



Intentional Actions for Success

1. Prioritize my activities – what is the most important **income producing** activity I can do today?
Know your most productive hours of the day. _____
When are you at your highest energy level? _____
When are most of your ideal clients available? _____
2. Schedule my day – it's a business!
Others may think that since you don't work a "regular job" you are available any time for talking, or helping them. If you want business results, you need to treat it as a business. Schedule your work hours and activities just as if you worked for someone else.
3. Make 3 or more client calls a day. _____
When you are consistent in your outreach, your results will be more consistent. If you do all your calls in one or two days and then nothing for the other three – five days, you will find your business activity and income goes up and down in relation to your calls or outreach efforts.
4. Be willing to learn _____
Nothing stays the same forever! What new technology might you need to learn? Is there a new program you want to conquer to use in your business? Do you need to **hire someone** or invest in a program to help you learn something new? It is well worth it!
5. Take a break! _____
It is sooo important to get up from your computer (if that is where you are for a large part of your work day) and take a visual, mental, and energy break!
6. Recognize and reward yourself!
Entrepreneurs are often so driven to achieve results that they forget to recognize THEMSELVES for even the smallest of accomplishments!
Did you learn something new today? Were you able to reach clients or contacts to continue the activity in your business? Pat yourself on the back! Note it in your daily journal; treat yourself in some small way for each accomplishment! It's vital for your self confidence 😊

