



## My Progression Diary

My Progression Diary At the end of each day you should spend some time recording how well you are doing in your Progression Diary. It is important you allocate time for this as it will discipline yourself to make your business happen.

As you log your entry you should be honest with yourself as you need to assess your progress, and this is one method of doing this. It will focus your thoughts and help you determine how well you are doing as the 'My To-Do-List For Today' asks. Record all the mistakes you make, by writing it down will help you not to make the mistake again. It will also symbolise the journey you have taken once you have met your objective. Without making mistakes we cannot progress. For instance, a stranger told me that as I develop my business, I would become aware of where I could save money on publicity materials. At the time I wasn't sure what she meant, but I logged it in my diary and looking back her advice made sense. The log helped me move forward.

Record all your business encounters: for instance, networking events, your initial experiences of LinkedIn, Twitter or Facebook. Don't expect every encounter to be perfect, but don't over scrutinise whilst logging what happened and how you felt. It will be an important tool to make your business happen.

You should also log the positive moments worth congratulating yourself for. Describe how it feels; who was with you and how it helps you move forward. Congratulate yourself!

Review the day and log the aspects you loved, the parts you did not like. Detail the fun you have had but also consider how you can use the negative aspects to help you progress tomorrow.

Try to reflect on the people who have helped you today and log these encounters in the diary. Also record any negative reactions and how these change over time. There is no definitive formula to writing your entry, although it is important to reflect on the thoughts which are un-focussing your mind. List all the jobs you need to do tomorrow before you sleep, this will avoid a scattered mind and ensure a good night's sleep.

The following morning re-read your previous entry. Consider what you said; review whether anything has changed overnight and make action plans for today. Use the entry to decide what you want to get out of today.

**Do you need further support? If so, I would be very happy to discuss further. Email me at [directactionlifecoach@gmail.com](mailto:directactionlifecoach@gmail.com) or call me on 07544 899678.**