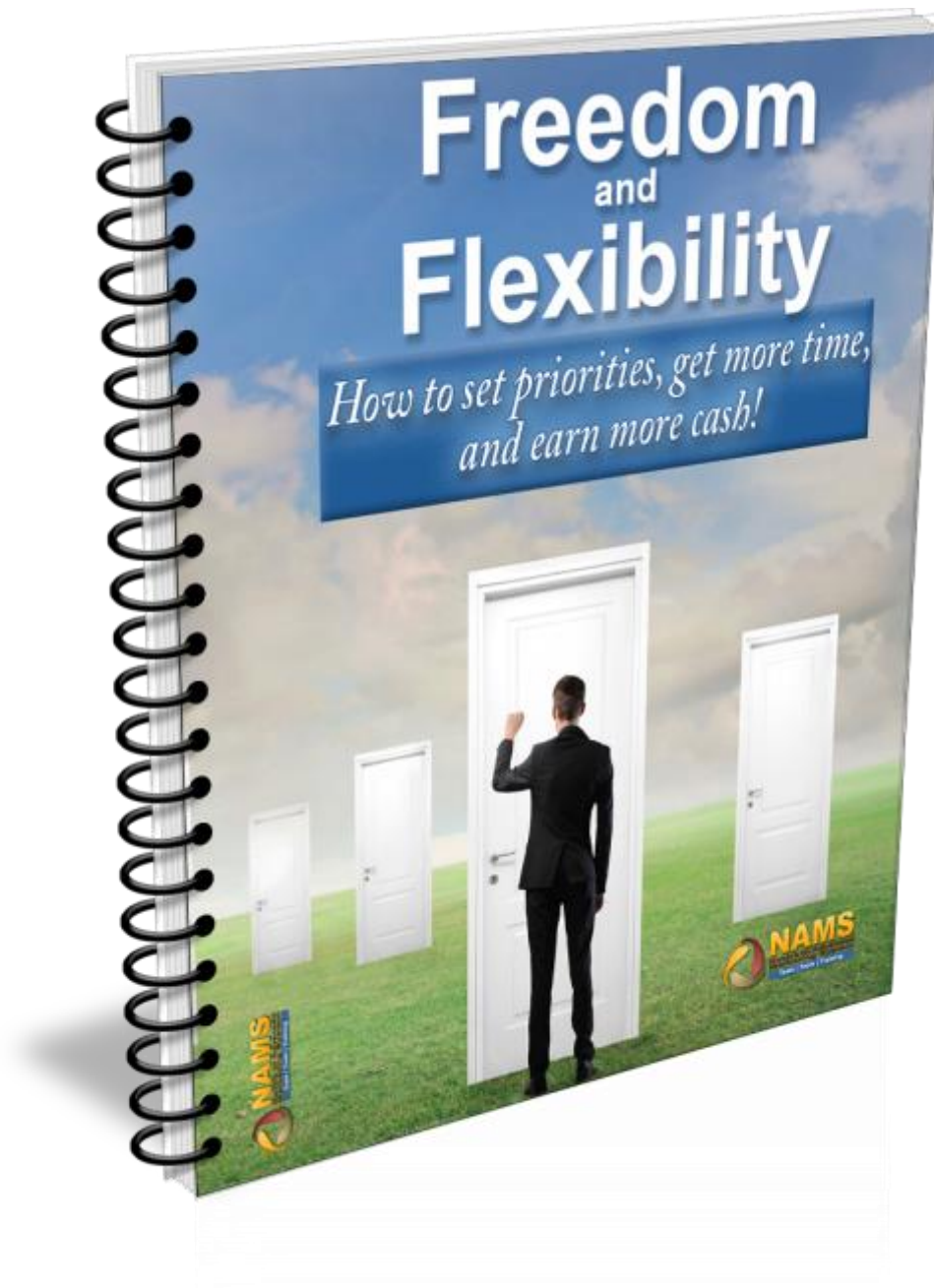


CHECKLIST TO IMPLEMENT YOUR STRATEGY AND STAY
FOCUSED ON YOUR PRIORITIES!

FREEDOM & FLEXIBILITY



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☐ I have identified my money-making tasks

☐ Coaching calls

☐ Content creation

☐ Paid program development

☐ JV partner connections

☐ Networking

☐ Client attracting

☐ I have identified the distractions in my day

☐ Social media

☐ Email

☐ Skype

☐ Family and friends

☐ Household chores

☐ Telephone calls

☐ I have taken steps to reduce or eliminate distractions by:

☐ Turning off my phone during work hours

☐ Turning off unnecessary notifications

☐ Closing my office door

☐ Blocking distracting websites from my browser

- ☐ I am tracking my time in a time diary
- ☐ I am using a time-tracking tool such as Rescue Time
- ☐ I am using a timer to stay focused
- ☐ I have identified my time traps
 - ☐ Technical support
 - ☐ Email management
 - ☐ Research
 - ☐ Administrative tasks
 - ☐ Continuing education
- ☐ I have identified tasks that can easily be:
 - ☐ Templatized
 - ☐ Systematized
- ☐ I have researched and interviewed potential tech assistants
- ☐ I have built an FAQ page
- ☐ I have created a help desk
- ☐ I have created canned responses to the most common questions
- ☐ I have decided on a calendar and developed the habit of using it
- ☐ I have determined my most productive times

 Morning

- ☐ Afternoon
- ☐ Evening
- ☐ Late Nights
- ☐ I have blocked out time for:
 - ☐ Coaching calls
 - ☐ Content creation
 - ☐ Program development
 - ☐ Networking
- ☐ I have included time for me
- ☐ I have created a list of learning opportunities
- ☐ I have prioritized my list according to:
 - ☐ What I can use right now
 - ☐ What will benefit my business this month
 - ☐ What will help me reach more clients
 - ☐ What will help me grow as a coach
- ☐ I have created a plan to use the programs I sign up for
- ☐ I have listed the programs I am “stuck” on
- ☐ I have determined the reason for my inability to finish
 - ☐ Lack of research

☐ Too much information

☐ Formatting or editing trouble

☐ Other _____

☐ I have taken steps to overcome my product creation hurdles

☐ I have outsourced competitor research

☐ I have hired a VA to help with formatting and editing

☐ I have embraced “One problem; one solution”

☐ Other _____

☐ I have determined my market’s biggest pain point

☐ I have surveyed my market about:

☐ Product format

☐ Price

☐ Availability

☐ I have determined my next product will be

☐ I have begun researching:

☐ My competition

☐ Available done-for-you options

☐ Potential outsourcers