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**The Virtual Fitness Pro’s Daily/Weekly Planner**

Fill your Daily/Weekly Planner with the below tasks:

1. 1-2 Hours on social media prospecting
	1. Respond to every comment on your posts
	2. Comment on all your target markets posts
	3. Direct message 10-15 people per day to ask how they are or a question to start conversation.
	4. Join Groups where your target market is abundant
2. 2 Hours Checking in on every client
	1. Phone call or text
	2. Tips, insights, improvements, progress checks, nutrition checks
	3. Accountability tasks
	4. Automate tips
3. 1 hour Personal Workout
	1. Mix in an Exercise tutorial or value building content post Selfie.
4. 1 Hour focus on building a new revenue stream to Scale your business
	1. PDF program for a specific goal
	2. Video Program for a specific goal
	3. Build templates and programs
	4. Virtual Group Fitness class or marketing/networking
	5. Create Monthly challenges
5. 1 Hour Networking and outreach
	1. Reach out to local businesses to set up virtual corporate fitness trainings
	2. Look up charities to donate your service too
6. 1 Hour Educate yourself
	1. Take business courses and continuing education relevant to succeeding as an online personal trainer.

**The Virtual Fitness Pro’s Daily/Weekly Planner**

 Create your schedule by filling in the below time slots.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time / period** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 7am |  |  |  |  |  |
| 8am | 2 Hours Check in on every client |  |  |  |  |
| 9am |  |  |  |  |  |
| 10am | Build a new revenue stream |  |  |  |  |
| 11am | Personal Workout |  |  |  |  |
| 12pm | Networking and outreach |  |  |  |  |
| 1pm | 2 Hours Social Media Prospecting |  |  |  |  |
| 2pm |  |  |  |  |  |
| 3pm | Education Hour |  |  |  |  |
| 4pm | Work on Monthly Goals |  |  |  |  |
| 5pm |  |  |  |  |  |
| 6pm |  |  |  |  |  |

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**The Virtual Fitness Pro’s Monthly Planner**

Fill your Monthly Planner to prepare for next month with the below tasks:

1. Create 30-90 pieces of content to add to a social media automated calendar like Hootsuite.
	1. Content is about starting conversations, not about educating people.
		1. Niche Specific Engagement questions
			1. For moms ask what the best baby sleep hack.
		2. Blog Articles
		3. Videos or Video Series
		4. PDF or Mini E-book
		5. Templates to Achieve a Goal
		6. Video Tutorials
		7. Webinars – Live or Recorded
		8. Podcasts and Audio Files
		9. Checklists (Healthy Grocery List, or Stretches)
		10. Online Mini-Course or Online Class
		11. Free Online Workshop
		12. Phone Conference to Achieve a Goal (Q+A’s)
		13. Resource Library – (Apps or websites you use to help your clients achieve goals)
		14. Quizzes – Take the quiz but opt-in to see the results
		15. Research Forms
		16. Facebook Group to Achieve a Goal
		17. Fitness Challenges
2. Schedule Monthly Reassessments with all clients
3. Review previous months strategy and analyze where the most success was had. Modify and adapt strategy for new month.
4. Find new Online Course to improve your skills.
	1. Business
	2. Sales
	3. Marketing
	4. New Revenue Streams
		1. Virtual Nutrition Coaching
		2. Virtual Health Coaching
		3. Virtual Group Fitness Instruction

**Monthly Calendar/Planner**

Strategize your month by filling in the below dates with planned tasks.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
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