

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.

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| <ul style="list-style-type: none"><input type="checkbox"/> Launch new product or service<input type="checkbox"/> Create presentation or talk<input type="checkbox"/> Develop organizational chart & job descriptions<input type="checkbox"/> Build Team Member Welcome program<input type="checkbox"/> Create Team Member training programs<input type="checkbox"/> Develop training manuals<input type="checkbox"/> Establish operating policies and procedures<input type="checkbox"/> Build Client/Customer Welcome program<input type="checkbox"/> Create Client/Customer purchasing/order process<input type="checkbox"/> Establish product/service delivery and fulfillment<input type="checkbox"/> Build and train Customer Support Call Center<input type="checkbox"/> Increase Community visibility and activities<input type="checkbox"/> Establish post-sale communications<input type="checkbox"/> Create a video series<input type="checkbox"/> Host a retreat<input type="checkbox"/> Host an event/conference/summit<input type="checkbox"/> Host a workshop<input type="checkbox"/> Create and deliver a webinar<input type="checkbox"/> Create a course<input type="checkbox"/> Create or update website<input type="checkbox"/> Establish business branding<input type="checkbox"/> Write a book<input type="checkbox"/> Create a new product or service<input type="checkbox"/> Establish product/service packaging<input type="checkbox"/> Book speaking gigs<input type="checkbox"/> Create speaker one-sheet<input type="checkbox"/> Create a podcast<input type="checkbox"/> Establish content creation process<input type="checkbox"/> Create and deliver an interview series<input type="checkbox"/> Create a blog<input type="checkbox"/> Create an article series<input type="checkbox"/> Identify and schedule networking opportunities<input type="checkbox"/> Create sales or landing page<input type="checkbox"/> Establish employee benefits package<input type="checkbox"/> Create freebies/free resources<input type="checkbox"/> Implement service packages/offerings<input type="checkbox"/> Create salable printables, journal, card deck | <ul style="list-style-type: none"><input type="checkbox"/> Build marketing messages and campaigns<input type="checkbox"/> Establish lead generation and follow-up<input type="checkbox"/> Implement sales process<input type="checkbox"/> Identify marketing and sales metrics<input type="checkbox"/> Develop email nurture sequence<input type="checkbox"/> Implement ongoing email communications<input type="checkbox"/> Establish newsletter and cadence<input type="checkbox"/> Create social media content & calendar<input type="checkbox"/> Hire a sales team<input type="checkbox"/> Promote upcoming events<input type="checkbox"/> Establish website maintenance requirements<input type="checkbox"/> Hire a Bookkeeper and/or Accountant<input type="checkbox"/> Hire a Team<input type="checkbox"/> Hire a Virtual Assistant<input type="checkbox"/> Establish inventory processes<input type="checkbox"/> Create swag bag/box<input type="checkbox"/> Manage cash flow<input type="checkbox"/> Prep for Tax Time<input type="checkbox"/> Transitioning team back to the office<input type="checkbox"/> Provide work-at-home arrangements<input type="checkbox"/> Create a VIP-Day<input type="checkbox"/> Develop Event Give-Aways<input type="checkbox"/> Choose new/additional business location<input type="checkbox"/> Document processes required by regulations<input type="checkbox"/> Special sales events (Black Friday, Holidays)<input type="checkbox"/> Office redesign<input type="checkbox"/> Complete significant equipment purchases<input type="checkbox"/> Establish CRM (Client Relationship Mgt) system<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ |
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Projects to Profits™ Cheatsheet

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

