



Planning with the SMALL BUSINESS SISTERHOOD

MONTH-END

UPCOMING MONTH

MONTH-END REVIEW & REFLECT

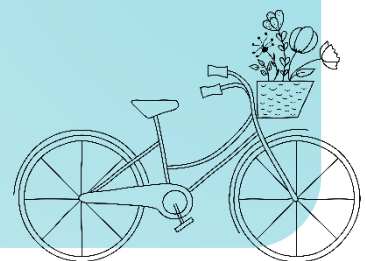
LIST SOME ACCOMPLISHMENTS FOR THE MONTH (BIG & SMALL) HOW DID YOU CELEBRATE?

ACCOMPLISHMENT

CELEBRATION

WHAT DID YOU LEARN? (SKILLS, LESSONS, UNDERSTANDING, ETC.)

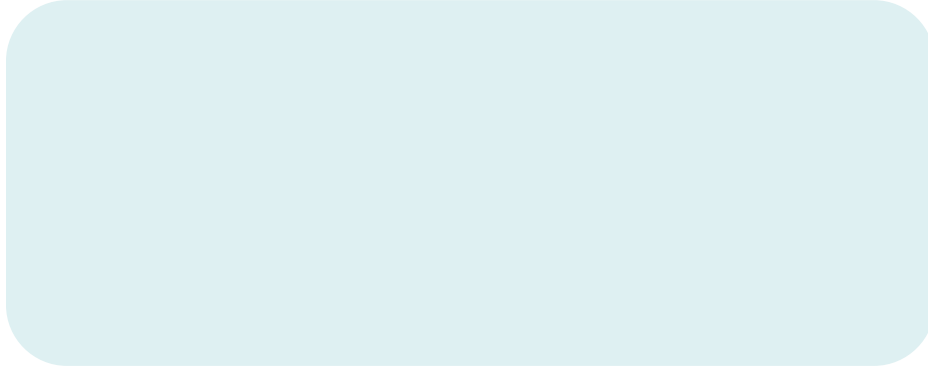
WHAT ARE YOU GRATEFUL FOR IN YOUR BUSINESS?



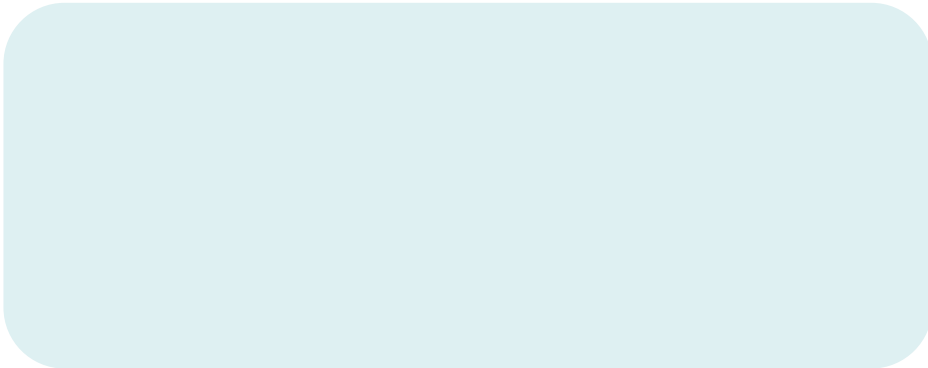
Planning with the SMALL BUSINESS SISTERHOOD

INCOME & EXPENSES OVERVIEW

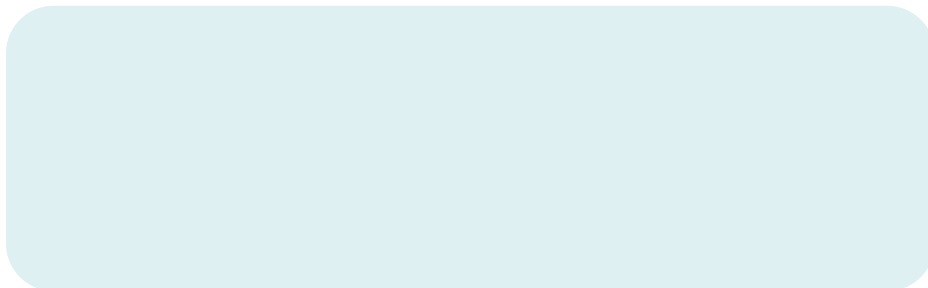
CURRENT MONTH EXPENSES



NEXT MONTH EXPENSE ESTIMATES



MAJOR PURCHASE CONSIDERATIONS NEXT MONTH (SOFTWARE, COURSES, CONFERENCES, ETC.)



CURRENT MONTH INCOME



NEXT MONTH INCOME GOAL



WHAT OBJECTIVES MUST YOU ACHIEVE IN ORDER TO MAKE YOUR INCOME GOAL? (# OF SALES, ETC.)



WHAT ACTIVITIES WILL HELP YOU ACHIEVE THOSE OBJECTIVES? (ADS, CHALLENGES, MARKETING, ETC.)



Planning with the SMALL BUSINESS SISTERHOOD

CLIENTS/CUSTOMERS, SOCIAL MEDIA, & EMAIL LIST STATS

CLIENTS, CUSTOMERS, SUBSCRIBERS, & FOLLOWERS STATS

Type Clients/Platform/Channel/List	Last Month	Current Month	Change (+/-)	Next Month Goal	Increase by

WEBSITE ANALYTICS

KEY PERFORMANCE INDICATOR STATS

Key Performance Indicator	Last Month	Current Month	Change (+/-)	Next Month Goal	Increase by
Unique Visitors					
Bounce Rate					
Avg. Time on Site					
New Visitors					
New vs Returning Visitors					
Top Traffic Sources					
Top Pages/Posts					

Planning with the SMALL BUSINESS SISTERHOOD

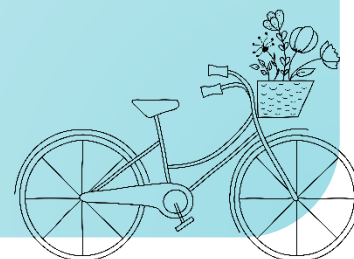
UPCOMING MONTH BUSINESS DEVELOPMENT & ADMIN GOALS

WHAT IS YOUR MAIN BUSINESS DEVELOPMENT GOAL FOR THIS COMING MONTH?

WHAT IS YOUR SECONDARY BUSINESS DEVELOPMENT GOAL FOR THIS MONTH?

WHAT ADMIN ACTIVITIES DO YOU WANT TO ACHIEVE THIS MONTH?

(FILE TAXES, HIRE A VA, SYSTEMIZE CLIENT INTAKE PROCESS, ETC.)



Planning with the SMALL BUSINESS SISTERHOOD

UPCOMING MONTH PR & MARKETING GOALS

WHAT PROMOS ARE YOU RUNNING THIS MONTH? (CHALLENGES, LAUNCHES, SALES, ETC.)

Promo	Dates	Details

WHAT PR OUTREACH DO YOU WANT TO DO THIS MONTH?

Publication/Blog/etc.	Topic

WHAT EVENTS ARE YOU PARTICIPATING IN THIS MONTH? (SOCIAL MEDIA CHALLENGES, HASTAG EVENTS, TWITTER PARTIES, SUMMITS, JVs, ETC.)

Event	Dates	Details



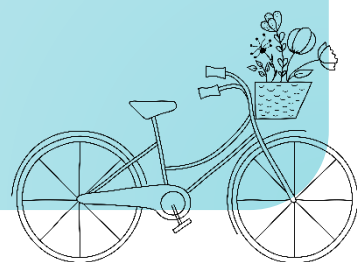
Planning with the SMALL BUSINESS SISTERHOOD

AFFIRMATIONS, STAYING MOTIVATED & SELF-CARE

WHAT IS YOUR MANTRA OR AFFIRMATION FOR THIS MONTH?

HOW WILL YOU STAY INSPIRED THIS MONTH? WHAT WILL YOU DO WHEN THINGS FEEL DIFFICULT, UN-FUN, OR STUCK?

WHAT SELF-CARE ROUTINES ARE IMPORTANT TO YOU THIS MONTH? HOW WILL YOU SUPPORT YOURSELF?



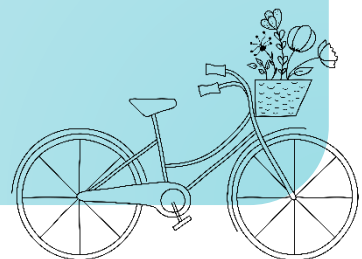
Planning with the SMALL BUSINESS SISTERHOOD

FEELING CONNECTED & SUPPORTED BY COMMUNITY

HOW WILL YOU INCORPORATE COMMUNITY IN YOUR BUSINESS THIS MONTH?

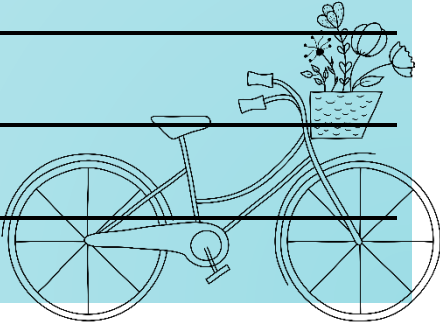
WHAT WILL YOU DO WHEN YOU'RE FEELING FEELING LONELY & ISOLATED IN YOUR BUSINESS? WHAT CAN YOU DO TO AVOID THESE FEELINGS?

WHAT WILL YOU ASK FOR HELP WITH THIS MONTH?(RESOURCES, FEEDBACK, SUPPORT, ETC.)



Planning with the SMALL BUSINESS SISTERHOOD

NOTES



Planning with the SMALL BUSINESS SISTERHOOD

MONTH: _____

●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●

WEEKLY PLANNER

WEEK OF: ___ / ___ ~ ___ / ___

Monday

Friday

Tuesday

Saturday

Wednesday

Sunday

Thursday

TOP PRIORITIES

DAILY PLANNER

DAY OF: _____

PLAN FOR TODAY

7AM _____

8AM _____

9AM _____

10AM _____

11AM _____

12PM _____

1PM _____

2PM _____

3PM _____

5PM _____

6PM _____

7PM _____

TOP PRIORITY

MEAL PLAN

NOTES

PROJECT PLANNING

PROJECT NAME:

DESCRIPTION:
+ TIMEFRAME

HOW DOES THIS
PROJECT SERVE YOUR
BUSINESS VALUES?

OUTCOME GOALS:

TOTAL INCOME GOALS:

TIMEFRAME:

SALES/CONVERSION GOALS:

TIMEFRAME:

EMAIL SUBSCRIBER GOALS:

TIMEFRAME:

AUDIENCE GOALS:

TIMEFRAME:

RELATIONSHIP/COLLABORATION GOALS:

TIMEFRAME:

PUBLICITY GOALS:

TIMEFRAME:

OTHER GOALS:

TIMEFRAME:

PROJECT PLANNING

PROJECT NAME: _____

MAJOR MILESTONES

ACTIONABLE TASKS

DEADLINE

DEADLINE _____

DEADLINE _____

DEADLINE _____

DEADLINE _____

DEADLINE _____

DEADLINE _____