

# *Small Actions, Big Results*

*The 3 Simple  
Steps for Crushing Your  
Business Goals (Even When  
You Don't Feel Like It)*

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## **The 3 Simple Steps for Smashing Your Business Goals Even If You Don't Have The Time.**

### *Step 1. Create Vision*

Vision gives your life direction and ensures that you stay on the chosen path. How you spend your days and your money should align with your vision? Who do you want to be or become? Think about the five areas of your life: health, family, business, financial, and spiritual; create your vision in the space provided below.

Whenever you feel unmotivated to work on your business, reread your vision statement.

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### *Step 2. Practice Essentialism*

Choose a goal that moves you closer to your vision. Commit to working on your goal daily and sacrifice other time sucking activities like television. Take stock of other areas in your life as well. Does your enrollment in graduate school support your vision? Are you on social media way too much? Have a friend that just bums you out with negativity? If only temporary, cut off the things that do not support you, your values and your vision. When face with a decision ask yourself, "Is this the best use of my time right now?"

# Small Actions, Big Results

## Step 3. Commit to Small Actions Daily

Focus on the ONE goal to complete in a year. Divide the goal into smaller obtainable parts. Backtrack to what you believe you can achieve in the next 90 days. Break your 90 day goal into smaller parts and list what you can achieve within the next week. Divide the weekly goal into 5-7 mini goals.

Yearly Goal: \_\_\_\_\_

Goal this Quarter: \_\_\_\_\_

Goal this Month: \_\_\_\_\_

Goal this Week: \_\_\_\_\_

*\*The Sweet Spot\** Everyday decide on the 1 small action you can do to JUST DO SOMETHING on your goal for the day. (I.e. need to write a blog post for the week? One tiny action could do is write down a title. The title doesn't have to be perfect, just write it down. Great, you're done!)

Now decide on your next small action and when you're gonna do it? These tiny wins are WINS! And not beating yourself up about completing a whole post, will reduce stress and get you motivated to do the small action. You may find this exercise so rewarding that you effortlessly do several small actions in 1 day. Then look at that...you've got a lot done. If not, at least you did one more thing than yesterday.

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## **Additional ideas to Maximize Success**

### *Start Chunking*

Chunking can help to free up an hour of your day. Take similar themed items and do them all at once. For example, once a week (preferably on the same day and time), complete all your errands for that week [grocery shopping, banking, returning library books, paying bills, etc.]. You'll find that you'll save time and gas. Chunk your calls. Example: 3 client follow up calls, wish your sister a happy birthday, pay a bill over the phone, make dinner reservations.

### *Create Routines*

Create a morning, afternoon, and evening routine to run your home. The theme of your morning routine is to make your evenings better. Your afternoon routine is self-care and your evening routine sets the tone for the next morning. Do start small. You don't have to have an amazing 15 to-do morning routine completely together. Add on as you establish consistent habits. I suggest adding 1 to 3 habits every 28 days.

### *Set A Timer*

Pick a task to work on. Set a timer for 25 mins. For the next 25 mins focus only on doing the task you choose. No texting, no checking Facebook, and so on. This is laser focus intensity here. If you start to lose focus, remember it's only for 25 mins. If 25 is too much, start small by setting the timer for 10 mins and work your way up from there. After the timer goes off take a 5 min. break.

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Once the break is over, set your timer again and work on the previous tasks if it was not completed during the first round. This technique is from [Pomodoro which you can learn more about here](#).

Fun! Now commit applying all the steps for maximum results.

Here's how taking small steps can lead to big results...

“I had two phone consultations with Aprille Reed with the aim of figuring out the best and fastest way that I can get my side business to the next level. As a full time mom and registered nurse I know how valuable my time is and Aprille helped me to sort through the storm of ideas swirling around in my brain to focus on one thing that I can do to make more sales. Then she went on to actually teach me how to do it. I am so excited to have a real plan of how I can make more money, put my business on auto-pilot and get back some precious time with my family.”

Alexandra Scardo, Owner, [Mindful Coloring Books](#)

Need direction on where to go from here?  
Connect with me on a **FREE** 30 Min Clarity session to learn the very next step you should be doing to obtain your business goals.

Hi! I'm Aprille Reed, Entrepreneur & Business Success Coach for moms who want to leave their 9 to 5 and work for themselves to reach financial freedom and dictate their own time.

