

Q4 Game Plan Checklist

Finish the Year Strong with Simplicity + Strategy

*** MAKE A COPY OF THIS BEFORE USING***

1. Go to File and select Make a Copy from the drop down menu.
2. Give your Q4 Game Plan Checklist a custom name and hit save.

This 5-step checklist is designed to help you anchor your energy, focus on ONE aligned goal, and build a plan that creates momentum through the end of the year. Use this document to map out your Q4 plan in 20–30 minutes.

✨ **Bonus:** Bring this completed checklist to the *Soulful Sales Accelerator* and I'll help you personalize it!

Step 1: Review & Debrief Q3

Reflect on the past 90 days.

- What worked well?
- Where did leads or sales come from?
- What felt aligned (and what didn't)?
- What drained your energy?



Notes:

LUMINOUS CREATIVE MARKETING

Step 2: Revisit Your Vision

Reconnect with your WHY.

- What is the big vision you're working toward in your business and life?
- What do you want your business to look/feel like 12 months from now?

 **Vision Reminder:**

Step 3: Set Your Q4 Revenue Goal

Let's get specific.

- How much revenue do you want to bring in between now and Dec 31?
- Is that goal a stretch, realistic, or somewhere in between?*

 **Q4 Revenue Goal: \$** _____

 **Why this number matters to me:**

*Hint: Don't be shy or afraid to claim your true desired goal. Choose a number that you know would be great and then allow yourself to dream even bigger.

LUMINOUS CREATIVE MARKETING

Step 4: Choose ONE Core Offer

Pick the one offer that is most aligned with your Q4 revenue goal, your energy, and your audience.

- What offer will you focus on selling?
- Is it already built or will it need refinement?

 **Main Offer:**

 Notes on delivery or updates:

Step 5: Choose ONE Sales System

Keep it simple. How will you sell this offer?

Options include:

- ☐ Live launch
- ☐ Email funnel
- ☐ Weekly content with soft CTA
- ☐ DM conversations
- ☐ Discovery calls

 **Chosen Sales System & Any Details:**

LUMINOUS CREATIVE MARKETING

 **Launch or promotion dates:**

Bonus: Your Weekly Momentum Loop

Identify 1–2 consistent actions that build trust and move people toward a sale.

Examples:

- Go Live every Wednesday
- Email your list every Friday
- Post 3 value-based IG stories per week

 **My Weekly Loop:**


1.

2.

Want Support with This?

 **Join Soulful Sales Accelerator** (Next Start: Nov 3!)

We'll build a personalized sales plan around this and help you implement it with clarity and confidence.

 [Insert enrollment link]

 **Need help with your offer, systems, or funnel?**

Foundations Group Coaching is open now — this is where we build your entire business engine from the ground up.

 [Enroll Now](#)

Let's finish strong.

Let's keep it soulful.

Let's make Q4 your best quarter yet. 🌟