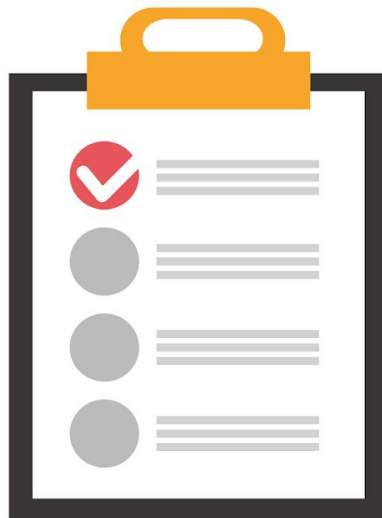




Stay organized

THE HUSTLER PLAN

NOTE TO SELF: DO NOT BE LATE, EVER!



by: Faviola Valencia - Aranda

Helping you create your Future One-Plan-At-A-Time

"The CEO Hustler" Helping You #BossUpandRise

Biz and Life Check List

1. **Business:** Have your calendar handy at all times (printed or online)
2. **Life:** Have your agenda and things to do (handy at all times)

Things To Do Daily

1. Arrive daily to your business
2. Have your duties, tasks set (always create a list at the end of each day)
3. Always smile :), enjoy your business, have fun! (it will make your life so much better)
4. Every day make sure to take a few minutes throughout the day and;
 - a. Check your email
 - b. Return calls
 - c. Set a time to do these tasks vs doing it all day long (avoid distractions)
5. At home set your schedule;
 - a. What time you wake up
 - b. Drop off and pick up times (if you have kids)
 - c. Your hours of work (stick to them)
 - d. Errands, cooking and cleaning (if you are a soloprenur and do it yourself, set times) trust me it HELPS!

My daily schedule and routine:

My Home and Biz Schedule, what's yours? (Don't have one, set one up):

1. Wake up at 5 am and prepare hubby's lunch
2. 6 am hubby's off to work and it's a bit of me-time (tea, yoga, stretching and a bit of cleaning)
3. 6:30 am prepare kids for school and drop them off by 7:15
4. 7:15 am selfcare (reading, more yoga, meditation, and more cleaning & get ready for my business)
5. 9-2 is my work schedule and by 2:30 pick up kids and family time, etc

By: Faviola Valencia - Aranda "The CEO Hustler"

Year-End Review

How was your year and did you achieve and meet your goals?

What did you achieve and what worked for you?:

What are you grateful for and what does success look like to you?:

What do you feel was a waste of time?:

What did you do that was fun, creative and you enjoyed?:

What changes will you make for the future?	Is meeting your Goals Important and why?

What is your GOAL for the future?	What is your time frame to meet this goal?

90-Day Plan

My 3 Goals for the month:

DATE _____

1. _____

2. _____

3. _____

Goals and Vision	30 Days Complete by:	60 Days Complete by:	90 Days Complete by:

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90-Day Plan

My 3 Goals for the month:

DATE _____

1. _____

2. _____

3. _____

Goals and Vision	30 Days Complete by:	60 Days Complete by:	90 Days Complete by:

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90-Day Plan

My 3 Goals for the month:

DATE _____

1. _____

2. _____

3. _____

Goals and Vision	30 Days Complete by:	60 Days Complete by:	90 Days Complete by:

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Annual Plan

My Goals for the year for each quarter

DATE _____

1. _____

2. _____

3. _____

Goals and Vision	1st Qtr. Complete by:	2nd Qtr. Complete by:	3rd Qtr. Complete by:	4th Qtr. Complete by:

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Monthly Goals & Notes

GOAL ONE:

What I need to do to meet this goal:

GOAL TWO:

What I need to do to meet this goal:

GOAL THREE:

What I need to do to meet this goal:

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Monthly Goals & Notes

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Meeting & Notes

Date	Caller Telephone Email	Notes

Date	Caller Telephone Email	Notes

Date	Caller Telephone Email	Notes

Date	Caller Telephone Email	Notes

Date	Caller Telephone Email	Notes

Date	Caller Telephone Email	Notes

Date	Caller Telephone Email	Notes

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Celebrate Your Achievements

The Business World and Life will ALWAYS bring you Ups/Downs, "Good, Bad & Evil" but it's up to us to make the best of this Wild, yet Wonderful Journey! - Faviola Valencia, "the CEO Hustler"

Re-Cap:

What did you achieve in the first 90-Days?

Did you meet your goals, if not, why?

What did you achieve the previous year, during the year and what are your goals for the upcoming year?

If you DID NOT achieve your goals for the previous year, during the year what will you do differently in order to achieve next year's goals?

I hope you enjoy this "humble plan", it has been a lifesaver for me! Stay focused, be prepared and NEVER GIVE UP!

By: Faviola Valencia - Aranda "The CEO Hustler"