

A pencil with a black and orange body and a sharpened lead tip lies diagonally across the bottom left of the image. The background is a technical drawing or blueprint with various lines, grids, and handwritten annotations. The text 'WEEKLY SUCCESS PLANNER' is overlaid in large, bold, blue letters in the center of the image.

WEEKLY SUCCESS PLANNER

By Kisuccess Publishing and Marketing

WWW.KISUCCESS.COM

INTRODUCTION

Some people fail to realize just how much time they waste or how many excuses they use to get out of working on their business. Because if things are holding you back, then you can't suffer the embarrassment of failure, can you? Make sure you're contributing to your business on a regular basis.

It's wise to start timing your action-taking efforts so that you get a true feel for just how much time you spend doing things that will actually make a difference in whether or not you succeed. If you skip a day, go back and analyze what happened that day that made it impossible for you to work on your business.

Was it that you didn't get a good night's sleep? Maybe drama in your relationships with friends and/or family? Some things, such as health concerns, will set you back with good reason, but make sure it's something severe enough that it makes all tasks hard to do. Because sometimes you may be able to tweak your schedule and work on something else, for example: let's say you have an abscess tooth and your face swells. You may not be able to make a video series, but you could work on other things such as writing and blog content, email auto-responders or even just research.

If you aren't really sure why you didn't work much on your business, then try to map out your schedule so that you have more time to focus on it – even if that means waking up earlier or staying up later to get things done. Working on your business should become a regular habit – something you automatically do without fail. If you are avoiding it, then you can look at why and maybe change some things (such as your chosen niche or business model) so that you look forward to pursuing it each day.

Here, find a 52-week planner that you can print all at once or print in parts as the weeks go by. Be honest with yourself and answer the template questions each week. The intention is to make you reflect so that you can take action as weeks pass, so that by the end of the year you can complete everything you have planned.

WEEK 1

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THE IMPORTANCE OF LEARNING NEW THINGS

Those who do well with their niches find learning fun! So what should you be learning? There are many opportunities. Here are a few to get you started:

Niche information is something that's imperative. If you're blogging and leading a niche audience, then they expect you to know breaking information about what's good and what's bad for them.

If you're in the health niche, especially, then you need to stay up to date on research and products that can facilitate cures and treatments for your subscribers' ailments. Read books and magazines and always check the 24-hour news cycles to see what's being said about your niche.

Strategies for all sorts of things can be learned on a regular basis. It might be a strategy to act as a solution for your audience (such as clearing up acne a traditional way versus a new way) or it can be a strategy that you're learning that has to do with your marketing efforts.

For example, you might study something you don't know how to do yet, such as buying solo ads or video blogging to attract an audience.

Technology is an area where you can always be learning something new. Start with what you're already using and maximize your use of that. Human psychology is an area that's good to study. Overcoming people's aversions to certain things and finding out what makes them tick can help you attract an audience and cater to their needs by knowing how to motivate them to take action.

Learning doesn't have to be overwhelming. This is a gradual and continual process. Don't think you have to read an entire book in one day – start with one!

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FINDING HELP WHEN YOU NEED IT

The very first step in finding help with something is for you to seek the answer on your own. Don't skip this step! Go to Google and Bing and look for the answer on search engines.

Look on YouTube and see if it's been answered there. Search for it first. You might be able to find an answer from someone who has already helped someone else before you. Think of different ways it might have been asked.

There's no shame in asking for help, but it has to be the second option because if it's easy to find online, then you're just wasting someone else's time. Who do you ask? You can ask a peer in the industry. Books and magazines as well as blog posts can be rich sources of information, too. Have a budget for asking a consultant? Try to pay a professional with vast experience in a specific niche or industry or theme that you don't know much or nothing.

Asking for help is something that's regularly done in our industry. It's not anything that should make you feel dumb. Even if it's a newbie step and you've been in this business for a few years, ask! Again, if your budget allows you to invest, consider ask a consultant for best directions! Maybe this person can save your some hundreds dollars on the short way or even some thousand dollars on the long way.

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THE IMPORTANCE OF PURSUING A SUCCESS MINDSET

Success seems to come naturally for some folks. Whatever they try, they succeed with (or at least that's how it appears to everyone else). The truth is, most of these people engage in a lot of motivational work to make sure their mindset is in the right place.

If you're always approaching work as something you dread – maybe out of fear, boredom or some other emotion – then it makes it difficult for you to break through any obstacles and see your efforts pay off.

The most successful professionals continually absorb success mindset information from a wide variety of resources. You want a well-rounded education when it comes to success mindset tools because you never know what will speak to you until you try it. That means learning from different authors or speakers, and using a variety of media formats to learn from.

Some people love to read, so they stick with reading. But they might discover that a particular video of a speaker hits home when they give it a try. Or, you may find that since you're limited in time, audio podcasts work well for you in terms of being able to multitask on the go and get your success mindset studies in that way.

There are so many different topics you can absorb when it comes to success mindset. It might include things like:

- Learning how to stop using excuses
- Setting boundaries with negative people
- Learning how to manage your time better
- Getting past your fear of failure

Even when you think you might be okay in one area, it never hurts to learn a new strategy from someone who thinks a bit differently than you do. Look around and see what you can find that seems fresh to you.

It might be in a book, on a blog, in a social network group, or you might hear it when you attend a local gathering of like-minded individuals who are there to hear a speaker give a talk.

WEEK 31

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BE BRUTAL ABOUT ALLOWING EXCUSES TO SET YOU BACK

When you embark on a new journey to thrive chances are you set some goals for yourself. You want this and that and usually, we think in terms of numbers and data when we want to measure our success. It's rare for many people to understand that each big goal needs to be broken down into mini goals.

So what happens is, the task appears overwhelming, and this person throws up his or her hands in frustration and quits before they earn their success. You can bet there's always an excuse that goes along with it, too.

What are your go to excuses? Do you say you're too busy? Everyone is. Most people launch their first business while also holding down a fulltime job. But that's really not an excuse. You have morning hours before work, after work hours, commute time, and lunch to be able to make baby steps toward your goals.

When you have them broken down, you begin making progress easier than if you just looked at the larger goal and saw it as too much to do in the amount of limited time you possess to put toward your business.

Do you say you're too tired? Well, that's not an excuse. You need to get your sleep schedule in order. That means going to bed and waking up at a set time each day, where you get plenty of rest so that you can focus on your business the following day. You can also take a power nap and wake up refreshed and ready to get work done. Find tasks that can be done easily when you're most tired and leave the harder tasks for when you feel more alert.

Do you complain that you just didn't have enough money to complete a task? Many people have had to launch their business on a shoestring budget.

Take responsibility for your lack of progress and it will actually help you get farther, faster!

WEEK 41

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OWN UP TO THE MANY WAYS YOU WASTE TIME AND... DO SOMETHING ABOUT IT!

First, you have to identify where your time is going. Have you ever been on a diet to lose weight? Sometimes, you'll be told to write down every morsel that goes into your mouth. There are many times people eat mindlessly, like chewing sugary bubble gum, and they don't realize that it's sabotaging their nutritional goals.

The same premise applies to your time management skills. Unless you log every minute of every day to see what it is you're doing, you may not even recognize that something is sucking your time away from your success goals.

After you identify what the time wasters are (and it could be anything from TV shows or Netflix binges to eating mindlessly to avoid work – or puttering around the house), it's time to make a plan to avoid them while you're supposed to be working.

Make a timed schedule of when you'll focus only on working and when you'll give yourself the ability to engage in those fun or mindless activities that you find enjoyable. There are even tools online you can use that will lock you out of the Internet when you're supposed to be working on other things, like promoting your service or product or answers personal emails from your clients.

Keep a journal of your time and what you did every 30 minutes. Use an egg timer or the timer on your smart phone to give you an idea of how long you should be focused on work before taking a break.

This is a learned habit that you have to master, and it doesn't come easy to everyone. Imagine you are the boss at a company and you see someone like you goofing off for hours on end. You'd never put up with it, would you? So accept nothing less from yourself.



We from **Kisuccess Publishing & Marketing** and **Soul Brasil Magazine** wish you have an awesome year! Check our Kisuccess website sometimes in a while for valuable tools and services that can help your achieve your professional (and personal) goals. Obrigado! (Thank You in Portuguese).

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