

## Q.U.A.R.T.E.R

*A practical guide to support you in reviewing your last quarter and planning for your next.*

**Q - 'Queen Vibes'** – As woo as it might sound, a key way in which you can plan for what's next, is to review the work you did in the last quarter which energised you and made you feel like the business owner you want to continually be. Was it making time for self-care? Supporting a client in a particular type of way? Sharing a certain style of message which empowered people and left you feeling empowered too?

List or journal your reflections on last quarter's 'Queen Vibes', and what you're going to do to ensure this is increased for next quarter:

**U - 'Uncertainty'** – Was there anything you weren't sure or 100% comfortable about putting out, which you ended up doing from a place of 'should'? How can you ensure that you're operating from a place of total alignment with your mission and vision in all of the offers and messages you're putting out this quarter, remembering to operate from a place of overflow as opposed to scarcity.

List or journal any of the 'should' and scarcity mindset you acted upon last quarter, which you're choosing to leave behind for this one?:

**A - 'Accountability'** – Who, in the last quarter were you sharing your goals with and receiving insight and support from, as well as challenge and motivation in order to take you to the next level? Who will you be looking to for this accountability moving into this quarter?

Write your accountability and support list for this coming quarter below, include the individual types of support those people will be providing:

**R - 'Rooted'** – This should come as no surprise, but is absolutely the most vital piece to our puzzle. If we're doing a bunch of activities we were never called to pursue or step into, it can't come as a surprise if they don't exactly pan out in the way we might have hoped. With this in mind, ask yourself – where is the last quarter did you make time to hear from God on what He was calling you to? When was this made especially easier and/or harder? How can you allow for space to hear from God clearly moving into this quarter?

Reflect on this in the space below:

**T - 'Track your stats'** – As boring as facts, figures and statistics might be at times, they're *essential* when it comes to tracking how your business is going at any given moment. Tracking things like who's signed up for your freebie, how many people have gone through your funnel, and the click rate in your email campaigns is key. Have you spent time going over last quarter's stats? This will help you understand where you need to be spending more/less time moving into this new quarter.

Use the space below to track your stats in order to inform what you need to do more/less of moving into the next quarter:

**E - 'Expansion'** – We've all heard the phrase 'if you do what you've always done, you get what you've always got', and I truly believe that the same can absolutely be said for your business. Yes, there may well be some areas which you've reviewed and are celebrating as a result – but what next? What's the next part of your bigger mission/vision which is ready to be stepped into? And how can you take steps towards that this quarter?

Using the space below, list out the way(s) in which you plan to step out of your comfort zone and into what's next beginning this quarter?:

**R - 'Revenue'** – Last but not least, it's important that you look into your revenue producing activities from last quarter so that you can be sure you're not wasting your time in areas you *thought* were revenue producing, only to find that they weren't. Of course, some areas of your business won't necessarily be directly linked to revenue and you may still want to do them (live streams, social media etc.) for other purposes such as nurturing your audience etc. However, it's also equally important for you to look into where your business *has* been making sales, so that you can look into duplicating this same method, or expanding on it for this coming quarter.

Make note of your revenue producing activities (however large or small) from last quarter using the space below:

*When you get a chance, do feel free to share your 'quarter' reflections in the group!*