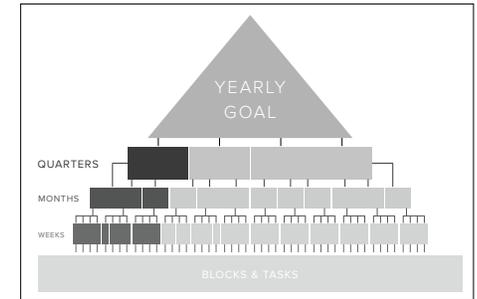




PROJECT PYRAMID QUARTERLY WORKSHEET



Quarter # 4

1: Podcast

2: New clients

3: Holiday party

4: Workout routine

5: SF Workshop

Month: October

1: 4 podcast episodes

2: 1 new client

3: Plan party

4: Kickboxing (2x / week)

5: Research, plan, outreach for workshop

Month: November

1: 3 podcast episodes

2: 1 new client

3: Prep party & invites

4: Add weights (2x / week)

5: Workshop content!

Month: December

1: 3 podcast episodes

2: 1 new client

3: Reminders & the party!

4: Add 10k steps/daily

5: Prep, remind, deliver workshop

Week 1	Week 2
1: [Podcast]	1: [Podcast]
2: [Clients]	2: [Clients]
3: [Party]	3: [Party]
4: [Workout]	4: [Workout]
5: Research & read	5: Plan workshop

Week 1	Week 2
1: [Podcast]	1: [Podcast]
2: [Clients]	2: [Clients]
3: [Party]	3: [Party]
4: [Workout]	4: [Workout]
5: Create outline /content	5: Create content

Week 1	Week 2
1: [Podcast]	1: [Podcast]
2: [Clients]	2: [Clients]
3: [Party]	3: Party this week!
4: [Workout]	4: [Workout]
5: Reminders	5: Prep workshop

Week 3	Week 4
1: [Podcast]	1: [Podcast]
2: [Clients]	2: [Clients]
3: [Party]	3: [Party]
4: [Workout]	4: [Workout]
5: Participant outreach	5: Participant outreach

Week 3	Week 4
1: [Podcast]	
2: [Clients]	
3: [Party]	Holidays!
4: [Workout]	
5: Create Content	

Week 3	Week 4
1: [Podcast]	
2: [Clients]	
3: Party follow-up	Holidays!
4: [Workout]	
5: Workshop!	



WEEKLY MOMENTUM PLANNER

Focus Plans + Outreach

MONTHLY OBJECTIVES

What will you accomplish?

Project
1 Podcast: 4 new episodes
2 Clients: 1 new signed
3 Plan holiday party
4 Kickboxing 2x / week
5 Plan workshop & 10 people

THIS WEEK'S PROJECTS

What projects will you focus on?

Project
1 Podcast episode
2 Prospect outreach (3x)
3 Holiday party theme
4 Kickboxing (2x)
5 Plan workshop + participant list

SCHEDULED EVENTS

What's happening this week?

Day	Event
M	Team meeting 2pm
T	Grocery shop
W	Lunch w/ Mom 11:30am
W	Mastermind group 7pm
Th	Client 11am
F	Dinner w/ J&S 6pm
Su	Rest day!

DEADLINES

What needs to be finished?

Day	Project Chunk	Project
F	Episode posted	1
F	Workshop email	5

WEEKLY DASHBOARD

List the project chunks you will focus on each day.

MONDAY	Priority	Planned Time	Actual Time
<input type="checkbox"/> Party theme brainstorm	A	2	
<input type="checkbox"/> Prospect outreach	A	2	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
TUESDAY	Priority	Planned Time	Actual Time
<input type="checkbox"/> Record podcast ep.	A	2	
<input type="checkbox"/> Prospect outreach	B	2	
<input type="checkbox"/> Kickboxing	A	1.5	
<input type="checkbox"/>			
<input type="checkbox"/>			
WEDNESDAY	Priority	Planned Time	Actual Time
<input type="checkbox"/> Plan workshop	A	2	
<input type="checkbox"/> Edit podcast	B	2	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
THURSDAY	Priority	Planned Time	Actual Time
<input type="checkbox"/> Workshop participant list	B	2	
<input type="checkbox"/> Prospect outreach	A	2	
<input type="checkbox"/> Kickboxing	A	1.5	
<input type="checkbox"/>			
<input type="checkbox"/>			
FRIDAY	Priority	Planned Time	Actual Time
<input type="checkbox"/> Post podcast	A	2	
<input type="checkbox"/> Workshop outreach email	B	2	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
SATURDAY & SUNDAY	Priority	Planned Time	Actual Time
<input type="checkbox"/> Kickboxing	C	1.5	
<input type="checkbox"/>			