

Daily Action *steps*

Date: _____

20 Min. of personal development

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Gratitude List:

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1. _____
2. _____
3. _____
4. _____
5. _____

3 New Asks B-(Business) P-(Party) S-(Sample)

☐☐☐

1. _____
2. _____
3. _____

3 Follow Ups to Previous Asks:

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1. _____
2. _____
3. _____

3 Client/PC Follow Ups

☐☐☐

1. _____
2. _____
3. _____

3 Team Connections

☐☐☐

1. _____
2. _____
3. _____

3 Relationship building actions

☐☐☐

1. _____
2. _____
3. _____

Social Media Posts _____

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Review Goals:

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Plan 3 Essential Actions for tomorrow:

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1. _____
2. _____
3. _____