

20

**PRIORITY
PLANNER**

for solopreneurs

25

👋 HEY THERE!

I can't wait to help you get clear on your next steps to grow your business...

Thank you for grabbing a copy of my Priority Planner! As a business and brand strategist with years of experience helping solopreneurs like you map out their growth, I created this tool for those ready to move their business forward without sacrificing what matters most—whether that's your time, values, or well-being.



You've already achieved so much just by getting here. Taking this step to pause, reflect, and realign is no small feat. It signals that you're ready for the next phase of your business journey—one where purpose and a clear plan work hand-in-hand to fuel your growth.

And I know, identifying priorities as a solopreneur can feel overwhelming. There's so much on your plate—keeping clients happy, tackling projects, showing up on social—the list goes on. It's not that you can't handle it; I have full confidence you can! But running a business day-to-day leaves little room for stepping back to see the big picture.

That's where this planner comes in. It's designed to give you the space, clarity, and structure you need to pinpoint what truly matters and create a plan that keeps you focused, aligned, and moving forward. If you've ever felt like you're being pulled in a million directions, or stuck in a cycle of doing more but not seeing real progress—this is your moment to break free. With at least 30 minutes and this planner, you'll uncover your key priorities and craft a roadmap that's both manageable and impactful.

Lastly, I know that “priority planning” might not sound like the most exhilarating task. So, let's make it fun! Pour yourself a cup of coffee (or a glass of wine—your call!), put your phone on silent, cue up your favorite playlist, and let this be a moment to dream big and take control of your business. Here's to growth, alignment, and a business that works for you—not the other way around. Let's make this your best year yet!

— *Quinn Tempest*

I've opened up spots on my calendar free Purpose Chats—no strings, no pitches. Just a chance to talk through your 2025 priorities, brainstorm ideas, and get clarity on what matters most to you. You don't even need to finish the planner first—just bring yourself. [Find a time that aligns here.](#)

👉 FIRST THINGS FIRST

Let's get clear on what kind of priorities we're talking about here.

You likely downloaded this planner because something feels *off*—maybe you're feeling drained by demanding clients, buried under an ever-growing to-do list, or just missing the spark that once lit you up. Whatever the case, one thing's certain: you're ready for a shift.

You know it's time to focus your energy differently. But not all tasks are created equal when it comes to growth. That's why this planner is here—to help you prioritize the things that will truly move your business forward, rather than just keep the wheels spinning.

To make that shift, it's important to distinguish between **growth-focused** priorities and the day-to-day tasks that **maintain the status quo** (which, yes, are important too!). Before we dive in, take a look at the examples below to clearly see the difference.

GROW

- Attending networking events to meet prospective clients
- Updating your website copy
- Refreshing your brand
- Creating streamlined project processes
- Developing offers to diversify revenue
- Joining a community to expand network & skillset
- Creating strategic social content to expand your reach
- Developing an opt-in to grow your list
- Launching a new marketing channel (e.g. podcast, newsletter, blog)
- Crafting a launch strategy
- Refining your ideal client profile
- Starting a new personal habit
-and many more possibilities!

MAINTAIN

- Customer/client support
- Project management & execution
- Administrative work
- Website maintenance
- Routine social media posting
- Accounting & bookkeeping
- Inventory management & shipping
- Routine meetings
- Email & file organization
- Onboarding & hiring
- Client check-ins
- Existing product/service refinements
- Reviewing biz stats & analytics
- Personal habit maintenance



YOUR ANNUAL GOALS

Your turn! It's time to start organizing the ideas swirling in your head into something actionable and exciting. On the next two pages, jot down 5-10 goals you'd love to accomplish this year. Think of it as a brain dump—tidying up the chaos in your mind so you can find clarity. Don't stress about ranking them yet; just focus on writing down what you want to tackle this year and why it matters to you.

1 Launch my podcast, finally!

Why? I've wanted to for years and I know it can help me grow my audience.

2 Create a process for client projects.

Why? I could save time (and avoid drama) by not reinventing the wheel every time! Plus, grow my profit.

1

Why? _____

2

Why? _____

3

Why? _____



YOUR ANNUAL GOALS (CONT'D)

4

Why? _____

5

Why? _____

6

Why? _____

7

Why? _____

8

Why? _____

9

Why? _____

10

Why? _____

✔ CLARIFY YOUR PRIORITIES

My favorite tool to slice through decision overwhelm like buttah...

Now, onto the real magic! Many solopreneurs I've worked with don't struggle to brain dump a big list of goals like you just did—it's figuring out which ones to tackle first that trips them up. Hello, classic paradox of choice.

After seeing this challenge pop up again and again with clients at every stage of business, I knew there had to be a better way. **Enter: decision filters.** These small but mighty questions are designed to cut through the noise and help you answer the all-important question: *"What should I focus on next?"*

Ready to put the decision filters into action? This works best as a conversation rather than a written exercise, so I've recorded a quick video to walk you through the process. Click below to watch 📺, and I'll show you how to use these filters to pinpoint your priorities—even when everything feels important.



The 7 Decision Filters:

- ✔ What is the logical order of operations?
- 🚀 What will build the most momentum?
- 💰 What will drive revenue quickest?
- 🚧 What is really holding me back?
- 👛 What do I need to let go of?
- 😄 What lights me up the most?
- 💜 What do I personally need?



YOUR 90-DAY ROADMAP

It's time to list your priorities so you know where to focus your energy...

Now that you've outlined your big-picture goals for the year and explored how decision filters can guide your focus, it's time to zoom in and tackle the next 90 days.

Pick *up to three goals* from your annual list that you're ready to prioritize. Breaking things down into quarterly chunks makes everything feel more manageable—plus, it's the best way to create momentum you can see and feel.

Write your goals below, and for each one, reflect on why now. What makes this goal important in this moment? When you're done, print this page and keep it somewhere visible as a reminder of where you're headed.

1

Why this now? _____

2


Why this now? _____


3


Why this now? _____


TIPS TO HELP YOU SUCCEED


Learned over the years of mentoring solopreneurs just like you...

 **Gauge your capacity by season:** You don't HAVE to list 3 priorities on your 90-day roadmap—sometimes, one or two is more than enough, especially if you're in a busy season or feeling stretched thin. What matters most is honesty with yourself about your capacity. Assess where you are and set priorities that fit, rather than piling on and setting yourself up for overwhelm.

 **Accept that some priorities may roll over.** Be kind to yourself if you can't achieve the full goal you set within 90 days. Running a business means juggling plenty of maintenance tasks, and sometimes life just happens. Progress doesn't always fit into a neat timeline, and that's okay. Remember: it's not about perfection—it's about forward movement.

 **Revisit your priorities quarterly.** A single planning session isn't enough to sustain momentum. I recommend returning to your roadmap every quarter. Assess your annual goals: What's still relevant? What needs to shift? Recalibrating regularly will help you stay aligned and flexible, especially as your business evolves.

 **Remember, priorities aren't confined to business.** It's easy to get caught up in thinking everything has to be about growth or scaling, but sometimes your top priority might need to be personal. Resting, resetting, or focusing on your well-being is just as valid—and often essential for sustainable growth.

 **Break down your big priorities even further.** This planner is here to help you pinpoint your focus, but it's up to you to break those goals into actionable steps. Create a plan with clear milestones and tasks so when you carve out time to work, you know exactly where to start. *Need accountability to do that? I've got you...*

TURN YOUR PRIORITIES INTO REAL PROGRESS

Flip to the next page to discover a way to stay focused, take consistent action, and grow your business on your terms in 2025.

READY TO GET THE ACCOUNTABILITY & SUPPORT YOU DESERVE TO BUILD MOMENTUM IN YOUR BUSINESS THIS YEAR?

Here is how I can personally support you:

Book a Clarity Intensive: Craving personalized feedback and crystal-clear next steps to grow your business on purpose—but not ready for a big investment? A Clarity Intensive offers a focused, cost-effective way to work 1:1 with me. Together, we'll cut through the noise and create a simple, actionable plan to help you build momentum. [Learn more and start the process here.](#)

Explore ongoing strategic business support: Looking for consistent accountability to make progress on your priorities and grow your business intentionally? I work with a select number of 1:1 clients, blending strategic planning, marketing consulting, mentorship, and implementation. [Learn more here & contact me.](#)

Apply to join my Create Your Purpose® Collective: The Collective is my private community for solopreneurs who are ready to prioritize meaningful business growth without sacrificing what matters most. If you're a creative, consultant, or coach who's tired of going it alone, this is your space to get the support, accountability, and education you need to thrive. We open enrollment for new members a few times a year. [See when we're enrolling women next.](#)

