

Monthly Activity Sheet

Review on the first day of each month

ACTION	J	F	M	A	M	J	J	A	S	O	N	D
Send out birthday and holiday cards												
Set intention for actions and progress – write them												
Identify 3 things YOU want for yourself – write them												
Acknowledge one person each day												
Balance books and financial statements												
Follow up with leads and referrals												
Take time off as scheduled and planned												
Develop system and pay bills early												
Arrive to all meetings and appointments early												
Appreciate and acknowledge yourself daily												
Organize your work area – reduce clutter												
List 3 friends or relatives to call												
Have lunch with 2 people you’ve lost touch with												
Set your daily intention before you get out of bed												
Journal often to note feelings and progress												
Create an affirmation statement daily												
De-clutter areas that are causing energy drain												
Plan for a date night each week												
Empty the trash in your area often												
Read at least 10 minutes a day												
Give thanks and gratitude daily												
Touch the same piece of paper once – stay efficient												
Keep up with filing and sorting												
Plan nightly for the next day – stay in control												