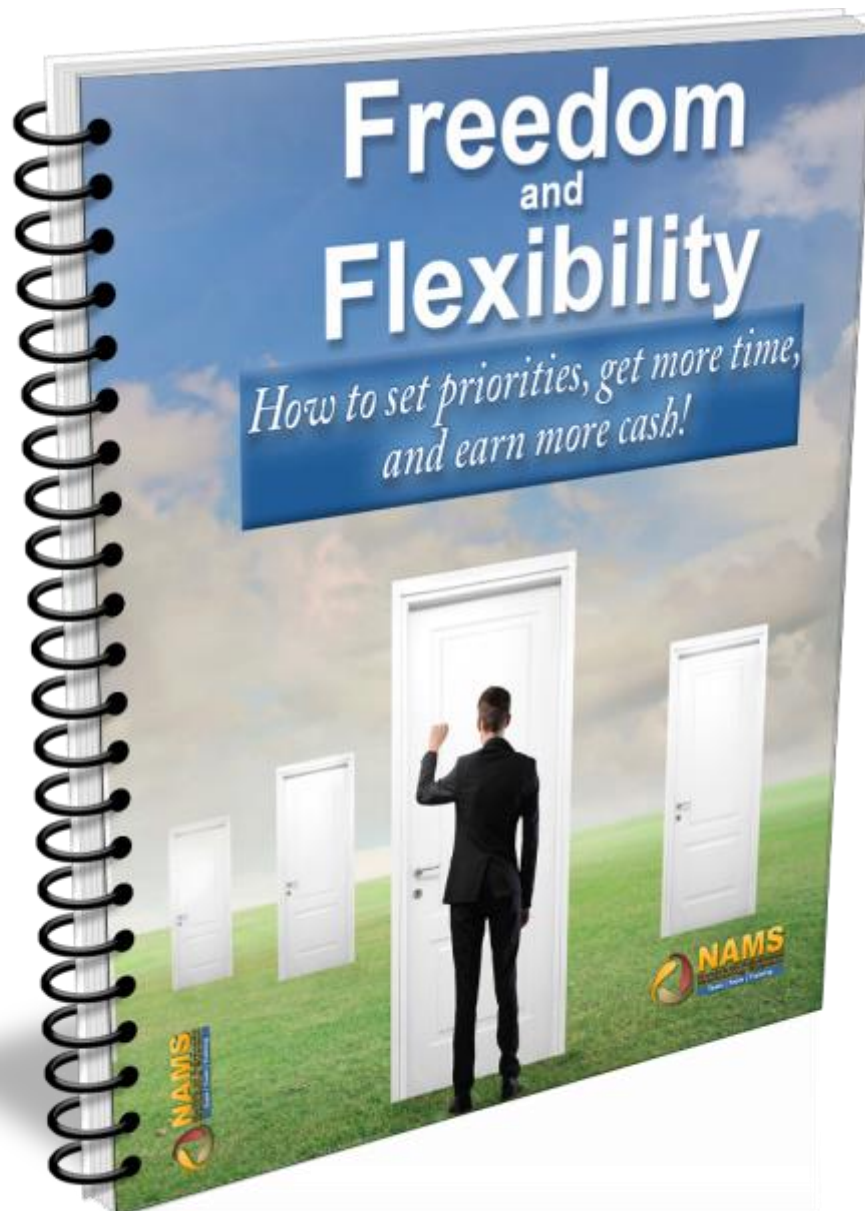


CHECKLIST TO IMPLEMENT YOUR STRATEGY AND STAY
FOCUSED ON YOUR PRIORITIES!

FREEDOM & FLEXIBILITY



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Use this worksheet to determine your time traps and develop a plan to eliminate them from your life.

Steps to take	Actions
<p>1. Track your time every day:</p> <p><input type="checkbox"/> Morning _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Afternoon _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Evening _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Answer these questions:</p> <p><input type="checkbox"/> Which tasks are my personal time traps?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Which tasks do I routinely procrastinate doing?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Which tasks are not comfortably within my area of expertise?</p> <p>_____</p> <p>_____</p> <p>_____</p>

Steps to take	Actions
<p>2. Look for tasks that can be completed with copy and paste templates.</p> <p><input type="checkbox"/> Client correspondence _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Frequently asked questions _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Billing and payment issues</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Identify ways to systematize your tasks.</p>	<p><input type="checkbox"/> Create templates your team can use for:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Build a help desk with an FAQ page and canned responses:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Steps to take	Actions
<p>4. Make a list of your tech trouble areas.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><input type="checkbox"/> Determine the rate you can afford to pay an assistant.</p> <p><input type="checkbox"/> Interview at least three tech support VAs to help you on an as-needed basis.</p>
<p>5. Calculate the value of your time.</p>	
<p>6. Research potential assistants.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

Steps to take	Actions
<p>7. Create a calendar (and build the habit of using it).</p>	<p><input type="checkbox"/> Determine how much time you have to devote to education.</p>
<p>8. Review every potential learning opportunity with these questions in mind:</p> <ul style="list-style-type: none">a. Do I need this right now?b. Will it help me make more money?c. Will it help me reach more people?d. Will I use it in my business within the next month?	<p><input type="checkbox"/> Note the times you can safely multitask.</p> <p><input type="checkbox"/> List your top learning objectives.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Steps to take	Actions
9. Determine what your market wants and needs. <ul style="list-style-type: none"><input type="checkbox"/> Listen on social media<input type="checkbox"/> Review your blog comments<input type="checkbox"/> Review your support tickets<input type="checkbox"/> Conduct a survey<input type="checkbox"/> Check out your competition	<ul style="list-style-type: none"><input type="checkbox"/> Identify your market's biggest pain point<input type="checkbox"/> Review your survey for language use<input type="checkbox"/> Schedule time in your calendar to work on your program<input type="checkbox"/> Outsource formatting and editing
10. Determine: <ul style="list-style-type: none"><input type="checkbox"/> Length<input type="checkbox"/> Format<input type="checkbox"/> Price	
11. Develop your program using: <ul style="list-style-type: none"><input type="checkbox"/> Repurposed content<input type="checkbox"/> Crowd sourced content<input type="checkbox"/> Outsourced content<input type="checkbox"/> Rebranded content	

