

Business Planning Calendar

JANUARY

FEBRUARY

MARCH

1st Quarter	Reason to Call			
	Pop-By Gift Idea			
	Video Email Message			
	Client Party Date/Theme			
	Business Mixer Date/Theme			
	B2B Endorsement Item of Value			
	Additional Marketing			
	Personal Dev. Events/Training			
	# Days Off/Vacation			

APRIL

MAY

JUNE

2nd Quarter	Reason to Call			
	Pop-By Gift Idea			
	Video Email Message			
	Client Party Date/Theme			
	Business Mixer Date/Theme			
	B2B Endorsement Item of Value			
	Additional Marketing			
	Personal Dev. Events/Training			
	# Days Off/Vacation			

JULY

AUGUST

SEPTEMBER

3rd Quarter	Reason to Call			
	Pop-By Gift Idea			
	Video Email Message			
	Client Party Date/Theme			
	Business Mixer Date/Theme			
	B2B Endorsement Item of Value			
	Additional Marketing			
	Personal Dev. Events/Training			
	# Days Off/Vacation			

OCTOBER

NOVEMBER

DECEMBER

4th Quarter	Reason to Call			
	Pop-By Gift Idea			
	Video Email Message			
	Client Party Date/Theme			
	Business Mixer Date/Theme			
	B2B Endorsement Item of Value			
	Additional Marketing			
	Personal Dev. Events/Training			
	# Days Off/Vacation			

Be sure to plug these activities into your calendar: 1) Attend Live Buffini & Company Event or Training 1x/Quarter. 2) Host Business Mixer at least 1x/Quarter. 3) Host Client Party at least 2x/Year.