

Module 1

Lesson 2: 30 day plan

The lesson outcome for you today is to get really clear on how to create your own 30-day plan to use within your business. The 3 areas I'd like you to cover or focus on today are:

Number 1: Prioritising your objectives and your goals and working on how prioritising objectives within your business is going to be super beneficial long-term.

Number 2: Breaking those big objectives into little bite-sized chunks

Number 3: Creating your 30-day plan to success

For the first thing that we want to talk about is your objectives. We want to look at the top 3 objectives that you took from the last lesson and we want to build on those in this lesson. Your top 3 objectives are probably your 3 most important business goals that you want to focus on the next 12 months. And what we want to do is compress those objectives and tasks list down into a 90-day set of tasks that we want to achieve over the next 90 days. Obviously with big objectives they come with lots of little steps. One big goal always has plenty of little steps working towards achieving that goal. What we want to do is to take that 3 main objectives and list out all the little steps to take to achieve that big goal. What we want to call those a bite size chunks or they're the little tasks that you need to do in order to achieve that big goal. A good example of this would be if I was building a CRM, I'd have to build out my list, I had to create campaigns, I would have to create a lead magnet into new people into the database. Those are lots of little steps in order to achieve one big goal. The next I want you to do because probably you've got 3 big lists now of lots of little tasks is compress those all into one big super list and this is when the special part comes in. I want you to take the top 10 to 12 objectives and take those and put them all into just 1 list over the next month. And there's few reasons why we only choose 10 to 12. Number 1: it's really easy to count 10 to 12 task on a 1 page nice and easy to read, you can take it with you or put it on your office wall. Number 2: it doesn't create any overwhelm. Looking at 10 to 12 of things on a page is really easy to read and very simple, nice and easy to tick off along the way. That comes to my 3rd point. Crossing them off as you achieve those bite size chunks or as you complete them. That's really important, it gives your inner self a sense of accomplishment and that it leads you on to the next task. The other thing is you need to reward yourself as well. You need to make sure you're giving yourself some sort of reward after achieving a set of those bite-sized chunks. Whether it's taking an hour off spending a bit of time with friends, whatever you like to do but it is really important to keep the energy levels high and keep the motivation high at the same time. One other point to remember is that you want to work from top to bottom on your list. The reason I say that is because some people look at list and say "7's easier I'll do 3 first and then I'll roll into 5" because you've already prioritised them you want to work from 1 through to 12. Work 1, 2, 3 all the way through and it will keep you on track to finish that list. So the lesson takeaways that I want to look at for this lesson:

Number 1 - we want to prioritise your 3 main objectives that you want to work on over the next 12 months

Number 2 - we want to break them down to workable bite sized chunks. So you've got 3 main list coming off your 3 main objectives.

Number 3 - listing them out in a priority order from most important to least important and then compressing them into 1 big super long list and

Number 4 - taking the top 10 to 12 and building your 30 day plan with that

It's really important to keep those list nice and tight and we'll be able to help you along the way as you go. So from now, please make sure that you fill in the Google form that we've attached with this video. In the next lesson, we'll be speaking about client avatar and as always feel free to reach out to us at ask@nickpsaila.com or reach out to us on the Business TakeOff Facebook page. Bye for now.