



DO THESE EVERY DAY

- ☐ Morning routine
- ☐ Read goals out loud
- ☐ SMILE + make someone else smile
- ☐ Something that scares you
- ☐ Remind yourself of your WHY

IDEAS!

MODULE 06 ACTION ITEMS

- ☐ Follow our 7-step process to gaining control of your time
- ☐ Add Monday morning meetings to your calendar
- ☐ Have your first Monday morning meeting
- ☐ Research CRMs (customer relationship management) like 17hats, ShootQ, etc.
- ☐ Choose your CRM + start implementing
- ☐ Choose one productivity app + start using regularly

EFFICIENCY + SYSTEMS

THE JETSETTER ACADEMY



List your everyday tasks. Then, rate them 1-5 (don't forget that happiness score, too). Next, circle all tasks in similar category. Star another group. Underline a different set, etc.

Write out all of your different categories that you came up with. These might include or be similar to: client projects, client communication, marketing, social media, etc.



MONDAY MORNING MEETING AGENDA

Weekly Goals!

Current Projects!

Lead Updates!

Accounting/Money Coming In!

Need To Follow Up With...

Action Items!



CRM (client relationship management) software I am going to research. List them below.

Productivity apps I am going to research. List them below.