



# *Project Planner Sheet*

*with instructions*



# 5 Steps to Get Your Project Planning on Track

You got big dreams and the drive to match, but without a clear roadmap, you're driving blind. Use this project planning sheet to sail you in the right direction.

Remember, this sheet serves as more than a planning tool; it drives action and progress. Use it to maintain accountability, motivation, and a clear direction. You're not merely planning for success; you're actively charting a course, mapping out each step towards your goal.

Embrace each action step as a milestone on your journey. Now, go seize it!"

# USING YOUR PROJECT PLANNER SHEET



## *Start with Your Goal in Mind*

Write your main goal/project at the top of the sheet. Make it bold, ambitious, yet attainable. This goal drives your outcome.



## *Identify Three Targets*

List three specific targets under your main goal. These milestones pave your path to the big goal. Ensure clarity and measurability.



## *Outline Action Steps for Each Target*

List specific action steps for each target. These tasks will help you hit each target. Keep them realistic and time-bound



## *Time Block like a Boss*

Assign time blocks to each task. This approach transcends mere scheduling; it means taking charge of your time. Keep in mind, you hold the reins. This strategy helps avert burnout and maintains your course, all while preserving your freedom



## *Tick Off Action Steps*

Complete each action step and tick it off. This tracks progress and boosts a sense of accomplishment.. Review progress, make adjustments & celebrate small wins

# *Project Planner Sheet*

YOUR PROJECT /GOAL



Break down your goal into 3 simple targets:

Target 1

Target 2

Target 3




Action Steps:



Action Steps:



Action Steps:

Interested in a Project Management Software? **We love Nifty.** It's free and goes beyond project management... plan, prioritize, visualize & collaborate all in one place. [Click to try Nifty.](#) 



You're invited to join our **FREE**  
Masterclass



## “The Art of Working Less”

**Learn the Secrets to Working Less, Earning More,  
and Enjoying Life!**

**During the masterclass, you'll learn:**

- The 4-Block Framework for achieving work-life harmony. Take control of your calendar and take back your time.
- How to spot and cut out distractions. *Stop the energy-drain.*
- The strategies that amplify your efficiency and output. *Get more done.*
- How to easily take days off. *Relax and recharge without the stress of playing catch-up.*
- The key to increasing sales and revenue in *less time.*

[Yes, Save My Seat](#)



# Meet Ann Rusnak



From childhood dreams of entrepreneurship through lemonade stands to a thriving home-based design business, my path seemed set.

But success's shadow loomed large—I was winning in business but losing in life, with health and family time paying the price.

A wake-up call in an ambulance taught me hard lessons about balance. I reinvented my approach, creating a system that turned minutes into profits without sacrificing my well-being.

Now, I share this magic through the "Money Time Freedom Formula™", showing entrepreneurs how to achieve the same results... more income without the burnout, and a life enjoyed to the fullest.

## RAVES



"Ann This System is Unbelievable... I had my best month back in February. I topped that in May by passing last years income. It's been a breakthrough year. By the end of July or middle of August I should hit the leaders criteria for my company which I've only made once in the last four years... So it's very exciting."

~~~Joe Redmond III



I knew I was putting things off that needed to be done now. Today I'm making my schedule and have attained goals, not only in my business but in my personal life too.

~Amy Smoyer



"You have helped and my team focus on what is important to business profitability, so we stayed focused to complete projects on time. The ROI far exceeds the cost of the program!"

~Tracy L. Jones



"This week had been a game changer. Thanks to Monday's training, I told myself daily I ROCK! and intentionally carved out time for my business and stuck to it. I closed my office door and got busy. That yeilding in 4 new one to one appointments on my calendar. Yeah Me!

~Laura Moore McNeely