



Today is December 31st, 2019. I am happy because this year I have

accomplished this: (These are the things I will keep in the forefront of my mind all year long in 2019 or until they are done and I see myself as if I already have accomplished them. I will look at them often to remind myself where I am going. My quarterly goals, weekly projects and daily tasks will all support this year end vision.)

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| Q1- Jan, Feb, March 2019 | Q2 – April, May, June 2019 |
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| Q3- July, August, September 2019 | Q4 – October, Nov, December 2019 |
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- Q1 – March 31st, 2019 Quarterly Review: _____
- Q2 – June 30th, 2019 Quarterly Review: _____
- Q3 – September 30th, 2019 Quarterly Review: _____
- Q4 – December 31st, 2019 Quarterly Review: _____



Q1- JANUARY, FEBRUARY, AND MARCH 2019

Each month I focus on accomplishing things that support my year end targets.

My focus for January 2019 is:

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My focus for February 2019 is:

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My focus for March 2019 is:

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Q2- APRIL, MAY, AND JUNE 2019

Each month I focus on accomplishing things that support my year end targets.

My focus for April 2019 is:

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My focus for May 2019 is:

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My focus for June 2019 is:

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Q3- JULY, AUGUST, AND SEPTEMBER 2019

Each month I focus on accomplishing things that support my year end targets.

My focus for July 2019 is:

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My focus for August 2019 is:

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My focus for September 2019 is:

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Q4- OCTOBER, NOVEMBER, AND DEC. 2019

Each month I focus on accomplishing things that support my year end targets.

My focus for October 2019 is:

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My focus for November 2019 is:

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My focus for December 2019 is:

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Month _____ Week Ending _____

Get These Things Done This Week:

| Item | Time Allotted | Supplies Needed | Date Due |
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Daily Task List:

| To Do: | Can I get this done in <7 Minutes? | Can This Task Be Delegated? | Time Allowed To Get This Done |
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