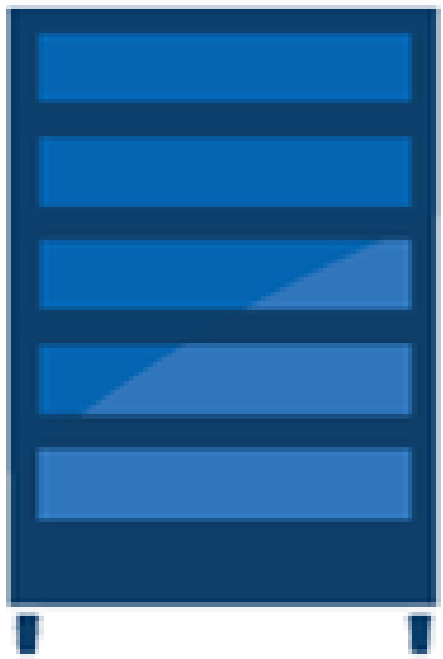


GET YOUR YEAR STARTED RIGHT



SPIRIT
Box

YEARLY PLANNING TEMPLATE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY

EXAMPLE

SUNDAY 01	MONDAY 02	TUESDAY 03	WEDNESDAY 04
	<p>WEEKLY GOALS</p> <p>MORNING ANNOUNCEMENT</p> <p>RESTOCK MACHINE</p>	<p>SOCIAL MEDIA POST</p>	<p>WEEKLY TEAM MEETING</p>
THURSDAY 05	FRIDAY 06	SATURDAY 07	NOTES
<p>SOCIAL MEDIA POST</p>	<p>RESTOCK MACHINE</p>		<p>THINK ABOUT HOW YOU PLAN TO MARKET YOUR SPIRIT BOX:</p> <ul style="list-style-type: none">• FLIERS• SOCIAL MEDIA• SALES

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	NOTES/ RESOURCES
<p>WEEK 1</p> <p><u>VISIT TEAM PORTAL AND REVIEW ALL RESOURCES</u></p>	<p>WEEK 1</p> <p><u>REVIEW TEAM ROLES</u></p> <p><u>REVIEW 5 PS OF MARKETING</u></p>	<p>WEEK 1</p> <p>CREATE MARKETING FOR SEPTEMBER/ WRITE DOWN WEEKLY GOALS</p>	<p>WEEK 1</p> <p>WRITE DOWN WEEKLY GOALS/ BEGIN BRAINSTORMING HOLIDAY SALES/MARKETING</p>	<p>WEEK 1</p> <p>WEEKLY GOALS/ CREATE MARKETING FOR NOVEMBER & DECEMBER</p>	<p>WEEK 1</p> <p>WEEKLY GOALS/EVALUATE SEMESTER 1 AS A TEAM COMPARED TO YOUR GOALS</p>	<p>CONSIDER THEMED/ SEASONAL ITEMS EX: HAND SANITIZER DURING COLD SEASONS.</p>
<p>WEEK2</p> <p><u>READ SPIRIT BOX BLOG POSTS TO HELP YOU IN THE COMING YEAR</u></p>	<p>WEEK2</p> <p><u>COMPLETE TEAM VISION WORKSHEET</u></p>	<p>WEEK2</p> <p>CREATE A CONTINGENCY PLAN FOR YOUR SPIRIT BOX</p>	<p>WEEK2</p> <p>HOLIDAY 1: HALLOWEEN</p>	<p>WEEK2</p> <p>CREATE FINALS THEMED PRODUCTS/ MARKETING PLAN</p>	<p>WEEK2</p> <p>PREP SPIRIT BOX FOR WINTER BREAK</p>	<p><u>BLOG LINK: VISION PLANNING</u></p> <p><u>CREATING SMART GOALS</u></p>
<p>WEEK 3</p> <p><u>BLOG LINK: 5 TIPS ON HAVING A SUCCESSFUL TEAM</u></p>	<p>WEEK 3</p> <p><u>WRITE SMART GOALS TO ACHIEVE VISION.</u></p>	<p>WEEK 3</p> <p>FOOTBALL SEASON: THEMED APPAREL</p>	<p>WEEK 3</p> <p>HOLIDAY 2: THANKSGIVING/ BLACK FRIDAY</p>	<p>WEEK 3</p> <p>THANKSGIVING BREAK SALE</p>	<p>WEEK 3</p> <p>WINTER BREAK</p>	<p><u>BLOG LINK: CONTINGENCY PLANNING</u></p>
<p>WEEK 4</p> <p><u>BLOG LINK: MACHINE TIP: COIN CHEMISTRY</u></p>	<p>WEEK 4</p> <p>FILL OUT CALENDAR FOR MARKETING</p>	<p>WEEK 4</p> <p>ANALYZE PRODUCT SALES. WHAT IS DOING WELL? WHAT ISN'T?</p>	<p>WEEK 4</p> <p>HOLIDAY 3: CHRISTMAS</p>	<p>WEEK 4</p> <p>THANKSGIVING BREAK</p>	<p>WEEK 4</p> <p>WINTER BREAK</p>	<p><u>BLOG LINK: SECURING SPONSORSHIPS TO BRING IN MORE REVENUE</u></p>

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	NOTES/ RESOURCES
<p>WEEK 1</p> <p>CREATE JANUARY MARKETING/ WEEKLY GOALS</p> <p>RESTOCK MACHINE</p>	<p>WEEK 1</p> <p>CREATE FEBRUARY MARKETING/ WEEKLY GOALS</p>	<p>WEEK 1</p> <p>CREATE MARCH MARKETING/ WEEKLY GOALS</p>	<p>WEEK 1</p> <p>CREATE APRIL MARKETING/ WEEKLY GOALS</p>	<p>WEEK 1</p> <p>CREATE PLAN FOR SUMMER AND GOALS FOR NEXT SCHOOL YEAR/WEEKLY GOALS</p>	<p>WEEK 1</p> <p><u>READ SPIRIT BOX BLOG POSTS TO HELP YOU IN THE COMING YEAR</u></p>	<p>ARE YOU WANTING TO GET ANOTHER SPIRIT BOX TO EXPAND? START THIS PROCESS BEFORE THE SCHOOL YEAR ENDS</p>
<p>WEEK2</p> <p>START PREPARING FOR SBE CERTIFICATION</p>	<p>WEEK2</p> <p>PREPARE TRAINING DOCUMENTS FOR NEW TEAM</p>	<p>WEEK2</p> <p>START TRAINING NEW TEAM MEMBERS</p>	<p>WEEK2</p> <p><u>BLOG LINK: 5 TIPS ON OVERCOMING PRESENTATION ANXIETY</u></p>	<p>WEEK2</p> <p>END OF SCHOOL YEAR SALE</p>	<p>WEEK2</p> <p><u>VISIT TEAM PORTAL AND REVIEW ALL RESOURCES</u></p>	<p><u>BLOG LINK: HOW TO TRAIN A NEW TEAM</u></p>
<p>WEEK 3</p> <p>CREATE SEMESTER 2 GOALS FOR YOUR SPIRIT BOX</p>	<p>WEEK 3</p> <p>CREATE PLAN FOR SPRING BREAK</p>	<p>WEEK 3</p> <p>SPRING BREAK</p>	<p>WEEK 3</p> <p>PREPARE FINALS THEMED PRODUCTS</p>	<p>WEEK 3</p> <p>CONGRATS ON A GREAT YEAR!!!</p>	<p>WEEK 3</p> <p><u>READ SPIRIT BOX BLOG POSTS TO HELP YOU IN THE COMING YEAR</u></p>	<p><u>BLOG LINK: BE YOUR SCHOOL'S EXCLUSIVE VENDING PROVIDER</u></p>
<p>WEEK 4</p> <p>VALENTINES DAY THEMED PRODUCTS</p>	<p>WEEK 4</p> <p>START SELECTION PROCESS FOR NEW TEAM MEMBERS</p>	<p>WEEK 4</p> <p>START PROCESS OF GETTING NEW SPIRIT BOX IF TEAM DESIRES</p>	<p>WEEK 4</p> <p>DECA</p>	<p>WEEK 4</p>	<p>WEEK 4</p> <p><u>VISIT TEAM PORTAL AND REVIEW ALL RESOURCES</u></p>	<p><u>BLOG LINK: 10 WAYS TO FUND YOUR NEXT SPIRIT BOX, BEVERAGE BOX, OR SNACK BOX</u></p>