

FOCUS & GROW

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------|--|----------------------------------|-----------------------------------|---|--|
| PLAN | create & start upon weekly to-do list | email, confirm / set up meetings | email, current needs assessment | email, customer service issues, needs | review progress, create Fri must do ✓ list |
| MARKET | develop this week's strategy and posts | post | post | post | preplan next week |
| BUILD | review last week's growth, adjust plan | outreach | outreach | outreach | analyze results, handle remaining follow ups |
| DETAILS | update business analytics | set meeting objectives & agendas | meetings, gain industry knowledge | meetings, recaps sent, practice new skill | close out week |

This example shows: Monday is about planning. Tuesday - Friday = a bit of planning and a lot of execution