

POWER HOUR

Daily To-Do List for Coaches

To be an organized and successful coach,
we recommend you complete this list at least once daily!

Date: _____ Time: _____

- Add 3 people to friends list/network each day
- Start a conversation with 5 people from your list
- Challenge Groups: Invite 3, follow up with 3
- Check in with current challenge groups
- Respond to personal messages and emails
- Introduce the business to at least 1 (plant seed)
- Post or schedule at least 3 engaging posts
- 10 – 15 minutes of personal development (read and/or audio)
- Send communication to YOUR coaches (FB group, email, etc.)
- Check your coach online office and send a message to new customers

*"A great life or a great career is built by performing one task at a time, quickly and well,
and then going on to the next task." --Brian Tracy, Eat that Frog*