

accelerate! Weekly {PROFITABILITY} Planner

QTR _____ WEEK OF _____

Guiding Principles for Maximizing Your Week with the PROFITABILITY Planner

{For Use with or Without Existing Daily Planner}

Profit Generating Project 1	Profit Generating Project 2	Profit Generating Project 3
Based on Your Qx4 Plan Strategies	Based on Your Qx4 Plan Strategies	Based on Your Qx4 Plan Strategies

	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Priority 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Priority 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Priority 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5xWater + Walk	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀

	Monday	Tuesday	Wednesday	Thursday	Friday
	:: MARKETING ::	:: SALES ::	:: SALES ::	:: SALES ::	:: FOLLOW-UP ::
8 – 9:30	Mailing your list, blogging, guest blogging, sending direct mail, sending press releases, scheduling social media posts for the week... {List Building + Awareness}	Direct emails and calls to prospective customers, clients, buyers, marketing partners and media to set appointments for future calls, meetings, projects and joint promotions. Utilize written scripts for emails and calls for maximum productivity and effectiveness. {Interest, Desire + Action}	Networking Lunch	Networking Lunch	Lead follow-up, follow-up & more follow-up! Content Creation / New Product Development {Follow-Up = Fortune!}
9:40 – 11:10					
11:20 – 12:30					
Lunch {networking lunch or eat + water + walk}	Eat + Water + Walk	Networking Lunch	Networking Lunch	Networking Lunch	Eat + Water + Walk
1:30 – 3	People/HR/Training	People/HR/Training	People/HR/Training	People/HR/Training	Bookkeeping / Admin
3:10 – 4:40	Fulfillment & Customer Service	Fulfillment & Customer Service	Fulfillment & Customer Service	Fulfillment & Customer Service	Misc. tasks needed to complete for the week
4:50 – 5:30	Misc. Operations	Misc. Operations	Misc. Operations	Misc. Operations	Tracking Dashboard
5:30 – 5:45	Reset 3 Priority Tasks for Tuesday	Reset 3 Priority Tasks for Wednesday	Reset 3 Priority Tasks for Thursday	Reset 3 Priority Tasks for Friday	Reset 3 Priority Tasks for Monday

:: Notes & Comments

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{Print and Use as Stand Alone or + Existing Planner}

Profit Generating Project 1	Profit Generating Project 2	Profit Generating Project 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Priority 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Priority 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Priority 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5xWater + Walk	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀	●●●●●♀♀♀♀♀

	Monday	Tuesday	Wednesday	Thursday	Friday
	:: MARKETING ::	:: SALES ::	:: SALES ::	:: SALES ::	:: FOLLOW-UP ::
8 – 9:30					
::break:: water + walk					
9:40 – 11:10					
::break:: water + walk					
11:20 – 12:30					
Lunch {networking lunch or eat + water + walk}					
1:30 – 3					
::break:: water + walk					
3:10 – 4:40					
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4:50 – 5:30					
5:30 – 5:45	Reset 3 Priority Tasks for Tuesday	Reset 3 Priority Tasks for Wednesday	Reset 3 Priority Tasks for Thursday	Reset 3 Priority Tasks for Friday	Reset 3 Priority Tasks for Monday

:: Notes & Comments