



# 10 Regular Habits to Keep Your Business Growing

(Regardless of the Economic Climate or Your Personal Circumstances)

Regular habits reap powerful results, providing consistent growth for you and your business, even in times of personal challenge or economic stagnation.

Here are 10 simple habits to keep you and your business growing all the time:

## YEARLY HABITS:

10. Define Annual Goals - Refer to your Values-Driven Mission Statement\* and previous personal & company goals to define company goals. Note clearly both tangible and intangible outcomes (I.e. "500K from new product line sales" or "company morale is high") Create up to 5 goals for your personal life and up to 5 for business.
9. Reverse-engineer the goals with your team - Use a capture tool so all can see how the activity and goals will roll-out over the year ahead, beginning with the goal stated for the end of the year and backing up to the current month in quarterly increments. (If you've never done this, consider our "New Year, New You" training, in which we go through the process using a unique Goals Chart to capture it all.)

## QUARTERLY HABITS:

8. Learn a new skill (Arenas: marketing, sales, product/service development, back-end management.) This can be an individual or team skill with personal or professional focus.
7. Clutter-clear your lists - Remove all things neither "Relevant Now," or "Relevant Soon" into a "Parking Lot" out of view or off your list entirely.
6. Check in with your Goals Chart - Review where you are in relation to where you thought you'd be; adjust or remove activity milestones as appropriate.

## WEEKLY HABITS:

5. Check your money status (bank account balances, receivables and payables)
4. Attend a networking event (one new and one in which you're a regular member)

## DAILY HABITS:

3. Follow-up with 1 lead/prospect directly (direct call or personal text or IM best)
2. Take 15 minutes to serve someone (not a current prospect or client)
1. Meditate 7 minutes