From Scattered Ideas to a Clear Next Step

~ A Small Business Project Planner

You do not need a finished plan to begin. Use these five pages to gather your ideas, choose one useful project, and decide what to do next. Short answers count. Download this PDF, open it in a PDF reader, type your answers, and save a copy.

Your name / business

Date

What is taking up space in your head?

Capture tasks, frustrations, ideas, and things you keep putting off.

Which idea would make work easier or help customers most?

A few places to start

Business project support ~ prepare a launch or finish a stalled update.
Systems & practical tools ~ organize inquiries or simplify a repeated task.
Websites & content ~ clarify a service page or plan useful posts.

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02 ~ CHOOSE ONE USEFUL PROJECT

Choose what matters now.

Compare up to three ideas. A useful first project fits a real need and the time, information, and support you have available.

Project idea	Helps now?	Ready to start?	Small enough?
1.			
2.			
3.			

For each question, write Yes, Maybe, or No. Choose a project with a clear benefit and a manageable starting point. If everything feels too big, choose one smaller piece.

The project I am choosing

Why this matters now ~ and who it will help

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03 ~ GIVE IT A CLEAR SHAPE

Define a useful finish.

Describe the smallest version that would still be useful. A clear boundary makes it easier to begin and easier to recognize when the work is done.

The change I want this project to create

I will know it is finished when...

Example: My service page explains the offer and gives visitors one clear way to inquire.

This version will include

This can wait for later

One sign it is working

Example: Fewer repeated questions, faster follow up, or more completed inquiries.

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04 ~ TURN THE PROJECT INTO ACTION

Make the next step doable.

Start with three actions. Use a specific verb and name the result: “Draft three service descriptions” is easier to act on than “Work on website.”

01 ~ Action

Who will do it? | Target date

Time needed | Waiting on

02 ~ Action

Who will do it? | Target date

Time needed | Waiting on

03 ~ Action

Who will do it? | Target date

Time needed | Waiting on

What do I need before I can begin?

Think about logins, photos, copy, decisions, information, or another person’s input.

My first work session ~ day, time, and the one action I will take

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05 ~ KEEP THE MOMENTUM

Take one clear next step.

You do not have to solve the whole business at once. Return to this page after your first work session, or whenever the project starts to feel scattered again.

What moved forward?

What got in the way ~ and what could make it easier?

My next action ~ and when I will take it

What kind of support would help?

- ☐ I can move forward on my own.
- ☐ I need help with one specific piece.
- ☐ I would like someone to help shape and carry out the project.

A little clarity can go a long way.

If you would like a hand turning your plan into something useful, Tailored 2U offers support with websites and content, systems and practical tools, and focused business projects.

Explore how we can work together ~ www.tailored2u.com

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