Four posts to reuse through the year

Post after the named file is available to the group. Use the file title below, attach that file or insert its actual group-file link. No member or client examples are needed.

1 / When introductions feel hard

Need a bio that sounds like you? Open SII-Speak-Clearly-Prompt-Pack.pdf in our Files section. Choose one prompt, use facts you can verify and read the result aloud. Start with one paragraph you can use.

2 / At the start of a month

Before the month fills up, choose one result you want to work toward. SII-Week-to-Month-Planning.pdf is in Files. Use it to choose this week's three actions and give them a place on your calendar.

3 / When the receipts pile up

Set aside a little time for your business records. Download a fresh SII-Bookkeeping-Template.xlsx from Files, then use your private approved system for the completed copy. Bring category and tax questions to your bookkeeper or CPA.

4 / Before bringing in help

Thinking about an admin or VA? Start with one task you can explain clearly. Open SII-Time-and-VA-Task-Guide.pdf in Files, write down the steps and decide when the helper should stop and call you. Review the first result together.

Make this a habit

Choose one resource each month. Check its link and any dated information before reposting. Ask what helped or what needs clarifying; remind members to keep private details out of comments.