

Business Planner

Organise and plan your
work-day better



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TECHNICAL SEO CONSULTANT

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Business Life Planner

Whether you own your own business, work for yourself, or want to take back control of your time in the office, this planner is for you.

This planner will help you:

- Prioritise tasks,
- Get achievable goals,
- Plan your day / week,
- Become more productive.

Let's crack into it.



Monthly Business Goals

Date: _____

This month, in my business I want to:

Goal	Date	Done
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>

Action Steps
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Read These:

-
-
-

Listen To:

-
-
-

Learn:

-
-
-

Daily Goals

My Focus For Today: _____

Breakfast:

Lunch:

Dinner:

Snacks:

Appointments:

- _____
- _____
- _____

Done	Top Tasks

Daily Schedule:

5:00am

6:00am

7:00am

8:00am

9:00am

10:00am

11:00am

12:00pm

1:00pm

2:00pm

3:00pm

4:00pm

5:00pm

6:00pm

7:00pm

8:00pm

Habit Tracker:

- _____
- _____
- _____

A little *progress* each day
adds up to *big results*

Today's Top Achievement:

Future Goals

Where would you like to be in:

1 year ...

3 years ...

5 years ...

I will be:

Productivity Checklist

Before you Start:

- | | | | |
|---|---|----|---|
| 1 | Have you had enough water. | 10 | Check your to-do-list to help you stay on track. |
| 2 | Declutter your workspace to clear your thinking . | 11 | Make a list for tomorrow to help clear your mind. |
| 3 | Do a short exercise to wake up your body . | 12 | Get dressed even if you're not going anywhere. |
| 4 | Use airplane mode on your phone to stop distractions. | 13 | Keep a notepad handy and write down ideas as they come to you. |
| 5 | Let people know that you don't want to be disturbed. | 14 | Plan your time and block out time for specific tasks. |
| 6 | Limit browsing time to 30 mins or less for research. | 15 | Focus on one task at a time . |
| 7 | Make sure you have everything you need to complete the task. | 16 | Set reminders for important calls and meetings. |
| 8 | Invest an hour into learning: podcasts, reading etc. | 17 | Go outside for a walk and clear your head. |
| 9 | Reflect on your day , what worked and what didn't. | 18 | Do that one thing that you have been putting off. |

Brain Dump

I've been thinking about:

Ideas...

30 Day Content Plan

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Ideas For Posts...

Passwords

EMAIL

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password

Username:

Password