

	Use these questions to review your progress each week, month and quarter.			
	Priority	Question		1/1
		WEEKLY		
1	3- (Critical)	What can you simplify?		
2	3- (Critical)	What version of yourself do you need to step into to turn your goals into your new reality?		
3	3- (Critical)	What direct sales and marketing activities did you, or your dedicated team member, complete this week?		
4	3- (Critical)	Did you use your money wisely this week?		
5	2- (Important)	- <i>What money did you make this week?</i>		
6	2- (Important)	- <i>What is your gross revenue this week? estimated take home? total clients?</i>		
7	2- (Important)	- <i>Did you pay your scheduled expenses this week?</i>		
8	2- (Important)	- <i>What where total team expenses?</i>		
9	2- (Important)	Did you review your bank accounts for any errors or double charges?		
10	3- (Critical)	Did you answer all client emails? all priority emails and message?		
11	2- (Important)	Did you purchase priority items need?		
12	1- (Normal)	Did you review your action plan (your plan for a healthy, thriving business)?		
13	2- (Important)	Did you update AcuityScheduling (your scheduling tool)?		
14	1- (Normal)	Did you sort your (a) desktop (b) random notes (c) bookmarks?		
		MONTHLY		
15	3- (Critical)	What did you do well this month? Are you selling every day? How are you actually empowering women?		
16	3- (Critical)	Did you save/plan for taxes? Keep legal items up-to-date?		
17	2- (Important)	Did you select topics for upcoming content + social calendar in the coming month?		
		QUARTERLY		
18	2- (Important)	Did you review/update your action plan (your plan for a healthy, thriving business)?		
19	2- (Important)	Did you set aside time (1 Day) to plan for the next 90 days?		