30 DAYS. ONE CLEAR JOB.

A rhythm you can adapt.

Use these as work sessions, not a rule to post every day. Move, combine or skip tasks to fit your business. Start date: _____

DAY	YOUR NEXT TASK	TYPE
01	Choose one customer question	Plan
02	Choose one useful next step	Plan
03	Walk the phone journey	Check
04	Make a small shot list	Plan
05	Show the setting	Capture
06	Show one useful detail	Capture
07	Choose what to keep	Review
08	Answer your first question	Write
09	Share the answer	Publish
10	Record the follow-up question	Listen
11	Show the work happening	Capture
12	Explain the detail	Write
13	Share a useful process detail	Publish
14	Make space to review	Review
15	Pick the next real question	Plan

The editable CSV includes a prompt for every task. Pick your start date on the website to add all-day tasks to your calendar. They are planning reminders, not appointments.

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DAY	YOUR NEXT TASK	TYPE
16	Introduce the person behind the work	Capture
17	Make the offer understandable	Write
18	Share the offer clearly	Publish
19	Answer a question directly	Listen
20	Show a helpful comparison	Capture
21	Check what led to action	Review
22	Explain how to choose	Write
23	Share the comparison	Publish
24	Capture the local context	Capture
25	Connect it to the customer	Write
26	Share the local context	Publish
27	Refresh practical information	Check
28	Compare with your starting point	Review
29	Choose one adjustment	Plan
30	Make the next small plan	Plan

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