

Project to Profits™ Cheatsheet

Step 1: Create a Consolidated List of Your Unfinished Projects. Here's some ideas to get you started. Place a checkmark next to your unfinished projects and those you have on your wishlist. There is also space to add your own.

- Launch new product or service
- Create presentation or talk
- Develop organizational chart & job descriptions
- Build Team Member Welcome program
- Create Team Member training programs
- Develop training manuals
- Establish operating policies and procedures
- Build Client/Customer Welcome program
- Create Client/Customer purchasing/order process
- Establish product/service delivery and fulfillment
- Build and train Customer Support Call Center
- Increase Community visibility and activities
- Establish post-sale communications
- Create a video series
- Host a retreat
- Host an event/conference/summit
- Host a workshop
- Create and deliver a webinar
- Create a course
- Create or update website
- Establish business branding
- Write a book
- Create a new product or service
- Establish product/service packaging
- Book speaking gigs
- Create speaker one-sheet
- Create a podcast
- Establish content creation process
- Create and deliver an interview series
- Create a blog
- Create an article series
- Identify and schedule networking opportunities
- Create sales or landing page
- Establish employee benefits package
- Create freebies/free resources
- Implement service packages/offerings
- Create salable printables, journal, card deck
- Build marketing messages and campaigns
- Establish lead generation and follow-up
- Implement sales process
- Identify marketing and sales metrics
- Develop email nurture sequence
- Implement ongoing email communications
- Establish newsletter and cadence
- Create social media content & calendar
- Hire a sales team
- Promote upcoming events
- Establish website maintenance requirements
- Hire a Bookkeeper and/or Accountant
- Hire a Team
- Hire a Virtual Assistant
- Establish inventory processes
- Create swag bag/box
- Manage cash flow
- Prep for Tax Time
- Transitioning team back to the office
- Provide work-at-home arrangements
- Create a VIP-Day
- Develop Event Give-Aways
- Choose new/additional business location
- Document processes required by regulations
- Special sales events (Black Friday, Holidays)
- Office redesign
- Complete significant equipment purchases
- Establish CRM (Client Relationship Mgt) system
- _____
- _____
- _____

THE 3-STEP PROCESS TO GET YOUR PROJECTS TO DONE

Step 1: Inventory Your Consolidated List of Projects: **DONE**

Step 2: Identify the Cost. An easy, initial gauge is to take the number of projects you have on your checklist and multiply by \$10,000: _____

Step 3: Prioritize the Projects by those that will have the biggest impact on your business.

This cheatsheet shows the steps I go through with my clients to create their Projects to Profits™ Roadmap, and then get it implemented and monetized.

If this clicked for you and you'd like to go deeper, you're invited to a Projects to Profits™ Accelerator call with me. Together, we'll walk through the steps so you have a clear path forward.

[Click Here to Book Your Projects to Profits™ Accelerator Call Today!](#)

Who am I?

I'm Karen Cox, Founder & Managing Director of KCLICK Thinking LLC, with 25+ years of experience including Fortune 100s Abbott and Caterpillar. I've been in the trenches of delivering high-ticket projects, and now share that experience with you - whether you're in the early stages of business or wanting to scale to the next level.

What this means for you?

Growth to your revenue and profits. It can be easy to push projects off to another day. You already have enough on your plate, right? Let's talk and boost your CHA-CHING!!



karen@klickthink.com (312) 521-0171

