



## Planning your Days with Laser Focus

1. Make a list of everything you currently do for your photography business.

2. Look at your goals. Then, look at your list. What are you currently doing that isn't actually helping you reach your goals? Make a list of everything you need to stop doing because the task does not lead you to your goals.

### **Stop Doing List**

3. Look at your goals and your list again. What things are you not doing that you need to do to reach your goals? Now make a list of everything you need to start doing.

### **Start Doing List**



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- Now that you know exactly what you need to be doing. Organize your tasks. You can use the calendar layout, or if your shoot days and your non-shoot days can't be scheduled, organize your tasks by shoot day, prep-day, and non-shoot day on the next page. Stick to your schedule to avoid distracting yourself from your goals.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Morning					
Afternoon					
Evening					



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➤ If this layout works better for your business, use it or customize your schedule.

	<b>Prep Day</b>	<b>Shoot Day</b>	<b>Office Day</b>
<b>Morning</b>			
<b>Afternoon</b>			
<b>Evening</b>			