

5 Critical Daily Task

- PRINT ME -

1. PLANNING (5-10 min)

- Create Calendar
- Write out Goals
- Task List Based on Goals
- Prioritize

2. EDUCATION (30-60 min)

- Personal Development
- Industry / Product Research
- Online Training

3. NETWORKING

- With Potential Customers
- With Potential Business Partners
- Build Your Prospect List

4. MARKETING

- Communicate using 2 Social Media Platforms
- Phone Calls
- Personal Emails

5. FOLLOW UPS

- Who haven't you heard back from?
- Who do you have scheduled to follow up with today?
- Who needs just a "hello" (not business related)