

The Grinder Dashboard

Premium Productivity System for Entrepreneurs

Empire Digital

rome81.github.io/empire-digital

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The Grinder Dashboard

Premium Productivity System for Entrepreneurs

By Empire Digital

QUICK START

1. Copy this entire document into Notion (or your preferred tool)
 2. Set up each section below as a separate page/database
 3. Start with the Daily Tracker — build the habit first
 4. Review your Income Tracker weekly
 5. Do a full dashboard review every Sunday
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SECTION 1: INCOME TRACKER

Monthly Revenue Dashboard

Month	Revenue	Expenses	Profit	Margin	Notes
Jan 2026	\$	\$	\$	%	
Feb 2026	\$	\$	\$	%	
Mar 2026	\$	\$	\$	%	
Apr 2026	\$	\$	\$	%	
May 2026	\$	\$	\$	%	
Jun 2026	\$	\$	\$	%	
Jul 2026	\$	\$	\$	%	

Aug 2026	\$	\$	\$	%	
Sep 2026	\$	\$	\$	%	
Oct 2026	\$	\$	\$	%	
Nov 2026	\$	\$	\$	%	
Dec 2026	\$	\$	\$	%	
TOTAL	\$	\$	\$	%	

Revenue by Source

Source	Jan	Feb	Mar	Q1 Total	Apr	May	Jun	Q2 Total
Product Sales								
Services/Freelance								
Affiliate Income								
Ad Revenue								
Other								

Transaction Log

Date	Description	Category	Amount	Type (In/Out)	Running Balance
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Categories: Product Sale, Service, Affiliate, Refund, Software, Marketing, Hosting, Tax, Other

SECTION 2: PROJECT PIPELINE

Active Projects

Project	Status	Priority	Deadline	Revenue Potential	Next Action
	Not Started / In Progress	High / Med / Low		\$	

Project Template

Project: [NAME]

Goal: What does "done" look like?

Deadline: [DATE]

Revenue potential: \$[AMOUNT]

Milestones:

- [] Milestone 1: [DESCRIPTION] — Due: [DATE]
- [] Milestone 2: [DESCRIPTION] — Due: [DATE]
- [] Milestone 3: [DESCRIPTION] — Due: [DATE]
- [] Launch — Due: [DATE]

Tasks:

- [] Task 1
- [] Task 2
- [] Task 3

Resources Needed:

- Tool/Software:
- Budget:
- Help/Outsource:

Notes:

Idea Backlog (Not Started)

Idea	Category	Effort (1-5)	Impact (1-5)	Score	Status
					Someday / Next Up / Rejected

Score = Impact - Effort. Work on highest scores first.

SECTION 3: DAILY HABITS TRACKER

Weekly Habit Board

Habit	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Streak
Wake before 7am								
Exercise (30 min)								
Deep work (2 hrs)								
Read (20 min)								
Create content								
Engage community								
Review finances								
Learn something new								

Mark: Done / Skip / N/A

Daily Schedule Template

Time	Block	Activity
6:00-7:00	Morning Routine	Wake, exercise, journal
7:00-9:00	Deep Work	Most important task (no distra
9:00-9:30	Break	Walk, snack, reset
9:30-12:00	Build	Product creation, client work
12:00-1:00	Lunch	Eat away from screen
1:00-3:00	Marketing	Content, outreach, engagement
3:00-3:30	Break	Recharge
3:30-5:00	Admin	Email, finances, planning
5:00-5:30	Review	Daily review, tomorrow's plan
Evening	Personal	Family, hobbies, rest

Daily Review Template (Do This Every Night)

Date: _____

3 Wins Today:

- 1.
- 2.
- 3.

1 Thing That Didn't Go Well:

-

#1 Priority for Tomorrow:

Revenue Generated Today: \$_____

Energy Level (1-10): _____

SECTION 4: GOAL SETTING

Annual Goals (2026)

Goal	Category	Target	Current	% Done	Deadline
	Revenue	\$	\$	%	Dec 31
	Products	# products	#	%	
	Audience	# followers	#	%	
	Learning			%	
	Personal			%	

Quarterly Breakdown

Q1 (Jan-Mar)

- Revenue target: \$
- Key project:
- Habit to build:
- Metric to track:

Q2 (Apr-Jun)

- Revenue target: \$
- Key project:
- Habit to build:
- Metric to track:

Q3 (Jul-Sep)

- Revenue target: \$
- Key project:
- Habit to build:
- Metric to track:

Q4 (Oct-Dec)

- Revenue target: \$
- Key project:
- Habit to build:
- Metric to track:

90-Day Sprint Template

Sprint Name: _____

Start Date: _____

End Date: _____

One Big Goal:

> [What will be true in 90 days that isn't true today?]

3 Key Results:

1. [Measurable outcome] — Target: ____
2. [Measurable outcome] — Target: ____
3. [Measurable outcome] — Target: ____

Weekly Milestones:

Week	Focus	Deliverable	Done?
1			
2			
3			
...			
12			

SECTION 5: CLIENT CRM

Client Database

Client	Contact	Service	Rate	Status	Start Date	Total Revenue	Last Contact
	Email/Phone		\$/hr or project	Active/Past/Lea		\$	

Lead Pipeline

Lead	Source	Service Interested	Budget	Stage	Follow-up Date	Notes
	Referral/Cold/Inbound		\$	Cold/Warm/Hot/Pr	Proposal/Won/Los	

Stages:

- Cold — First contact, no response yet
- Warm — Responded, showed interest
- Hot — Active discussion, ready to decide
- Proposal — Sent quote/proposal, waiting
- Won — Closed, start work
- Lost — Didn't convert (note why)

Client Communication Log

Date	Client	Type	Summary	Next Action	Due
		Call/Email/Meeting			

Proposal Template

To: [Client Name]

From: [Your Name]

Date: [Date]

Project: [Project Name]

Understanding Your Needs:

[2-3 sentences showing you understand their problem]

Proposed Solution:

[What you'll deliver]

Deliverables:

- 1.
- 2.
- 3.

Timeline: [X] weeks/days

Investment: \$[AMOUNT]

- 50% upfront, 50% on completion
- OR [payment terms]

What's Included:

- [X] revisions
- [Ongoing support details]
- [File formats/deliverables]

Next Steps:

1. Reply "approved" to this proposal
2. I'll send an invoice for the deposit
3. We kick off on [DATE]

SECTION 6: WEEKLY REVIEW TEMPLATE

Do this every Sunday. 30 minutes. Non-negotiable.

Week of: _____

Revenue

- Total earned this week: \$_____
-

vs. last week: +/- \$_____

- Month-to-date: \$_____
- On track for monthly goal? Y/N

Projects

- Completed this week:
- In progress:
- Blocked:
- Starting next week:

Content Published

- Blog posts:
- Social posts:
- Videos:
- Emails sent:

Metrics

- New email subscribers:
- Website visitors:
- Social followers gained:
- Conversion rate:

What Worked

- 1.
- 2.

What Didn't Work

- 1.
- 2.

Top 3 Priorities Next Week

1. (Revenue-generating)
2. (Growth/marketing)

3. (Operations/improvement)

SECTION 7: RESOURCE LIBRARY

Tools I Use

Tool	Purpose	Cost	Link
Notion	Dashboard/Docs	Free	notion.so
Stripe	Payments	2.9% + \$0.30	stripe.com
GitHub Pages	Website hosting	Free	github.com
Canva	Graphics	Free	canva.com
ChatGPT/Claude	AI assistant	Free/\$20	
Google Analytics	Traffic tracking	Free	analytics.google.com

Key Bookmarks

- My store: <https://rome81.github.io/empire-digital/>
- Stripe dashboard: <https://dashboard.stripe.com>
- Analytics: <https://analytics.google.com>

Emergency Playbook

If revenue drops:

1. Check: Are ads still running? Site still up?
2. Quick win: Email your list with a flash sale
3. Medium win: Launch a new low-ticket product
4. Long win: Double down on content marketing

If you're burned out:

1. Take 1 full day off (no guilt)
2. Automate one thing you do manually
3. Delegate or kill your lowest-ROI activity

4. Revisit your "why"

*Created by Empire Digital. This is your system — customize it.

Updates: <https://rome81.github.io/empire-digital/>*