

30DAY PLAN

Keep track of your work and results so you know what to focus on next.

1 First, make your own copy.

The spreadsheet is read-only. Open it and sign in to your Google account.

[OPEN 30-DAY PLAN ↗](#)

In the spreadsheet, select File → Make a copy and save it to your Google Drive.

Name the file, for example, František Vomáčka - 30-day plan and the first sheet September 2026. Fill in the name and month; delete the sample numbers. Leave the formulas.

2 Every day, write down what really happened.

In the column for that day, write down the actual number of outreaches, videos, meetings, follow-ups, and other activities. If nothing happened, write 0. Just set aside a few minutes a day to write it down.

Personal activities show your work with people. Team leadership captures the support of partners. Write the volume in a unified unit and do not count the same result twice. Let the table add up the total rows.

3 Once a week, stop for a moment

Take 10 minutes, alone or with your leader. Look at each activity and answer the following questions:

- What brought me real change?
- Where is the work stopping and what do I need help with?
- What specifically will I repeat or change

Are you reaching out to people but not getting back to them? Plan a follow-up. Choose one specific change and give it a deadline.

4 A new month belongs in a new tab

Stay in the same file. Right-click on the month tab at the bottom and select Duplicate. Rename the new sheet to something like October 2026 and edit the month in the table as well.

In the new sheet, just delete the activity and volume numbers you entered. Keep the formulas and structure. The original sheet will remain as history: you can easily compare months and see what works for you.