

My Monthly Planner

For the Month of _____ 20____



1. My end-of-year goals

This month, I renew my commitment to take action and make visible progress towards my African business. I am aware that I need to have my eyes on my main goals for this year in order to take the RIGHT action this month. I know that my monthly goals need to be selected in a way that they lead directly towards my end-of-year goals. Hence I recap. The main 3 goals I want to have achieved in my African business by December 31 are:

- 1.
- 2.
- 3.

Additional business goal for this year

(Note: state your goals as completed tasks in the past tense. For example: "New product designed and launched" or "First sales worth \$5,000 made")

What is the MONTHLY INCOME you want to be making in your business by the end of the year? What would make you proud? This is your 'Magic Profit Number' to work towards and achieve this year!

2. REFLECTING ON THE LAST MONTH

Before I list my priority goals for this month, I take time to reflect on my level of commitment & progress made over the last month.

I also make absolutely sure I know how much I have made (all income) and how much I have spent (all expenses) this month.

2.1. Overall, I would rate my level of commitment over the last month with the following number:

(Rate 1 = extremely low... 10 = extremely high) Good commitment also includes 'active training & learning'.

2.2. Now let's split your overall commitment over the last month into specific aspects that are the most vital in your business.

(Rate 1 = extremely low... 10 = extremely high):

My commitment to researching my market & my competition _____

My commitment to designing / advancing / positioning my product _____

My commitment to marketing my product _____

My commitment to making sales _____

My commitment to money management _____

My commitment to building partnerships _____

My commitment to seeking clarity (business vision) _____

My commitment to getting new business & market knowledge _____

My commitment to creating a success mindset (meditation, new habits) _____

My commitment to stepping out of my comfort zone _____

2.3. Overall, I would rate the progress I made in my business in the last month as:

(1 = extremely low... 10 = extremely high)

2.4. What went really well last month and why?

2.5. What went not so well last month and why?

2.6. Check your income and your expenses for the last month (both business and personal). This is vital when you run a business. Make sure your income was higher than your expenses.

My overall income last month was:

My overall expenses last month were:

My Profits were

This tells me that I need to.....*(list what you have to do in regards to earning more & spending less of your money)*

3. My Goals for This Month

3.1. This month, I commit to the following improvements *(List the core areas in business and mindset that needs more commitment, discipline, and higher standards):*

3.2. Based on my end-of-year goals (the goals you want to ultimately achieve this year), **I am setting the following goals for this month. These goals would bring visible & significant progress in my business and towards my end-of-year goals.**

My 3 TOP PRIORITY goals for this month are *(be short and precise):*

- 1.
- 2.
- 3.

List 3 more things to do this month in order to make progress:

- 1.
- 2.
- 3.

If you already have a product continue here...

3.3. What is your main marketing strategy for this month?

3.4. Which action steps will you take to make sales?

3.5. What is your revenue goal for this month?

3.6. What net profits do you want to make this month?

3.7. What is your vital marketing budget for this month?

Additional notes for your monthly planning

Reminder: Have you filled in your monthly planning sheets? Great! Now look over your goals for this month again. Are they big and bold yet achievable? Good.

Do your goals for this month lead towards your top 3 business goals for this year? Good.

Don't include small action steps such as 'build website, contact supplier, get designer for FB ad' in your planning sheets. Why? Because action on that level must be your DAILY or weekly goals/ priorities leading towards a **bigger bolder monthly** goal such as 'Designed & launched my product this month' or 'Sold xx amount of my product this month'

What else do I need for my monthly planning?

Now get a calendar book from your nearest store or from Amazon (or a clean sheet of paper) to write down your **priority goal / tasks** each day.

What are daily priority tasks?

Daily **priority tasks** are those action steps you need to take that lead directly towards your monthly goals...which lead to your yearly goals....which leads to GREAT PROGRESS!

Write down your 3 top priority tasks / goals for every single day (do this early in the morning - each morning! - when you wake up). Check your daily goal against your monthly goals above. Do they lead towards those monthly goals? Great! Well done!

(Just to add: If it helps you can also bring in another layer of 'weekly goals' – it's up to you.)

As you plan month by month – compare your monthly planning sheets to reflect on your progress over the months. Spot achievements, improvements, stagnation, gaps.

If you do this every single day...and every month you will make amazing progress in your African business.

And: You have just adopted one of the most important success habits of successful business leaders! Congratulations!