Take Time Away From Your Biz!

Planning Your Time Off

Val Selby

Yearly Planner DATES TO TAKE OFF

January	February	March

April	May	June

July	August	September

October	November	December

Action Plan FOR TAKING TIME OFF

MONTH:

The Goal

The Strategy

Next Steps

Notes

My NO WORK PLAN

Dates I will take off:

Why I want this:

What will I do?

What I need to schedule ahead:

Additional notes:

Month Goals TO TAKE THE TIME OFF

MONTH:

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"ACTION *always beats intention*"

NOTES

Week To Do's SCHEDULE THIS

Monday	Tuesday	Wednesday

Thursday	Friday	Saturday & Sunday

To-do TODAY

Should Do

Must Do

Work Smarter

WRITE IT DOWN THEN MAKE IT HAPPEN

Newsletter SCHEDULE

Month: _____

Email Subject:			Date:
TOPICS:			LINKED TO:
SUBSCRIBERS:	OPENED:	CLICKED:	CONVERSION:

Email Subject:			Date:
TOPICS:			LINKED TO:
SUBSCRIBERS:	OPENED:	CLICKED:	CONVERSION:

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TOPICS:			LINKED TO:
SUBSCRIBERS:	OPENED:	CLICKED:	CONVERSION:

Social Media WEEKLY Posts

	Monday	Tuesday	Wednesday	Thursday
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯

	Friday	Saturday	Sunday	Notes
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	
	Create ◯ Post ◯	Create ◯ Post ◯	Create ◯ Post ◯	

Social Media TO-DO List

DATE:

PRIORITY:	ITEM NAME:	DUE DATE:

Group Posting SCHEDULE

Month: _____

Group Name	Topic	Post to Group
		M T W T F S S
		M T W T F S S
		M T W T F S S
		M T W T F S S
		M T W T F S S
		M T W T F S S
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