



My WORK ORGANIZER

BY _____



www.CarleneKelsey.biz

WHAT'S ON TODAY'S LIST?

THINK ABOUT YOUR DAILY TASKS AND CATEGORIZE

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

NOTES

TODAY'S WISH LIST

My Wish List Tasks To Get Done Today

I WILL DO

MY VA WILL DO

SET UP YOUR GOALS

THIS WEEK'S 3 BIG GOALS

WHAT IS YOUR GOAL:

- 1.
- 2.
- 3,

I'LL ACHIEVE THIS BY:

I MIGHT NEED A LITTLE HELP WITH:

I KNOW I CAN COMPLETE THIS BY THIS DATE:

GOAL WORKSHEET PAGE

This week's Goal #1



WORKSHEET NOTES:

GOAL WORKSHEET PAGE

This week's Goal #2



WORKSHEET NOTES:

GOAL WORKSHEET PAGE

This week's Goal #3



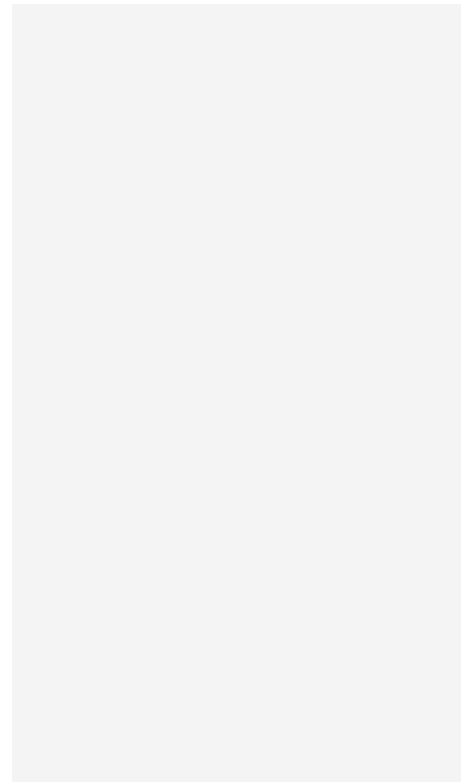
WORKSHEET NOTES:

MY BIG GOAL PLANNING LIST

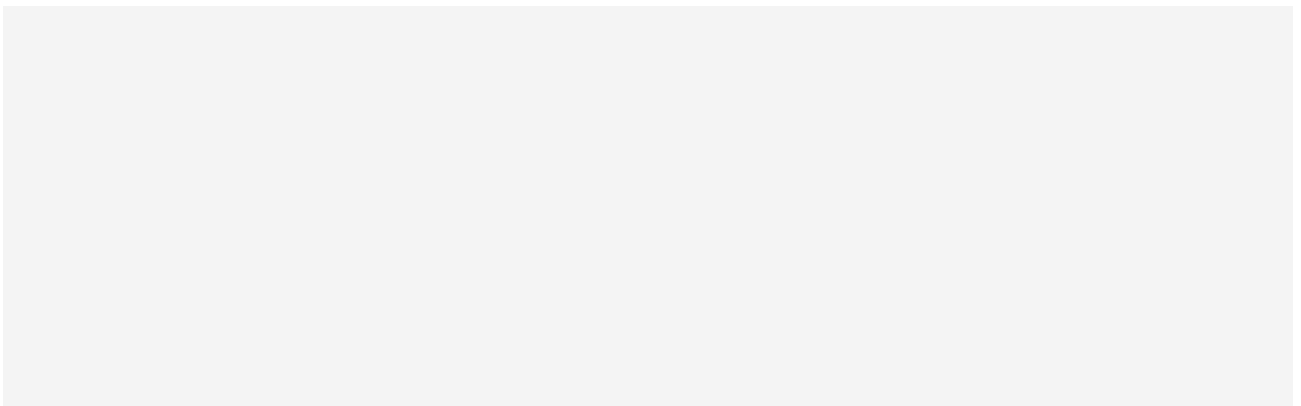
GOAL PLANNING SHEET

THINGS TO DO:

- _____
- _____
- _____
- _____
- _____



OTHER NOTES AND THINGS TO DO



S M T W T F S

DATE:

Weekly Planner



SUNDAY

WEDNESDAY

MONDAY

THURSDAY

TUESDAY

FRIDAY

SATURDAY

REMINDER:



S M T W T F S

DATE:

Monthly Planner

✦ ✦				

EVENTS:



Let's work together

ONLINE BUSINESS MANAGER & CATALYST
FOR FEMALE ENTREPRENEURS



Carlene Kelsey

I'm an Online Business Manager and Catalyst for Entrepreneurs who want to get started online, but are very confused about all the technical "behind the scenes" requirements. I work with them to unravel their online goals, and connect their systems: Website, EMail Marketing Autoresponder, and Social Media Channels to create an online brand that works for them 24/7.

I also help my clients scale existing businesses by utilizing Facebook & Instagram Ads to get the very best *Return On Ad Spend*.

[VISIT MY WEBSITE](#)

[SCHEDULE A CALL](#)

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