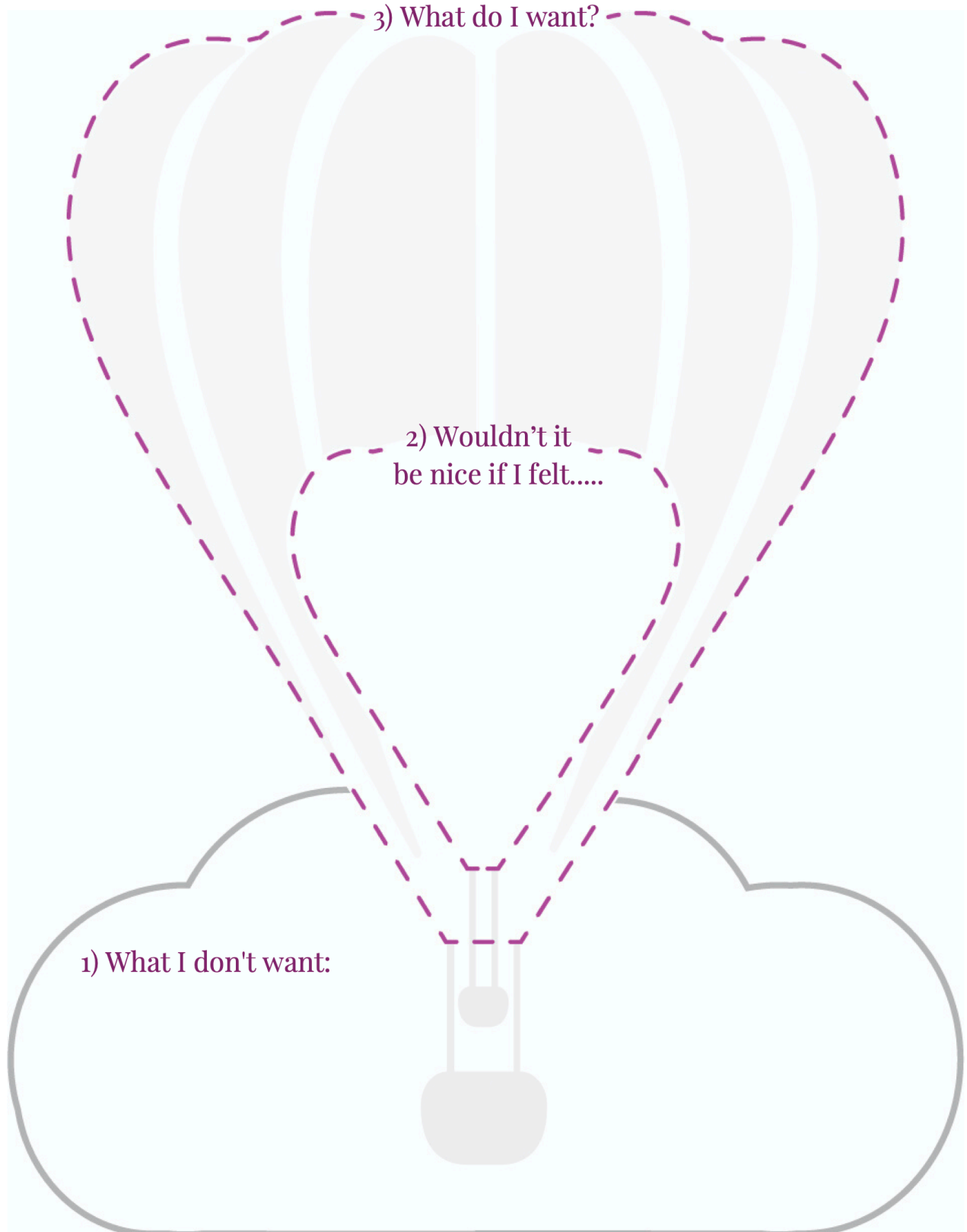


Lift Off



4) When all in the balloon is done.....

Who do I get to be? What do I get to be, do, have, feel, attract and allow?



Notes –

Use these pages for general notes or to break down any big task/project into smaller steps. If any step feels overwhelming, break that step down into even smaller steps. Repeat with each task until all are doable action steps. You can make lists or mind-maps, or do it digitally in one of the many available project management apps such as Tello, Asana, LiftUp, Notion etc.

If despite doing this, the task/project still feels unmanageable, you may need to do some mindset work - see page 81 or seek some help from a business buddy or mentor. If you're working with me, send me a message, if you're not, come into my Free Facebook Group and ask for some assistance there on the Tuesday "I have a question Post."

