



# ActionCOACH Lockdown To-Do List

*What a blessing this time of lockdown is for any business owner. Finally, you have been gifted the time to get to work 'ON' our business. Invest your time wisely in these critical areas that will allow you and your business to not only survive but thrive.*

	NOTES
1. Dreamchart	_____
2. Vision (Why, Purpose, BHAG)	_____
3. Learning and Development	_____
4. Organizational Chart	_____
5. E-Commerce	_____
6. Digital Footprint	_____
7. Get to know your clients	_____
8. Revise Products and Services	_____
9. Marketing 101 to PhD	_____
10. Review Financials	_____
11. Standard Operating Procedures	_____
12. Declutter and Re-organize	_____
13. Action Plan for Re-opening	_____

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**REAL PEOPLE.  
REAL RESULTS.**

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BUSINESS COACHING