

FRONTRUNNER TAKE ACTION PLAN & CHECKLIST

VISION: Why are you in business?

GOAL: What is your sales/networking goal?

WHAT MAKES YOU THE BEST OR GOOD AT IT? 3–5 Keywords

Strengthsfinder / MBTI / Kolbe

TOP 25 AND IMPACT 100®: Make a List of Key People, Centers of Influence, Clients, Prospects

MAKE A PLAN OF ACTION: Key Dates / Daily, Weekly, Monthly, Quarterly, Yearly

SET THE TABLE / GET YOUR BRAND READY

Website

Linkedin

Articles

Social Media

Phone

Mail

Text

Video

“In order to succeed, we must first believe we can.”

—MICHAEL KORDA, English-born writer and novelist who was editor-in-chief of Simon & Schuster in New York City

CHECKLIST

DAILY ACTIONS

<input type="checkbox"/> 15 minutes Linkedin / Facebook / Instagram / Twitter	
<input type="checkbox"/> 15 minutes Writing and Reading	
<input type="checkbox"/> 15 minutes Exercise / Movement	
<input type="checkbox"/> 15 minutes Prepare, Write Notes, Review Impact 100® Lists, Reply to Emails Directly	

WEEKLY ACTIONS

<input type="checkbox"/> Write Thank You Notes and Connection Notes	
<input type="checkbox"/> Text 5 People	
<input type="checkbox"/> Send 15 Emails Minimum	
<input type="checkbox"/> Ask for Feedback	
<input type="checkbox"/> Review Top 25 and Impact 100® / Track Results	
<input type="checkbox"/> Help Other People / Volunteer / Donate	

MONTHLY ACTIONS

<input type="checkbox"/> Review Your Accomplishments and Insights	
<input type="checkbox"/> Update Your Top 25 and Impact 100®	
<input type="checkbox"/> Celebrate Wins and Losses	



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FRONTRunner

HIGH LEVEL NETWORKING

TAKE ACTION PLAN



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN
DAILY ACTIONS							
WEEKLY ACTIONS							
WEEK 1							
DAILY ACTIONS							
WEEKLY ACTIONS							
WEEK 2							
DAILY ACTIONS							
WEEKLY ACTIONS							
WEEK 3							
DAILY ACTIONS							
WEEKLY ACTIONS							
WEEK 4							
DAILY ACTIONS							
WEEKLY ACTIONS							