



7 **LANDMINES**
THAT BLOW UP
YOUR BUSINESS

CALENDAR

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Table of Contents

Week 1	3
Monday	3
Tuesday	4
Wednesday	7
Thursday	10
Friday	14
Week 2	16
Monday	16
Tuesday	17
Wednesday	19
Thursday	21
Friday	23
Week 3	24
Monday	24
Tuesday	25
Wednesday	26
Thursday	28
Friday	30
Week 4	31
Monday	31
Tuesday	32
Wednesday	33
Thursday	34
Friday	35

Week 1

Monday

Get your workbook and view your notes.

Evaluate how much time you spend on the computer.

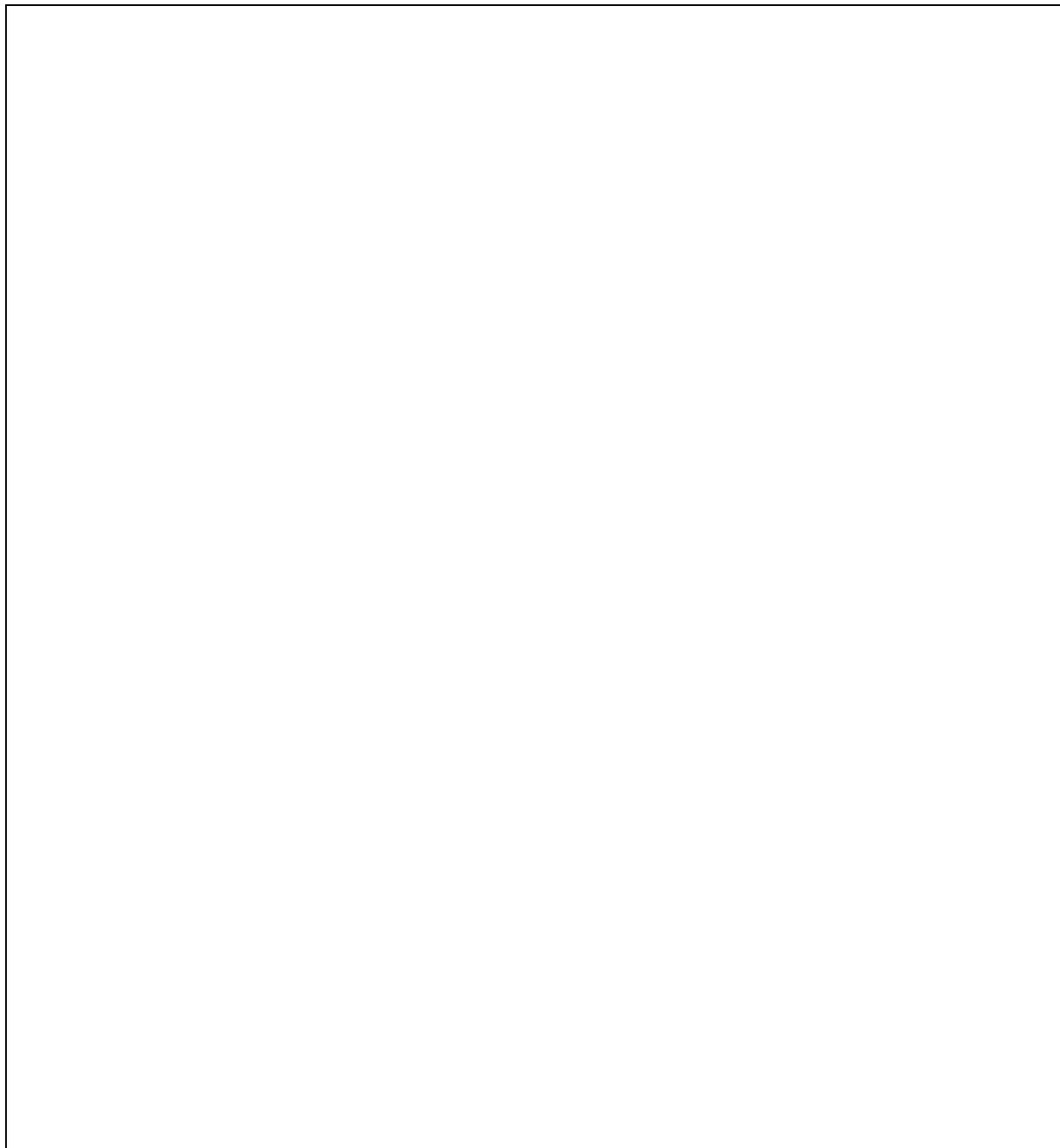
Are you doing money making work or busy work?

List any bad habits or behaviors you recognize.

Plan tomorrow's task list.

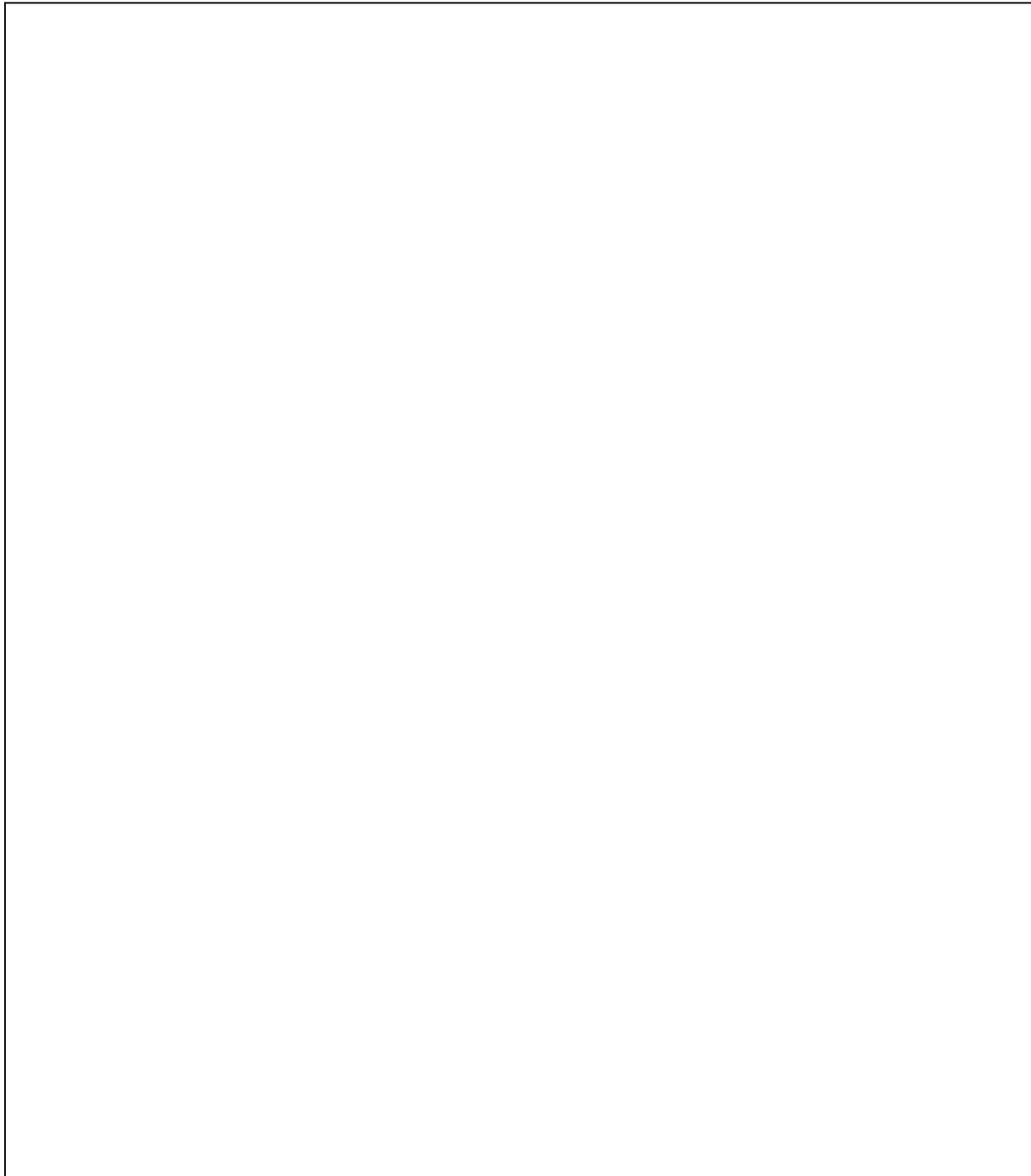
Tuesday

Write notes about any bad habits you identified.

A large, empty rectangular box with a thin black border, intended for the user to write notes about bad habits identified during the week.

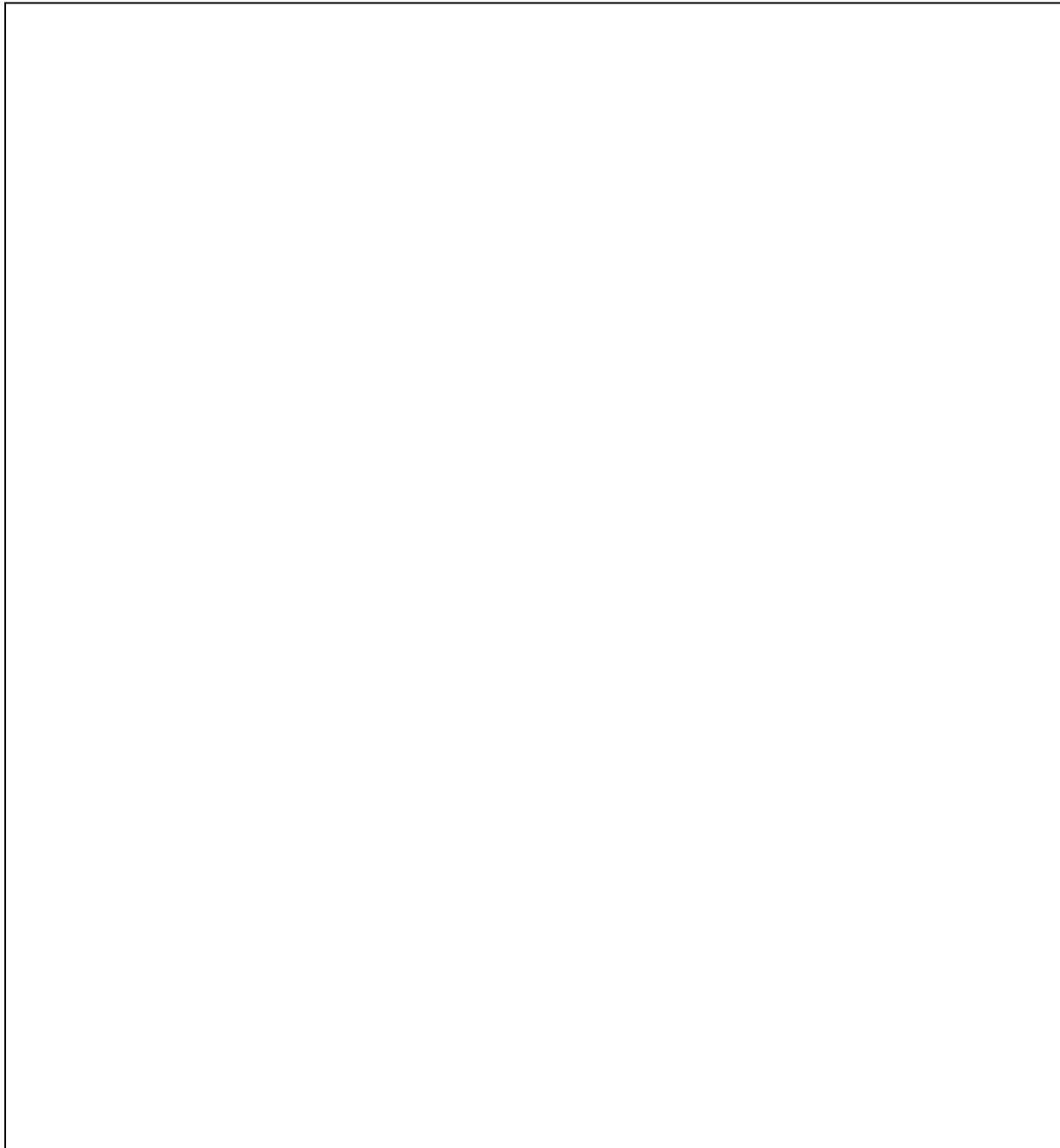
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Prioritize the habits and begin working on the first one.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to write down or prioritize the habits mentioned in the text above.

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Brainstorm ways you can change that habit.

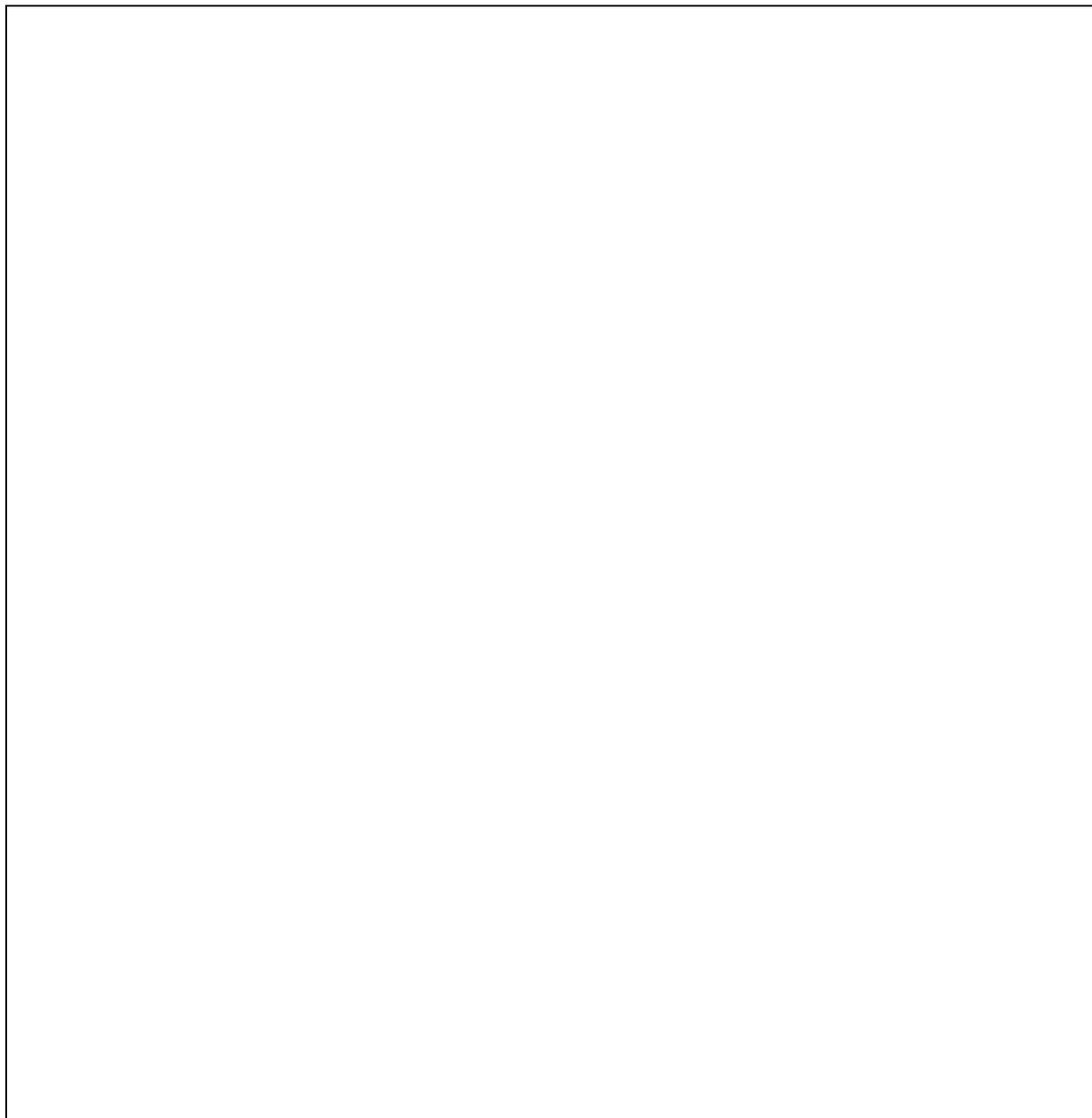
A large, empty rectangular box with a thin black border, intended for brainstorming ways to change a habit. The box is currently blank.

Refer to the book, 'Atomic Habits,' for inspiration.

Wednesday

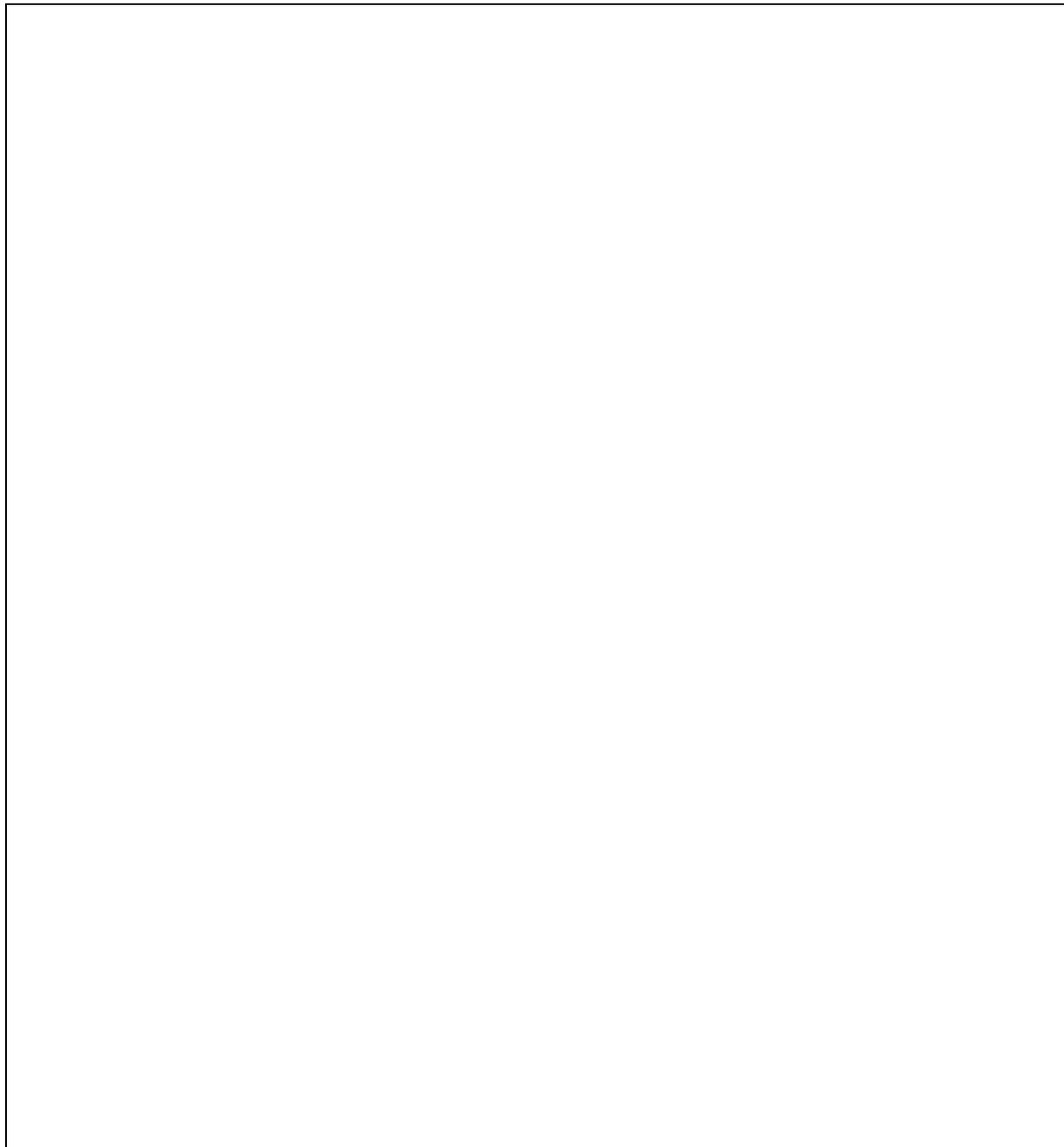
Work on changing that first bad habit.

Journal about your business goals and successes.

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7 LANDMINES THAT BLOW UP YOUR BUSINESS CALENDAR

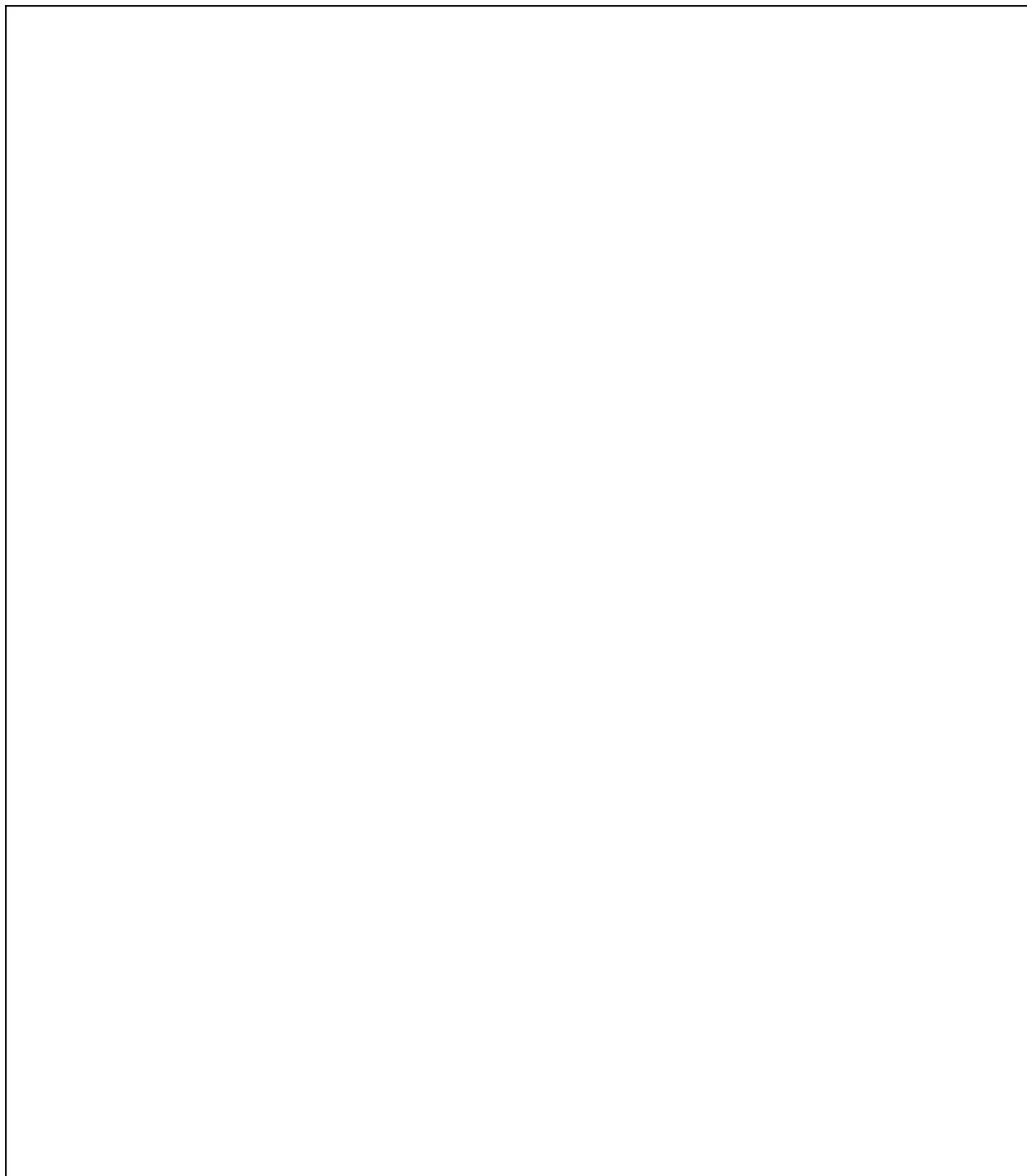
Research and choose different social media schedulers. Meet Edgar, Hootsuite, Buffer, and Loomly are some to get you started.



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If you already have a virtual team, assign social media tasks to your VA.

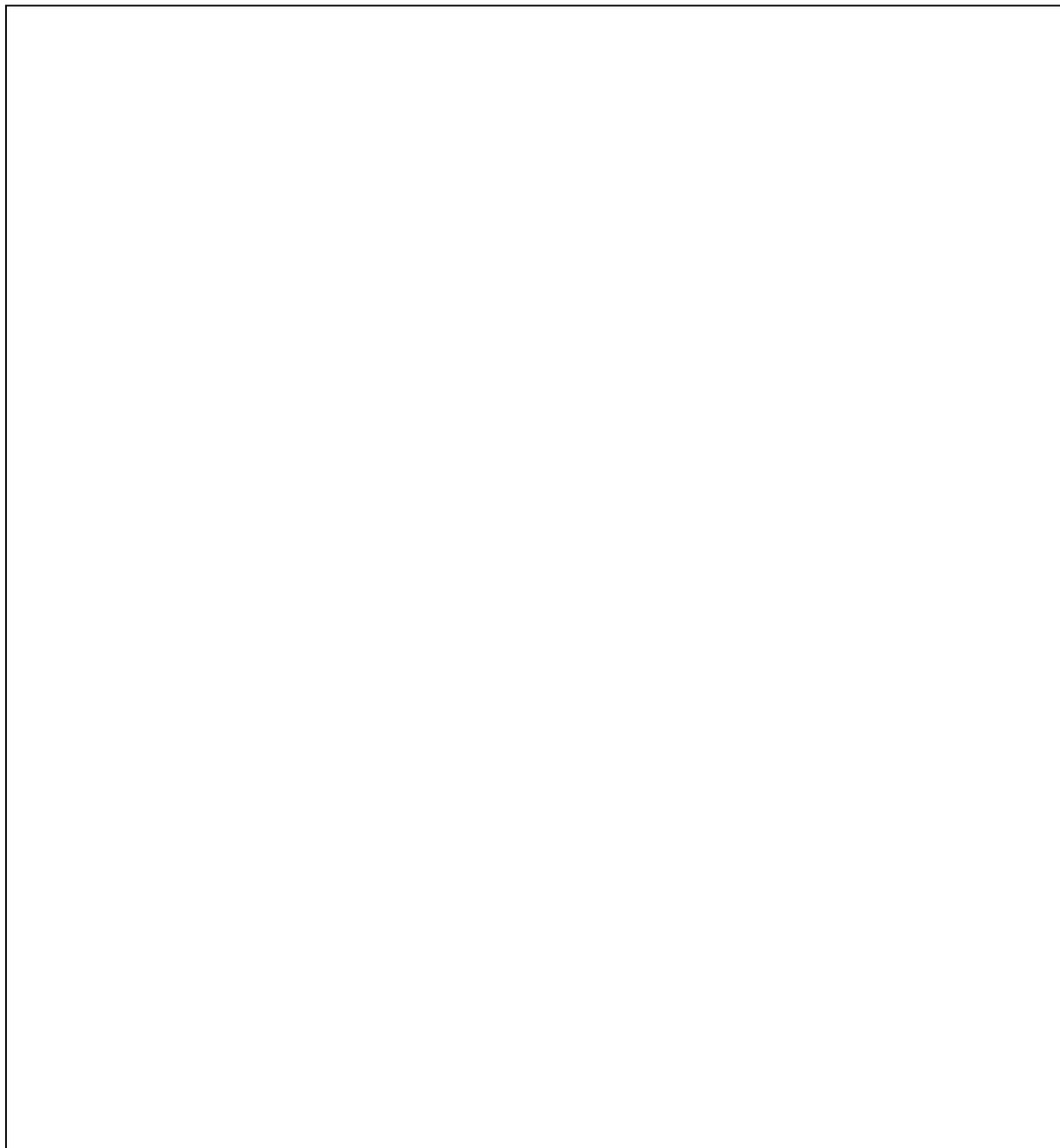
Plan tomorrow's task list.

A large, empty rectangular box with a thin black border, intended for the user to plan their task list for the following day.

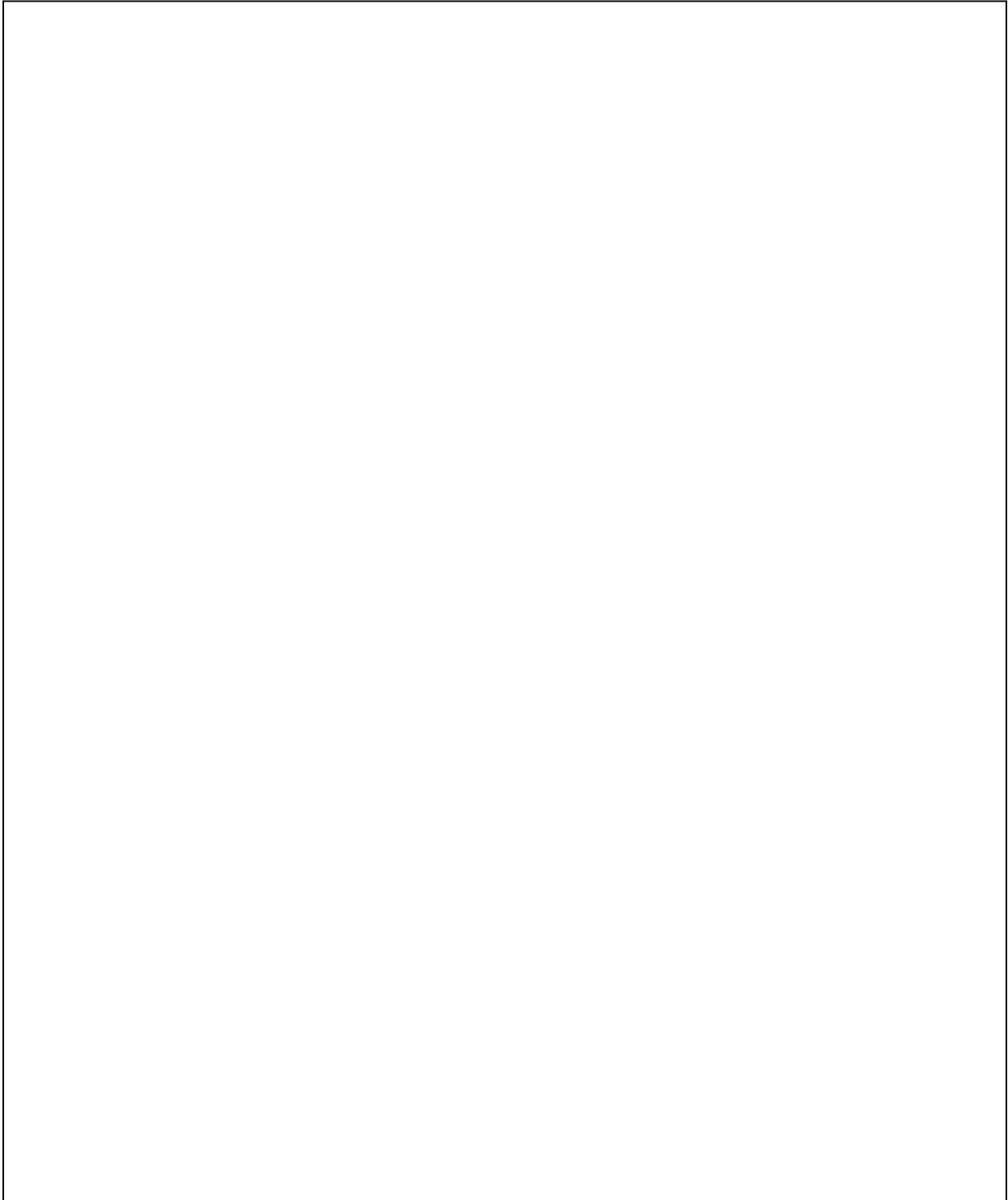
Thursday

Begin working on changing the first habit you identified.

Journal about your business dreams and successes.

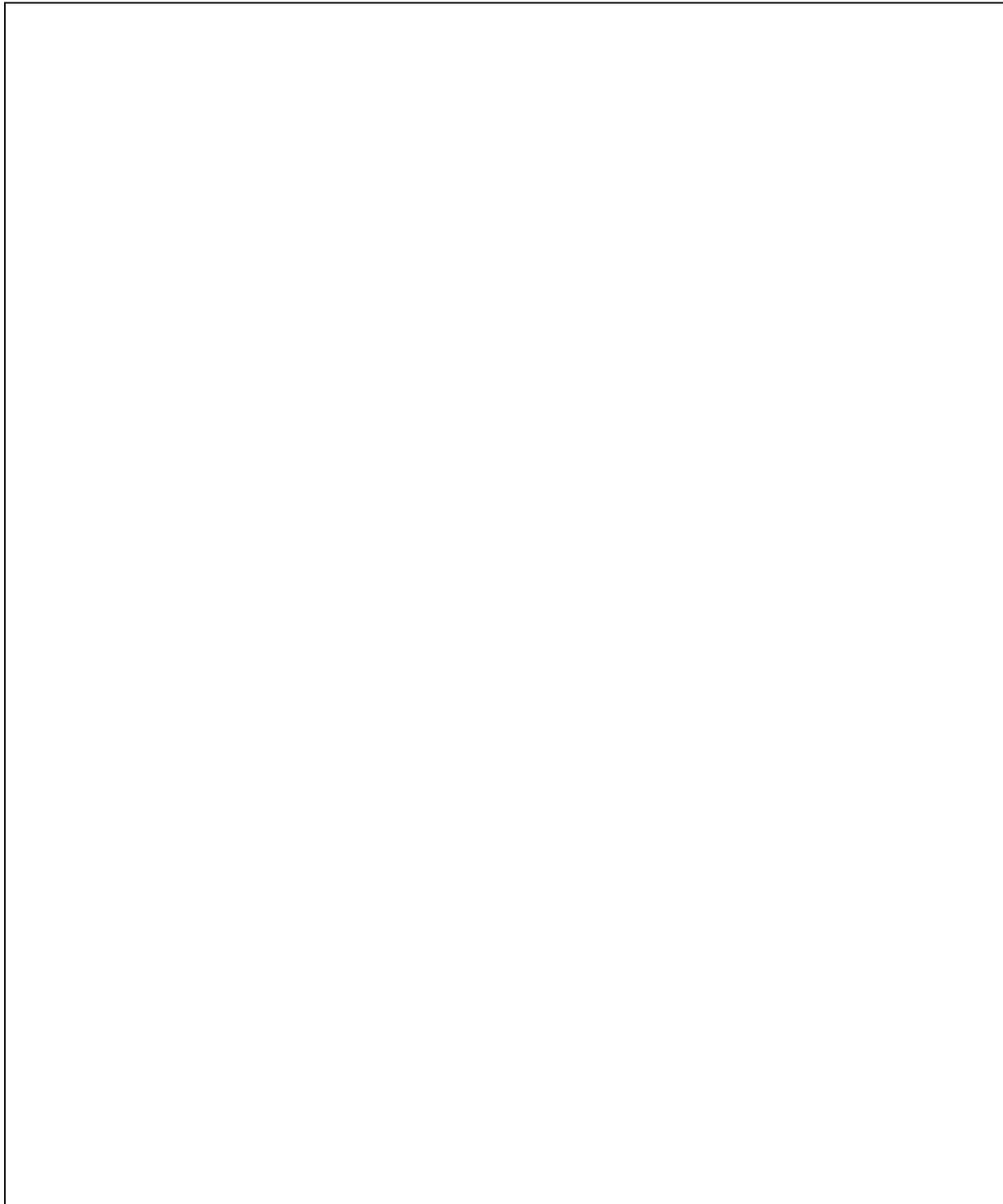
A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

Review your definition of success.

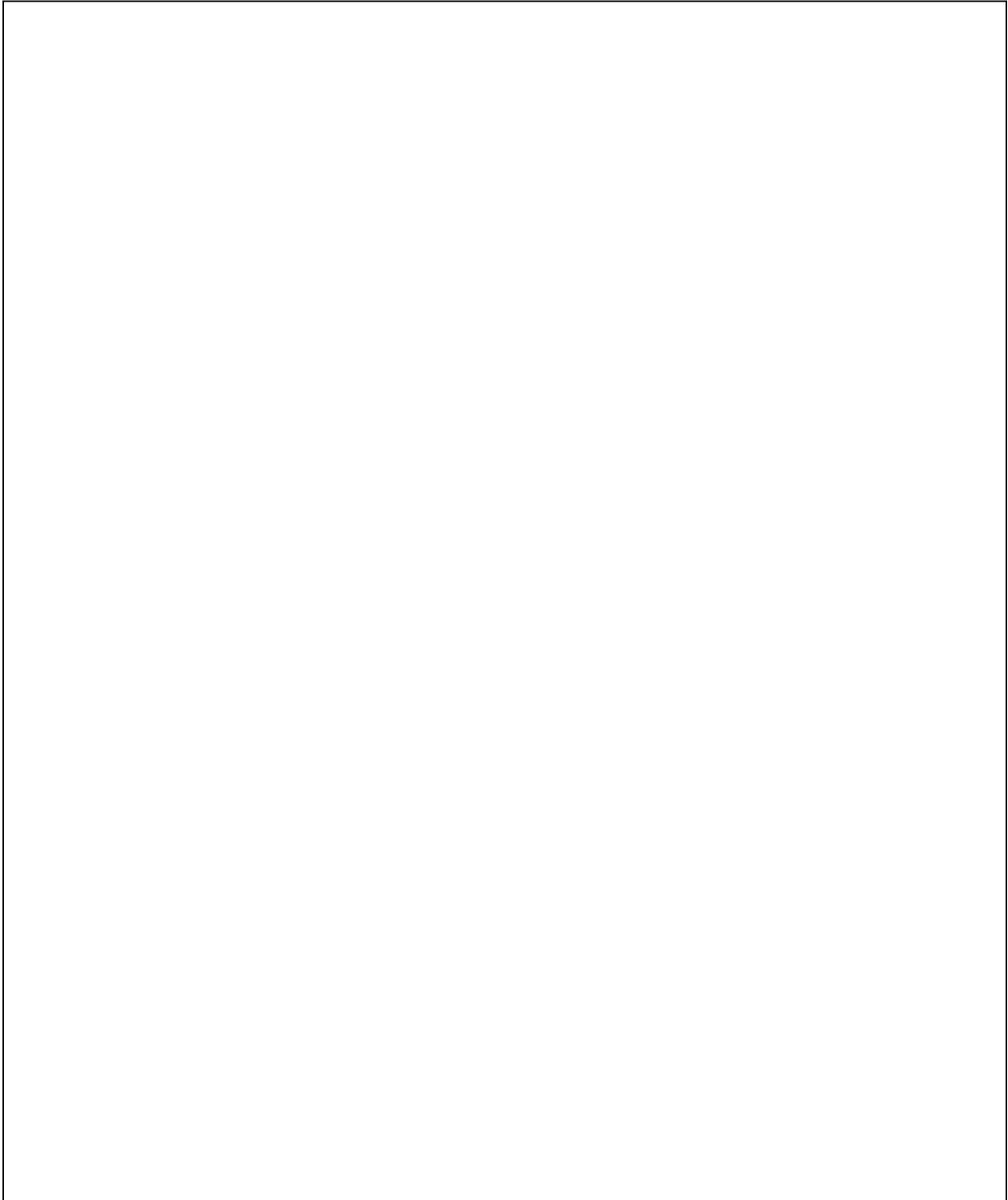
A large, empty rectangular box with a thin black border, intended for the user to write their definition of success.

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Review your milestones and how you will achieve them.

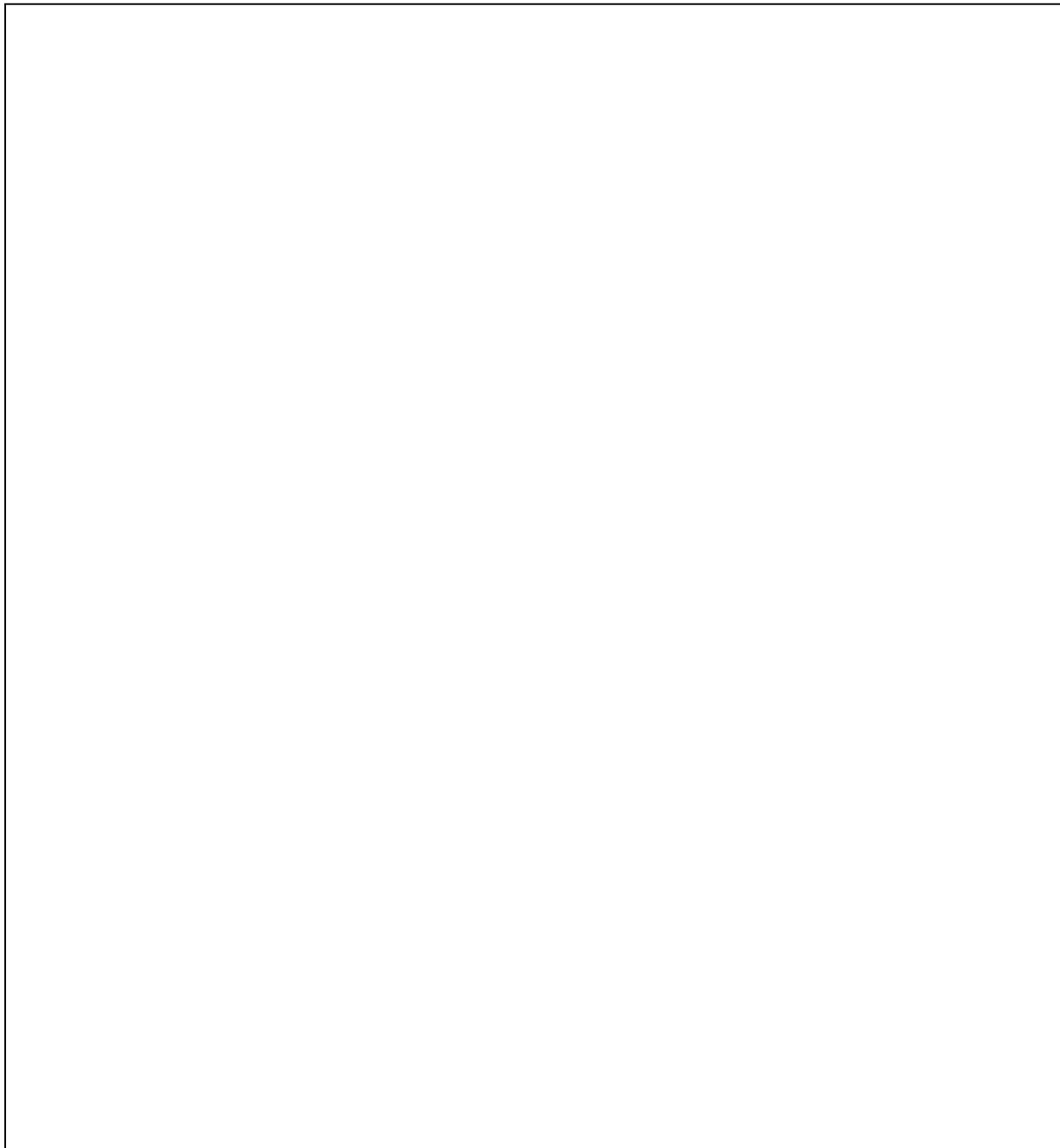
A large, empty rectangular box with a thin black border, intended for the user to review their business milestones and describe how they will achieve them.

Plan for tomorrow's task list.

A large, empty rectangular box with a thin black border, intended for the user to plan their task list for the following day.

Friday

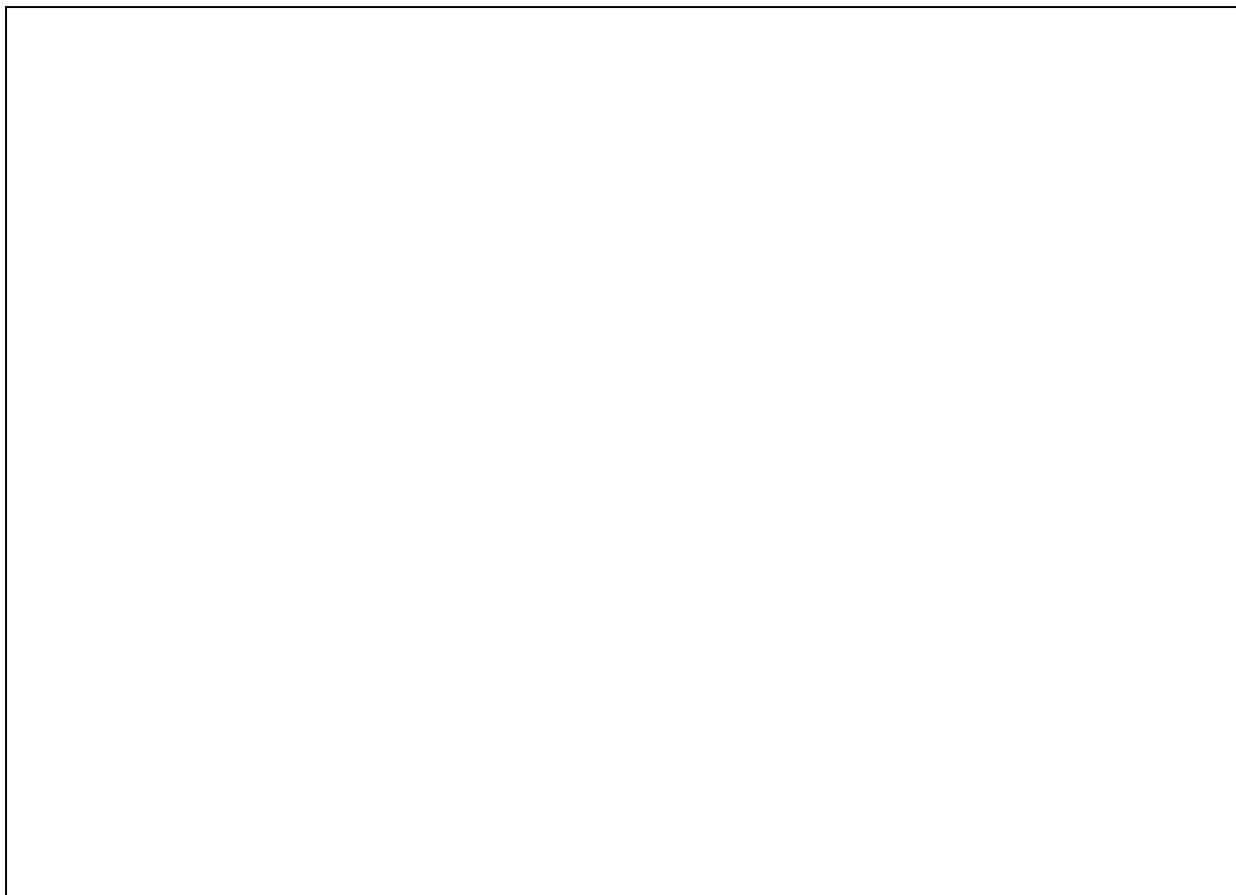
Review your week. What tasks did you not complete? Place them on next week's calendar.

A large, empty rectangular box with a thin black border, intended for the user to write down tasks that were not completed during the week and should be carried over to the next week's calendar.

7 LANDMINES THAT BLOW UP YOUR BUSINESS CALENDAR

Continue establishing the new habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

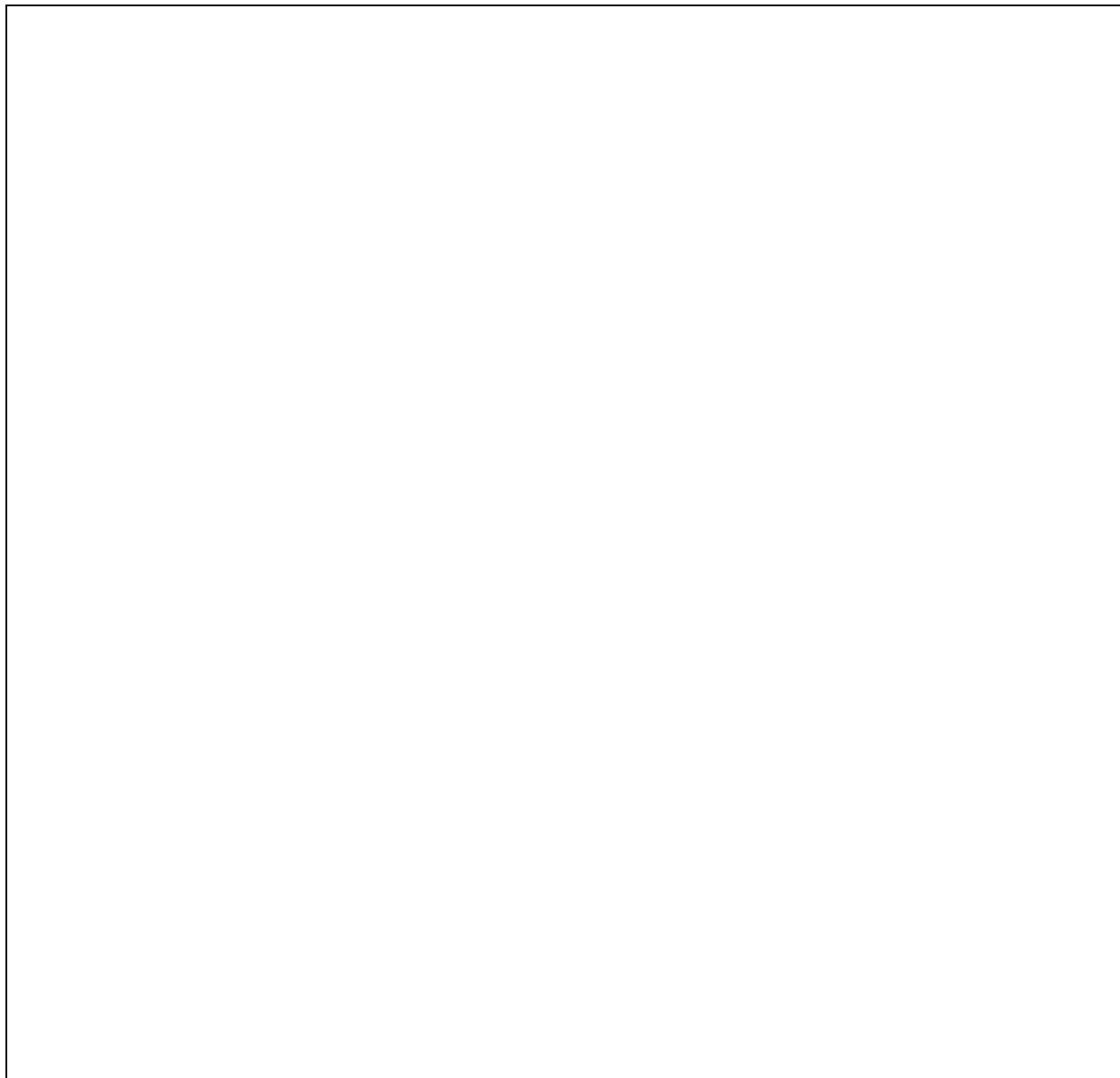
Catch up on tasks and schedule next week.

Week 2

Monday

Continue working on establishing the first positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

Acknowledge when negative self-talk enters your mind.

Breathe deeply and turn that negative self-talk into positive thoughts.

Tuesday

Continue working on establishing the first positive habit.

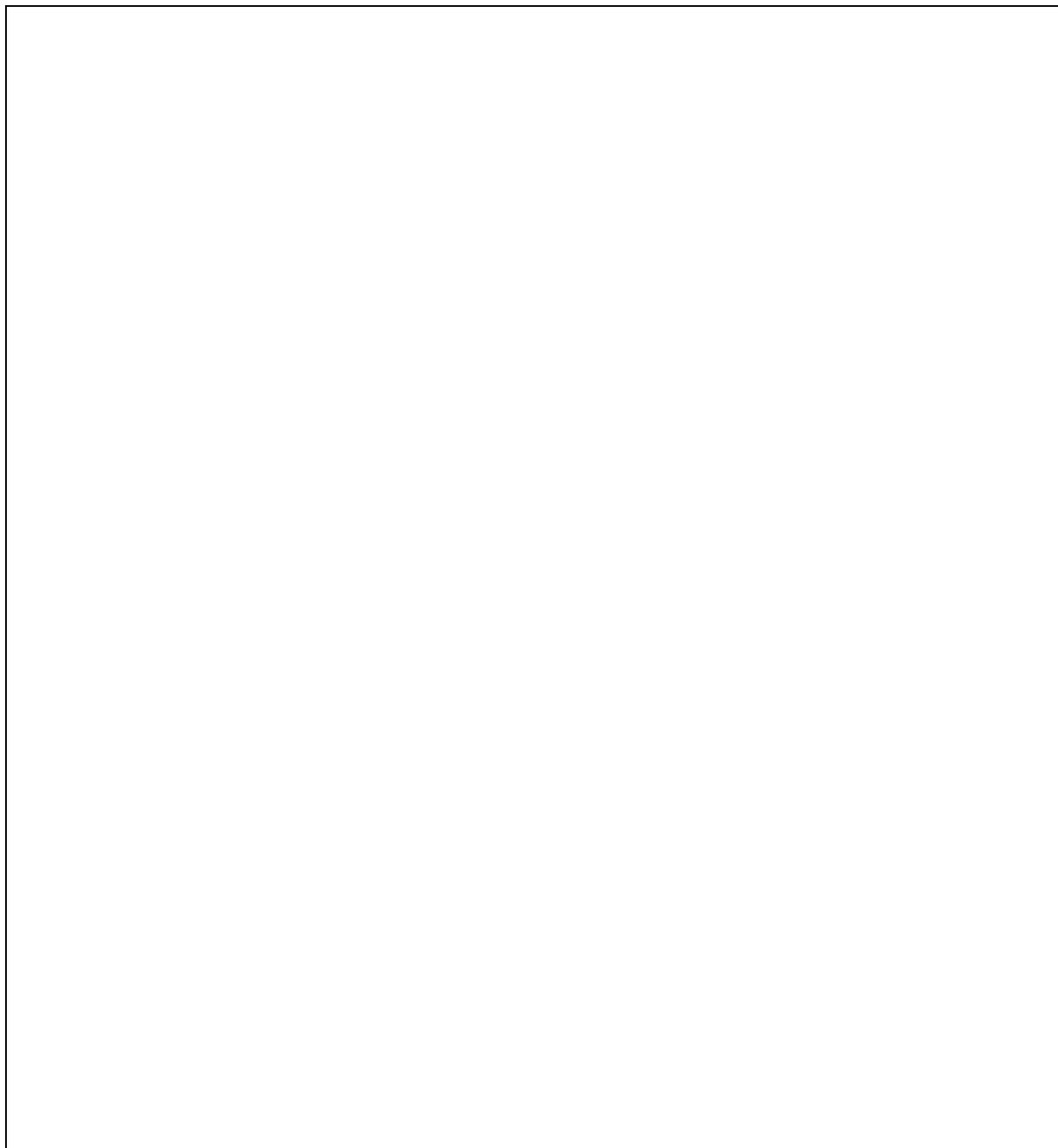
Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

7 LANDMINES THAT BLOW UP YOUR BUSINESS CALENDAR

Use positive affirmations to boost your confidence.

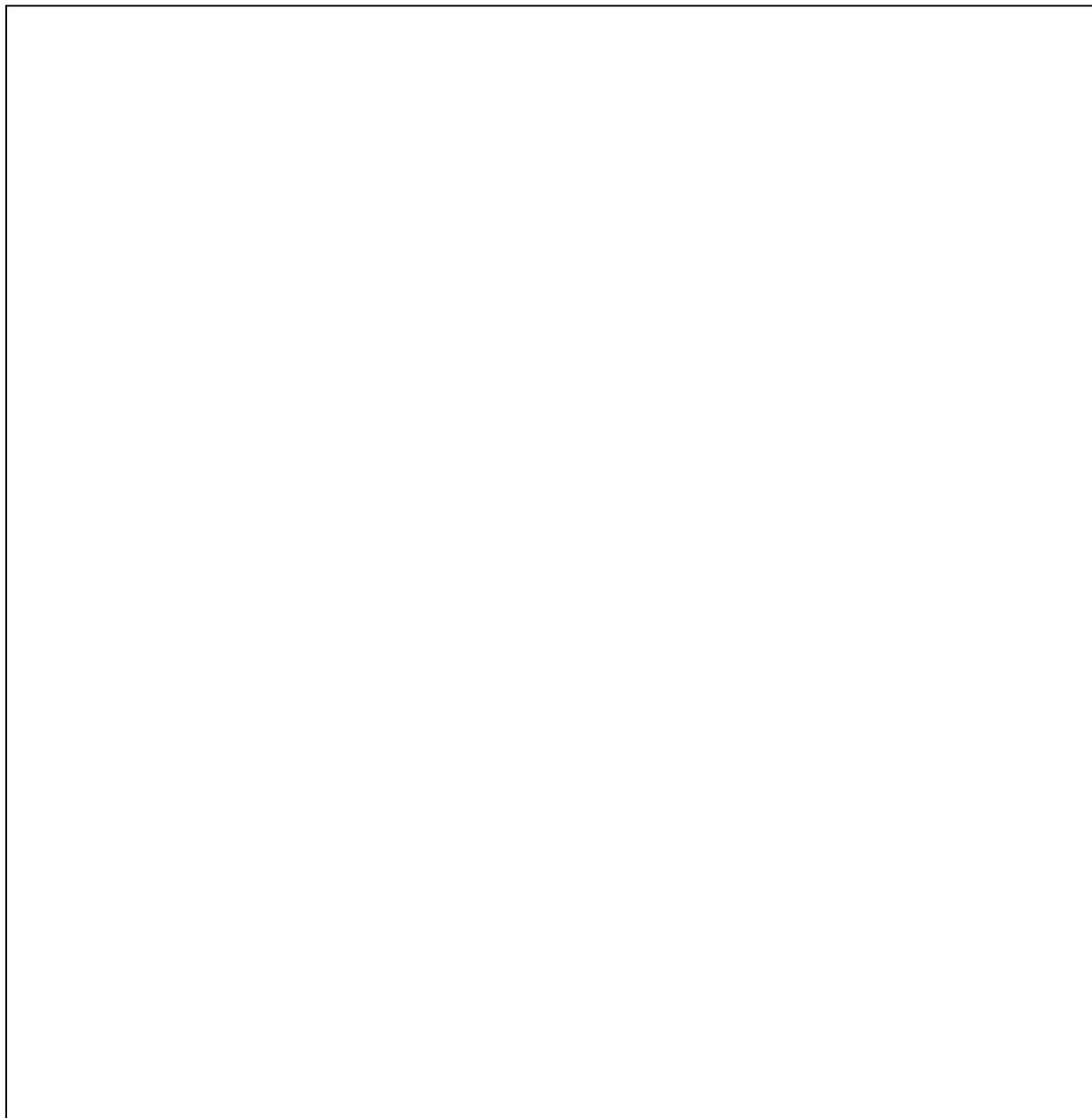
Recognize mindset roadblocks that are holding you back.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to write their positive affirmations and identify mindset roadblocks.

Wednesday

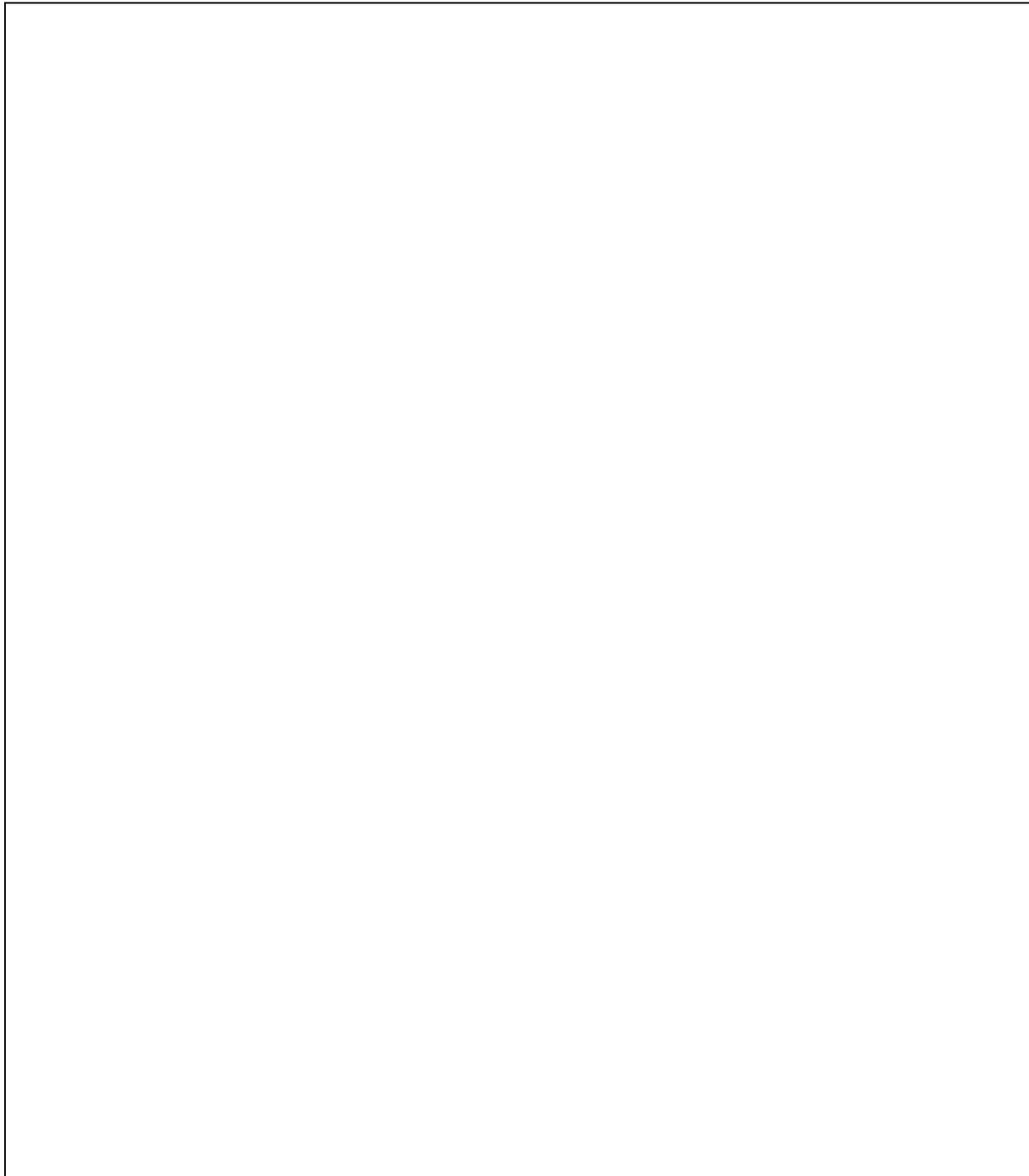
Continue working on establishing the first positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

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Brainstorm way to stretch you from your comfort zone.

A large, empty rectangular box with a thin black border, intended for brainstorming ideas to stretch beyond one's comfort zone.

Add a new marketing technique you've never tried before that is a stretch for you

Thursday

Continue working on establishing the first positive habit.

Journal about your business dreams and successes.

7 LANDMINES THAT BLOW UP YOUR BUSINESS CALENDAR

Track your daily tasks.

Label the tasks as money tasks or busy work.

Money Making Tasks	Busy Work

Is the busy work necessary?

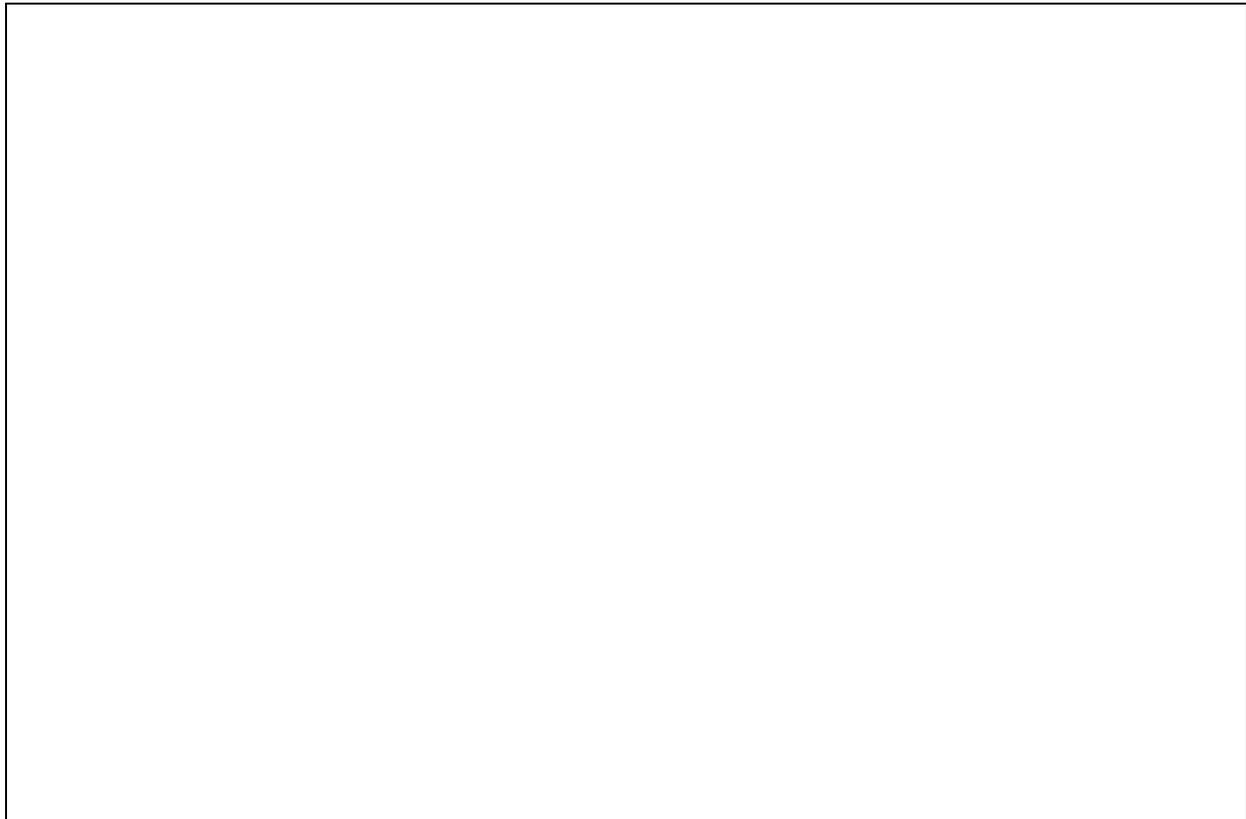
Hire a VA or an appropriate team member to deal with that necessary busy work.

Friday

Review your week.

Continue working on establishing the first positive habit.

Journal about your business dreams and successes.

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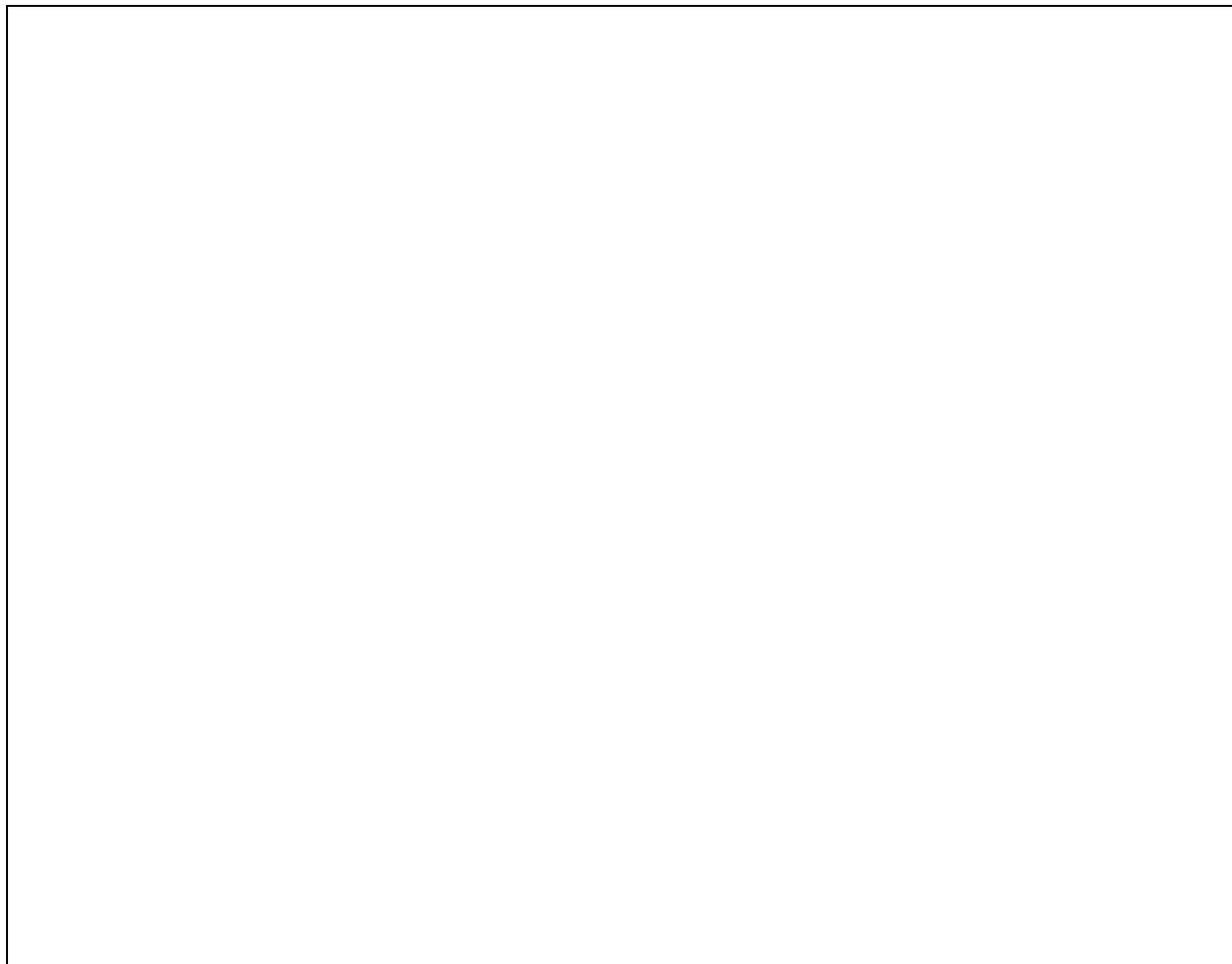
Catch up on unfinished tasks for the week and schedule next week.

Week 3

Monday

Choose a new habit to establish and a new process for your business.

Journal about your business dreams and successes.

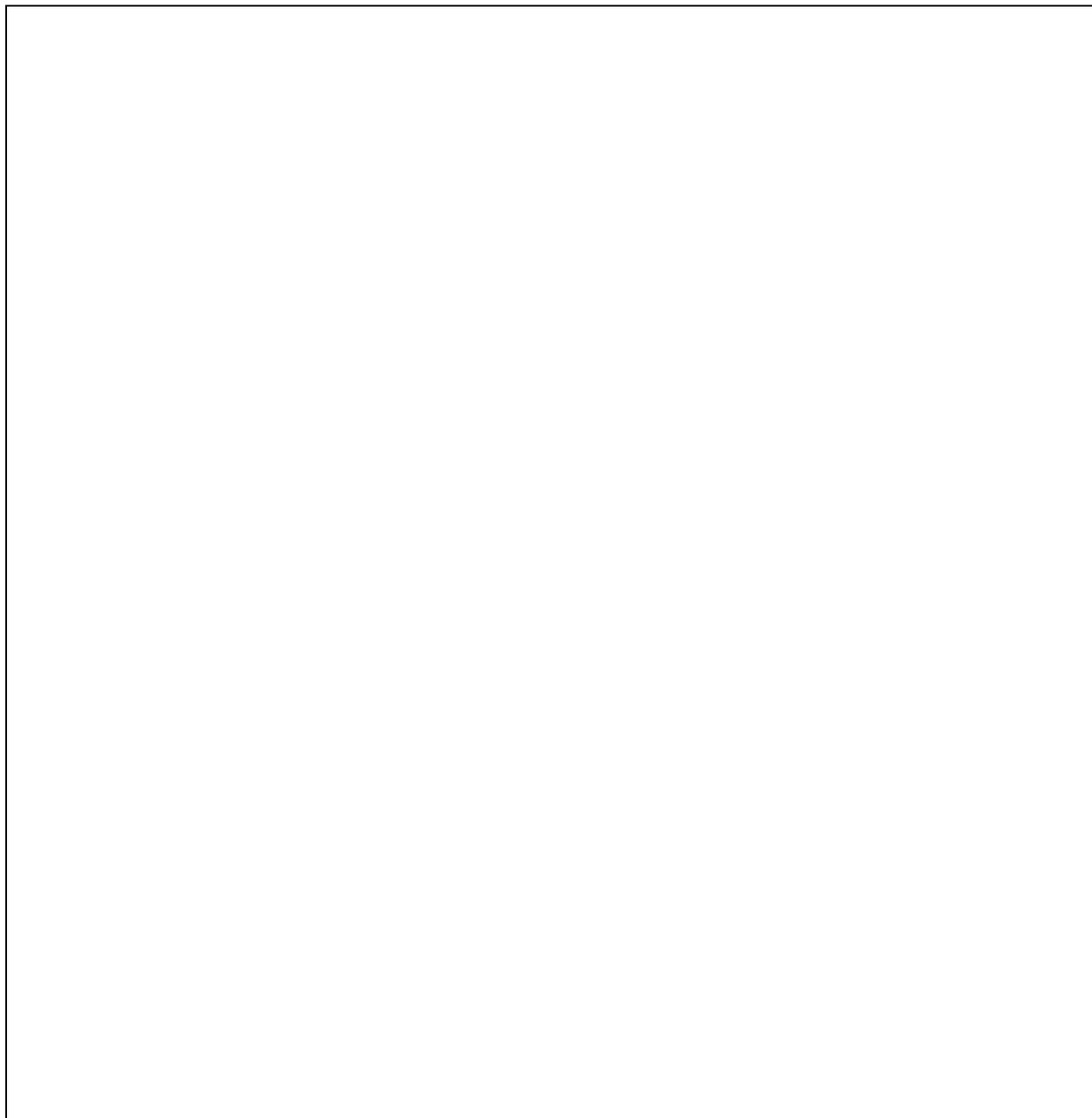
A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

Prioritize each day's money making tasks.

Tuesday

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

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Evaluate your pricing structure.

Do you need to raise prices? When was the last time you raised your prices?

Do your prices reflect the value to your customers will receive from your product or program?

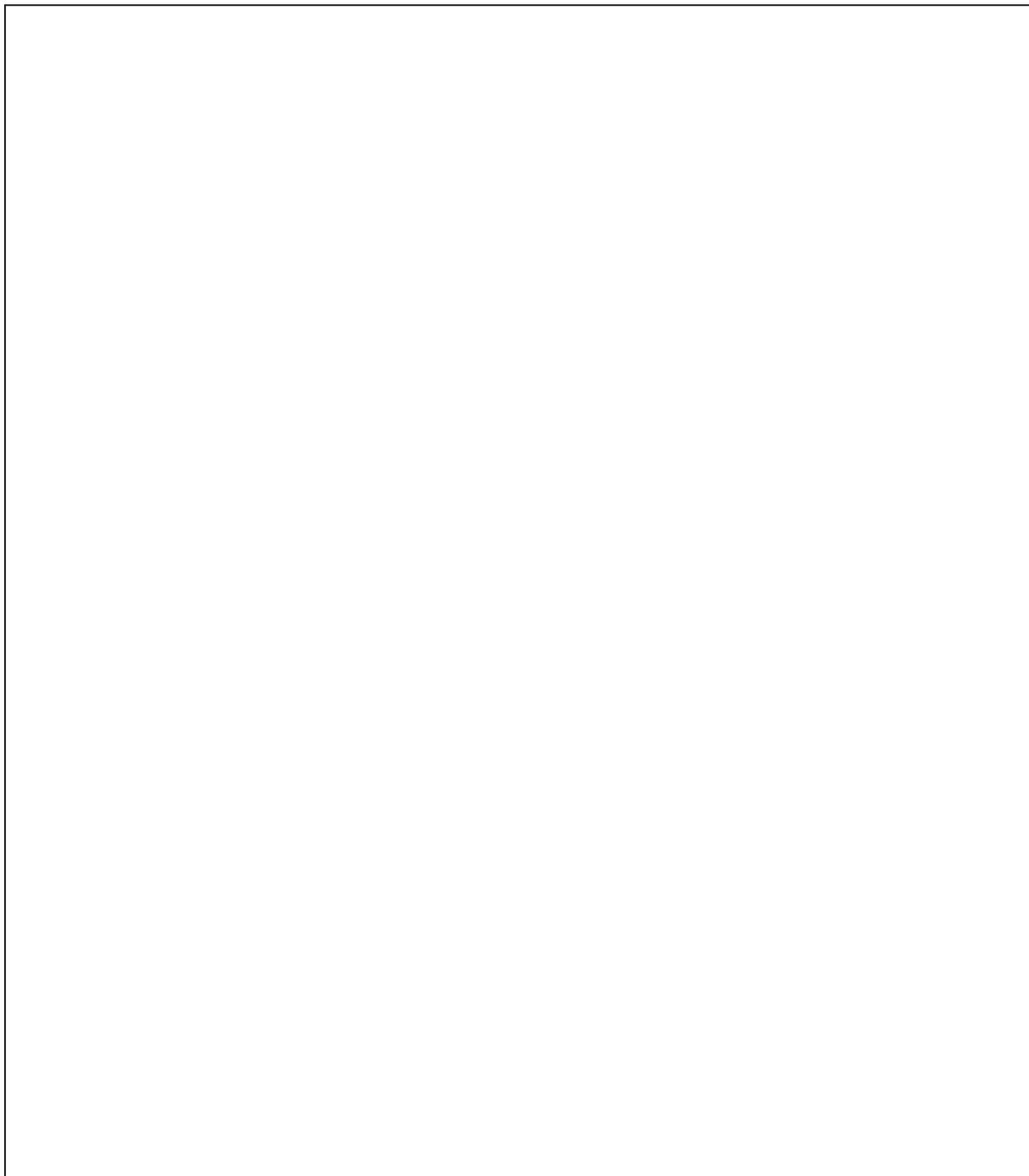
Wednesday

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.

7 LANDMINES THAT BLOW UP YOUR BUSINESS CALENDAR

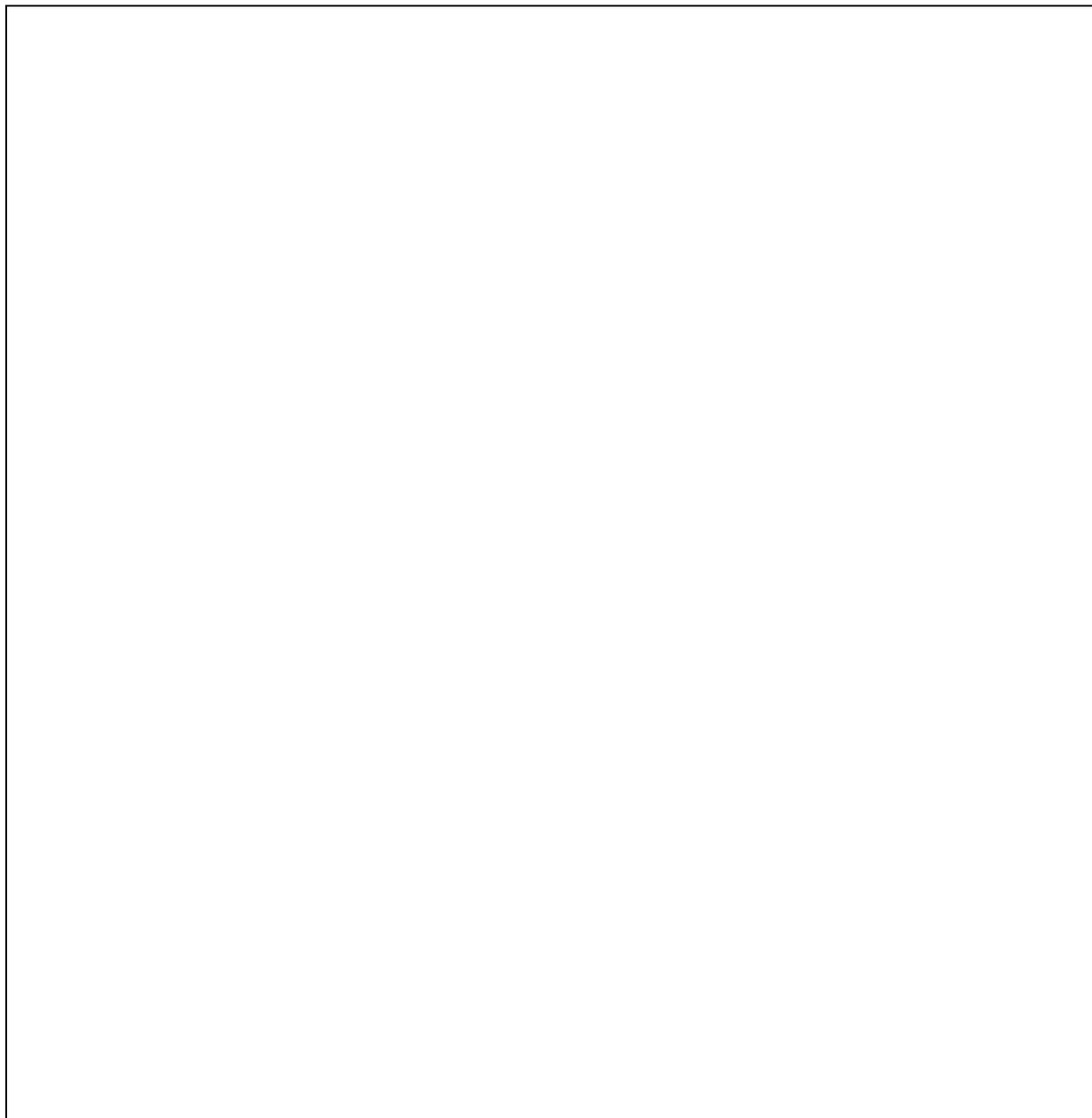
Develop a client consult questionnaire for first time clients to determine if they are a good fit for you AND if you can help them.



Thursday

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

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Review your marketing efforts.

What new things would you like to add?

What marketing tactics are working now?

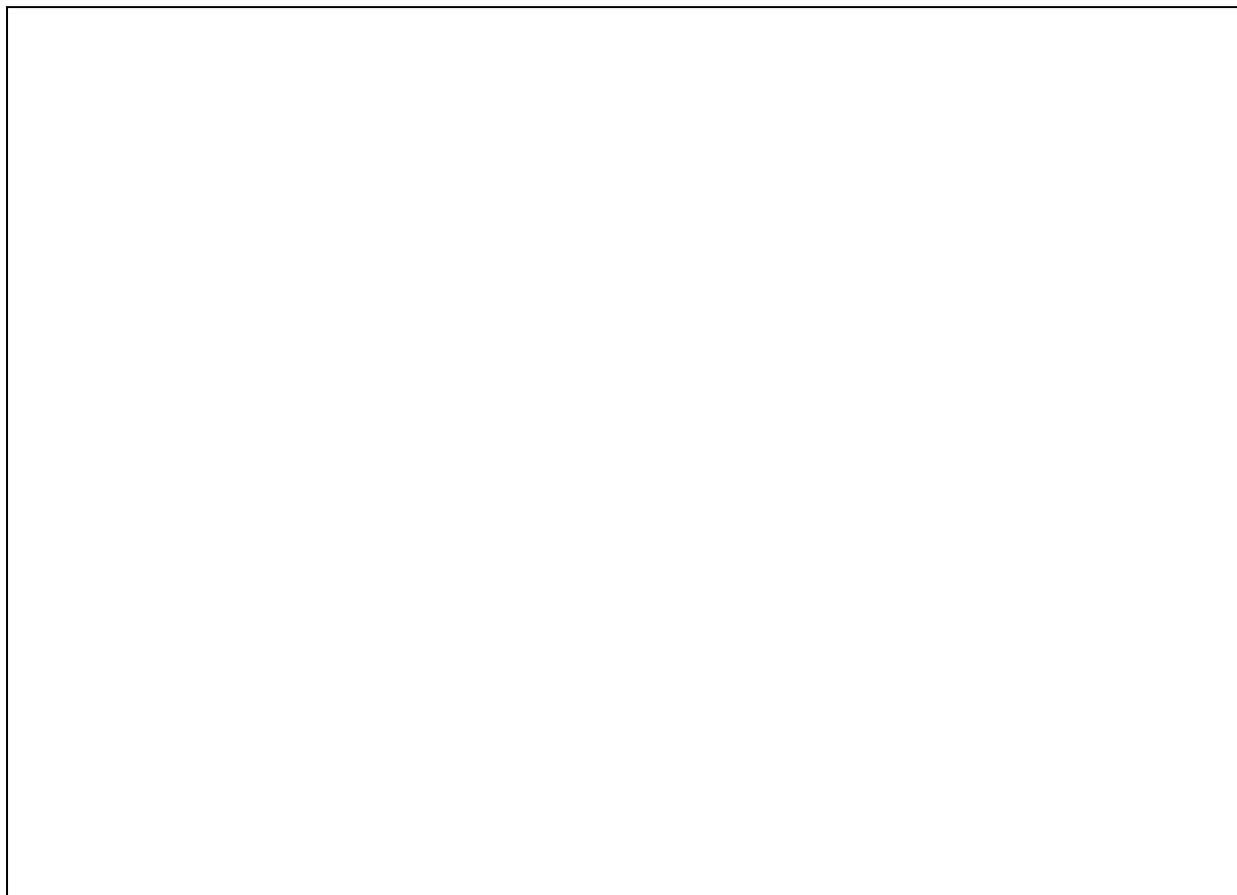
Are you tracking your results from current efforts?

Friday

Review your week.

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

Catch up on finishing all tasks.

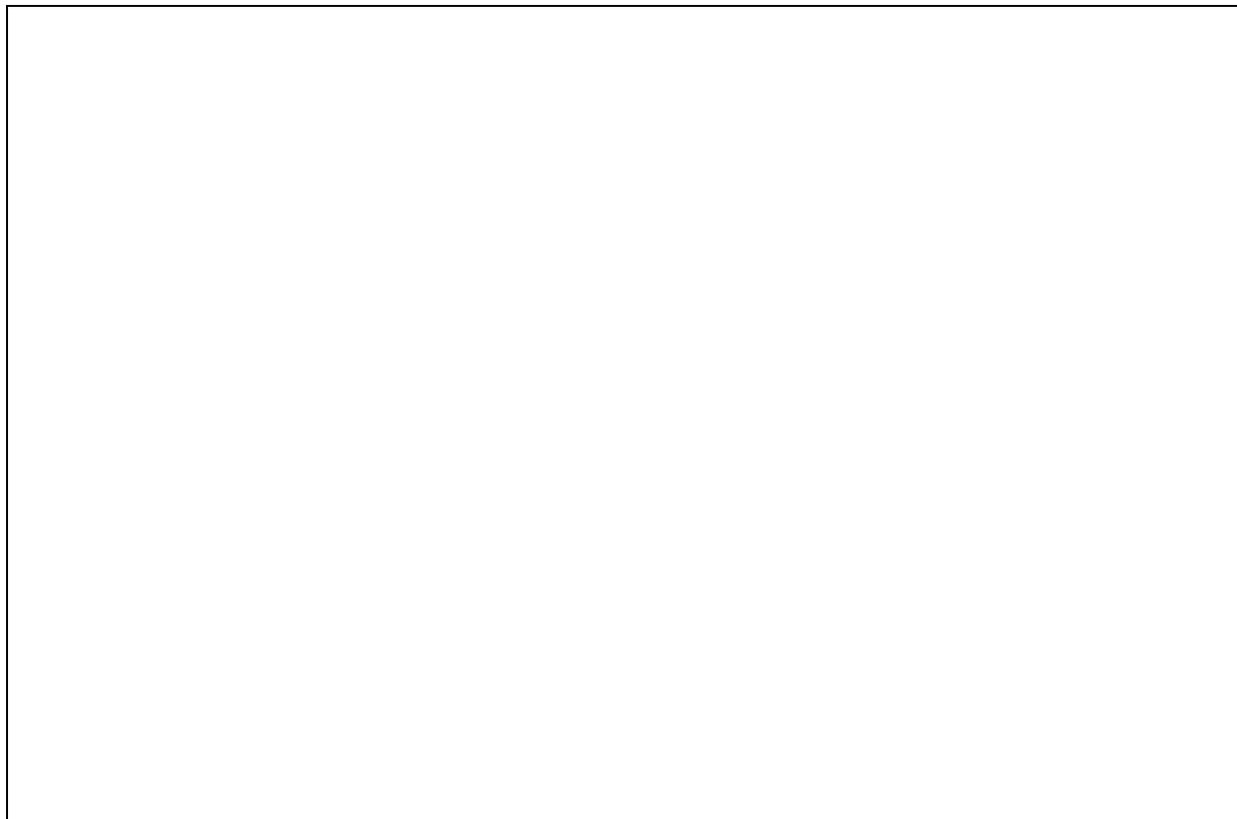
Schedule next week.

Week 4

Monday

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.



IGNORE what your competitors are doing in their marketing.

Evaluate your strengths.

Love to write? Create more blog posts, social posts, reports, or course.

Love to talk? Get on podcasts, record videos, record video classes.

Tuesday

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

Create your dream team.

Categorize your daily tasks into Admin, Marketing, Coaching, or Creative.

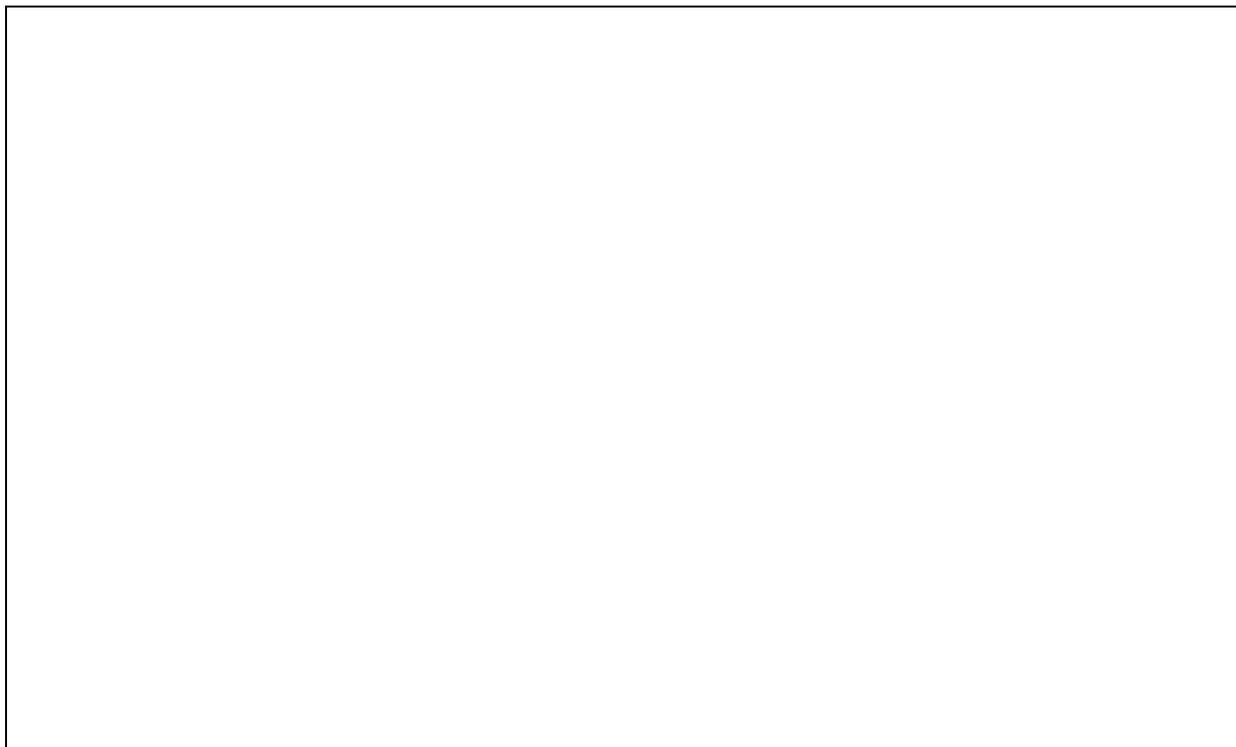
You handle to coaching tasks.

Do you have a VA, or do you need a social media manager, graphic artist, or ghost writer?

Wednesday

Continue establishing the second positive habit.

Journal about your business dreams and successes.



Review your interview process for your dream team.



7 LANDMINES THAT BLOW UP YOUR BUSINESS CALENDAR

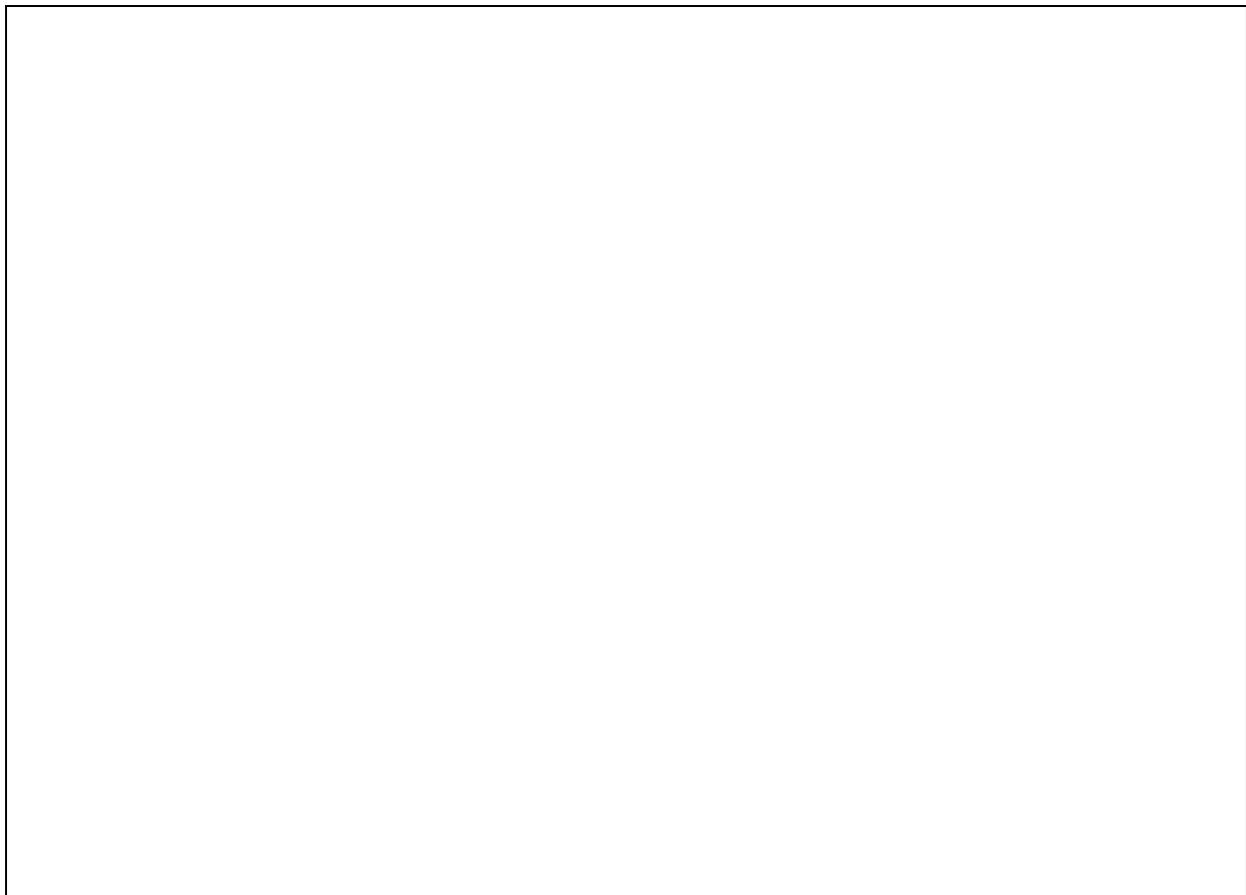
Determine your budget and how much time you need from each team member before hiring.

Read 'The Big Leap' so you can understand and identify your Zone of Genius.

Thursday

Continue working on establishing the second positive habit.

Journal about your business dreams and successes.

A large, empty rectangular box with a thin black border, intended for journaling about business dreams and successes.

Practice your self-care ritual. Exercise daily. Drink half of your body weight in ounces of water daily. Book a getaway. Unplug every weekend.

Friday

Review your week.

Catch up with unfinished tasks or put on next week's calendar.

Declutter and update your office, hardware, etc.

Unplug for the weekend!