Skill Sprint Planner

Free download for LoftyBiz 034 · Pick the money skill and learn it in 20 hours

Use this sheet to pick the one skill closest to the cash, break it into parts, and give it twenty focused hours. The worked examples (Ngozi in Abuja and Diego in Bogotá) are illustrative. These are examples, not promises.

1. Write ten skills your business needs, and score each twice

Score 1 to 10: your level now, and how much money the skill would bring if you were good at it. Then pick only one — the skill closest to the cash, not the one that feels most fun.

#	Skill	My level (1–10)	Money score (1–10)	Closest to cash?
1	Selling			
2	Pricing			
3	Hiring			
4	Marketing			
5	Bookkeeping			
6				
7				
8				
9				
10				

2. Break that skill into five small parts

Ask: which two parts make the biggest difference? Start there.

1.	Biggest difference? ■
2.	Biggest difference? ■
3.	Biggest difference? ■
4.	Biggest difference? ■
5.	Biggest difference? ■

3. Learn from someone who has already done it, then give it 20 hours

Book one hour with a person who already does this well. Copy first, then improve. Block one timed hour a day for twenty working days, and use what you learned the same day. Rule: no new video until you have used the last one.

A polite way to ask

"Could I pay you for one hour of your time? I want to copy how you do this, then improve it."

Write what you agreed to pay, and the date, on the planner tab of the editable sheet.

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4. Count reps, not hours

A rep is one full try at the skill. Reading does not count. Only doing it counts. Set a weekly number of practice reps, on top of your customer visits.

5. Role-play, then record yourself

Practise with a partner before you practise on customers. Then record one practice try, watch it back, and fix only one thing that week.

- ☐ Did I ask the question that matters most? (For a home visit: their electricity bill.)
- ☐ Did I show the savings in dollars, not just the features?
- ☐ Did I answer the objection?
- ☐ Did I stop talking?
- ☐ Did I ask for the order?

6. Track the numbers every week

When a change worked, the number moved. When it didn't, try something else.

Week	Practice reps	Customer visits	Sales	Close rate	What I changed

7. Set a learning budget and keep it

A simple rule: a share of profit (Diego used five percent, about $375 a month) for a coach or one book at a time. Don't buy the next course until you've used the last one.

My learning budget this month

Profit this month: $_____ × share (%) = $_____

I will spend it on: _____

I will not buy the next course until I have used this one. Date I used it: _____

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Worked example A — Ngozi, a bakery in Abuja (illustrative)

Walk-in sales about $1,200 a month, flat for a year. She scored herself 2 out of 10 on selling to companies, and that skill scored 9 for money. She paid a caterer $35 for two hours, then gave selling to offices twenty focused hours. After 60 days: 40 messages, 12 tasting visits, 7 weekly office clients. Each spends about $60 a month: 7 × $60 = $420 more a month. Sales $1,200 → about $1,620, for $35 and 20 hours.

Worked example B — Diego, a solar installer in Bogotá (illustrative)

An average installation about $4,500. Thirty home visits a month, 6 sales, a 20% close rate. He set 20 practice pitches a week, 15 minutes of role-play each morning, recorded himself, tracked reps, visits, sales and close rate, and put about 5% of profit (about $375 a month) into skills. After three months: close rate 20% → about 33%, 6 → 10 sales from the same 30 visits. Four extra installations × $4,500 = about $18,000 more revenue a month, with no extra advertising. His installer now runs visits on his own.

Do this this week

- [ ] List ten skills and score each twice: your level, and how much money it would bring.
- [ ] Pick the one skill closest to the cash — only one.
- [ ] Break it into five small parts and mark the two that matter most.
- [ ] Book one hour with someone who already does it well.
- [ ] Block one timed hour a day for the next twenty working days.
- [ ] Record one practice try, watch it back, and fix one thing.
- [ ] Put this week's plan into Systex, or keep it on this sheet, so the practice stays in one place.

A common mistake

Learning everything at once, or watching more than you practise. Ten half-learned skills are worth less than one you can use. And learning skills far from the cash — like a new logo — before you can sell, will not move the number.

Ngozi, Diego and their figures are illustrative. These are examples, not promises. Planned page: loftybiz.net/free/skill-sprint-planner

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