

KATIE BARBER

D I G I T A L

Business Journal BUNDLE

PLAN IT. WRITE IT DOWN. GET IT DONE!

To-Do List

KATIE BARBER

Date:

ITEM NAME

DUE DATE

OTHER NOTES

Daily Planner

KATIE BARBER

Date:

TO DO

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PRIORITIES

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APPOITMENTS

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OTHER NOTES

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Weekly Planner

KATIE BARBER

Date:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY & SUNDAY

OTHER NOTES

Monthly Schedule

KATIE BARBER

Date:

WEEK 01

WEEK 02

WEEK 03

WEEK 04

Yearly Goals

KATIE BARBER

Date:

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Goal Setting

KATIE BARBER

GOAL NO.1

Deadline:

Outcome I want to achieve:

Why this is important:

Steps I have to take:

GOAL NO.2

Deadline:

Outcome I want to achieve:

Why this is important:

Steps I have to take:

GOAL NO.3

Deadline:

Outcome I want to achieve:

Why this is important:

Steps I have to take:

Goal Setting

KATIE BARBER

My Vision or goal:

ex. build a 6 figure passion business in the next two years.

Steps to Take:

ex. building a brand around my expertise

Financial Cost:

ex. hiring freelancers

Actions to Take:

ex. building out my portfolio website

Potential Problems:

ex. saturated marketplace, how you
I differentiate?

Progress Tracker:

what have I done already
to achieve my goal

Goal Planner

KATIE BARBER

THE GOAL

THE STRATEGY

STEPS TO TAKE

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NOTES

Checklist

KATIE BARBER

01.

02.

03.

04.

05.

06.

07.

08.

09.

10.

11.

12.

13.

14.

15.

Other:

Notes

KATIE BARBER

