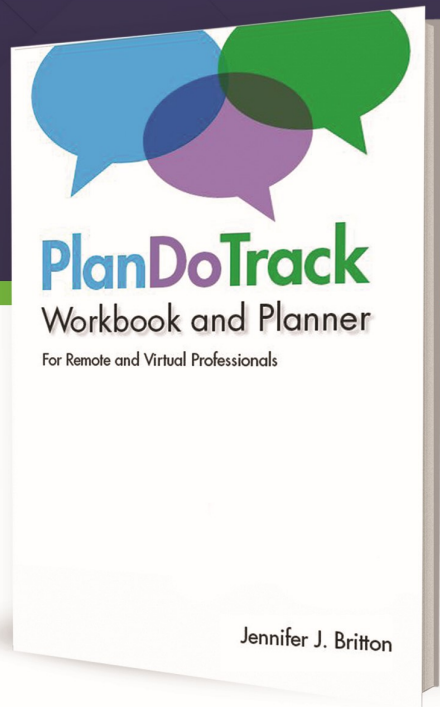


LOOKING FOR FOCUS AND A PLAN AS A VIRTUAL OR REMOTE PROFESSIONAL?

An increasing number of professionals are working remote today.



About the Author:

A former virtual team leader and program director, author Jennifer Britton has spent the better part of the last three decades supporting and developing virtual and global team leaders, teams and virtual businesses. She is an award-winning coach and program designer and the author of five books, including *Effective Virtual Conversations* (2017), and *From One to Many: Best Practices for Team and Group Coaching* (2013). Jennifer can be found virtually on any given day, criss-crossing time zones and industries in her work. You can find out more about her work at [PotentialsRealized.com](https://www.PotentialsRealized.com).

Over 285 pages of practical and actionable content and resources to support you in planning your remote work and business development

Four sections dedicated to the Foundations of Virtual and Remote Work, The Primer, Marketing Essentials, and Your Own Business Ecosystem

*An undated full year of monthly, quarterly and annual planning tools
A set of content creation tools to support you in planning, scheduling and getting your message out!*

Grab a pen and let's get started!

As virtual and remote professionals, having the space and time to create a plan can mean the difference between focused, consistent action, and falling into overwhelm.

The PlanDoTrack Workbook and Planner supports you in getting clearer on your strengths and strategies, and developing a plan for the next month, quarter or year. An analog, paper-based, desk-sized planner, this resource provides one place where you can put your ideas, track your results, and keep focused on what you want to get done.

As a remote or virtual professional you may be:

- An entrepreneur who runs a virtual business – from creatives and makers, to consultants and holistic professionals, many businesses are virtual and have no brick and mortar presence.
- A virtual leader, supporting professionals and a remote team across the city, a country or even the globe.
- A member of a team working remotely or virtual, full time or several days a week.
- In the process of creating a side-gig that will be mobile.

It's an analog, desk sized calendar, 288 pages in length, to reflect the importance of having one "GO TO" resource to place your "To Dos", project ideas, content plans and monthly reflections.

Divided into four sections, the workbook (100 pages) covers:

Virtual and Remote Business Foundations – for leaders, team members and business owners. This includes a series of skill checks and some of the latest stats on virtual and remote work.

The Primer – A dozen practical and tactical success tips and focus areas which you can integrate into your work, business and/or share with your team.

Marketing Essentials – Whether we are sharing what our virtual team is doing, positioning our services, or going out to promote on social media, the marketing essentials section covers the foundations of business planning, and covers 9 promotional vehicles virtual providers may use to get the word out about what they do. Given the virtual space, it's likely that leaders and team members may also be the "Face" of their organization, locally.

The Ecosystem – At the heart of a successful virtual team, business or leader is ourselves. The Ecosystem section focuses on who YOU are as a leader – your strengths, values and opportunities.

The planner section covers Annual, Quarterly and Monthly planning resources, along with a robust content planning section. Including more than 28 resources you'll find:

- **Monthly Trackers** – to track different elements for your business
- **Annual project planners**
- **Quarterly Reviews**
- **Monthly In Focus**
- **Content Creation Resources**

PlanDoTrack is part workbook, part planner to support you in:

- Developing your **PLAN** for the month, the quarter or the year
- **Organizing and prioritizing** your tasks,
- **Reflecting on what's working and what's not**
- **Scheduling** your most important tasks
- **Taking and tracking** consistent, focused action

Tracking Your Results so you have data to know what's working, what's not and what needs a change.

Part workbook, part planner, the PlanDoTrack Workbook takes you step-by-step through a series of reflective questions. These areas will help you gain clarity, and intent, to create more consistent action around your work.

Whether you are creating a side gig, or a full-time business, working remote part-time or 24/7, the PlanDoTrack workbook provides you with useful questions for reflection, space to clarify your thoughts, and a robust series of planning tools.

For more resources and tips visit <https://www.PlanDoTrack.com>