

the fall refresh

self-care + one new habit

with Jenny Girl Friday

checking in with self-care and putting in the schedule

If you feel good, you will have the energy and bandwidth for solving the bigger problems. Plus, isn't the point to enjoy your days? Taking care of yourself is the best investment for your business, and it takes planning. :)

Instructions: Fill in 1 - 3 ideas under daily, weekly, monthly, annually. Next circle just ONE thing you commit to doing for the Fall. Put it in your calendar.

Daily	
Weekly	
Monthly	
Annually	

Ideas: quiet time, exercise, walks, knitting, lunch break, vitamins, read, stretching, 5-10 deep breaths, aromatherapy, massage, talk therapy, soul-tending, acupuncture, Ladywell's, hiking, dance class, baths, meditation, altar, candles, fresh flowers, time with friends, binge-watching shows, going to a movie, window shopping, "artist date"



chose one new habit/action—to make life easier

Instructions: Look at the ideas on page 2. Choose one from that page, or an original idea. Write it in the spaces below as a way to commit.

My new habit/action for Fall

Starting:

top 20 make-life-easier habits/actions

- ♥ New purchases for Work or Yourself
 - Bag, clothes, new cards, journals, new pens, underwear, boots, coat, scarf, hat
- ♥ For Fall, pick a primary project + payoff (or theme)
 - le. "Revise website + bodyscrub". Or, pick a theme: "No digging deep."
- ♥ **Weekly Flow Plan**
 - Create a chart, post up where you can see it. Check SBA - Tools for Download
- ♥ Put Important Dates on Calendar (+work time)
 - Tax + license deadlines, annual renewals. Also plan time to work on these tasks
- ♥ Quarterly/Seasonal One Day Retreat
 - For renewing and refreshing. No working. Reflecting is okay!
- ♥ Assign One Exec Day a month
 - For random tasks, reviewing calendar, making adjustments to schedule, policies
- ♥ Always transfer ____% to savings
 - With every deposit, transfer 20 - 40% to business savings for taxes
- ♥ Set up Business Checking + Business Savings
 - Deposit all payments into checking, transfer tax \$ to savings, transfer paycheck to personal account
- ♥ **Record Income every Friday**
 - It's really rewarding! And keeps you on track to be ready for January tax reporting
- ♥ Prep all Estimated Quarterly Tax Payments
 - If you pay by check, print all 1040-ES forms, address envelopes, put stamps on them. Hang on a bulletin board or fridge.
- ♥ Define or Refine 3 Ideal Clients
 - Make profiles for 3 types of clients you dream of working with. Think of them when marketing, making policies/prices.
- ♥ **Practice ways of saying No**
 - Write out or speak out different ways to say No.
- ♥ Take a Lunch
 - Schedule a regular lunch time. No business emails or errands allowed. Define where you'll go, what activities you can do!
- ♥ Choose an Ending Time for each Day
 - Choose this time. Plan 15 -20 minutes for wrap-up. Follow this rule, over time, you'll get better at it!
- ♥ **One Day Totally Off each week, always**
 - Make one day a SACRED off day.
- ♥ Write in Vacation Time
 - Put in your calendar, even if you're not sure what you'll do.
- ♥ Check email less often - define when
 - 1-2x a day, not on weekends, add email hours to signature
- ♥ Add someone to your team
 - Bookkeeper, coach, accountant, designer, task helper
- ♥ **Find work friends**
 - Events, BFF program, HH for fun (not accountability), chore buddy, regular walks
- ♥ **Make a Stop Doing List**
 - For behaviors, types of clients/projects, things you say, spending time on. Post somewhere.