

Dayhome Action Plan Worksheet

Turning today's learning into next steps

Reflection

Running a professional, high-quality dayhome means balancing your role as both **educator** and **entrepreneur**. This worksheet is designed to help you put what you learned into action right away.

Step 1: Choose Three Actions for This Month

Think about small, realistic steps that will help your program grow or become more professional.

Examples:

- Create or update your contract.
- Post about your dayhome in one new Facebook group.
- Design a flyer to share at your local library or rec centre.
- Set communication “office hours” with families.
- Start a simple waitlist form in Google Forms.

My Three Actions:

1. _____
 2. _____
 3. _____
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Step 2: Timeline & Accountability

For each action, write when you will complete it and how you'll hold yourself accountable.

Action	Deadline	Accountability Partner/Reminder
Example: Update contract	March 15	Tell Sarah (another provider)

Step 3: My Elevator Pitch (Optional)

Write your 3-sentence pitch here so you're ready when families ask about your program:

1. **Who I am:** _____
 2. **What makes my program special:**

 3. **What spaces I have available:** _____
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Step 4: Motivation Boost

Write down one reminder you can look at on tough days:

"I provide children with a safe, loving, and professional space to learn and grow."

OR

"Every small step I take builds my business and supports families in my community."

My motivation statement:

 **Tip:** Keep this worksheet somewhere visible (on your fridge, desk, or binder). Review it weekly to celebrate progress and adjust as needed.