

Keep On Track

Keeping a journal keeps you on track with what you have done. Especially after 3 months or more it becomes important to make sure that you are on track. How?

- Keep up momentum by reviewing all that you have accomplished
- Help you refine what you have been doing. Look back and see what worked and what didn't.



- Time management can be improved by analyzing where you are spending your time today and whether it is effective.
- Details are important for processing what you do. Especially when hiring people, this could help with training.
- Tracking activity will also help with expenses when it comes to car expenses.

TIP: Writing down what you are doing makes it more real.

Business Solver Modules:

- ❖ Getting The Most Out of a Mentor
 - ❖ Action Plan
 - ❖ Time Management

