



# MAKING BUSINESS STRESS FREE



## CHECKLIST

# A PERSONAL INVITATION!

And a special 7 day \$1 trial to the best business training resource library available



## 1 Magnetize

Every business person must have the ability to persist until they prosper by training the right mindset...

## 2 Monetize

Making money is urgent and important for All business. It's the key to financing your growth...

## 3 Methodize

After mastering sales and marketing, creating your own products correctly add zeroes to your business...

Click here to start today!

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## WHAT DO INSIDERS GET?

- ▶ Weekly Mastermind Call - What's working
- ▶ 30-Day Challenges - 12 months essential topics
- ▶ Insiders Facebook Group - active peer community
- ▶ PLD Articles - articles, report and ecourse each month
- ▶ Audio & Graphics Gallery
- ▶ Micro Workshops - nearly 2 dozen training sessions
- ▶ Tutorial Library - Tech tool & process tutorials
- ▶ Custom Tutorials - 18 essential tools tutorials
- ▶ Custom Marketing Suite Software including site builder, video management, tracking, quiz engine
- ▶ And much more...



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- I understand that I can choose my responses to stressful events and tailor them to my business and life
- I have invested serious thought and determined:
  - What a perfect working day would look like for me
  - What I would do to make it that way
  - Who I would spend my time with
  - Where I would be working
- I have decided:
  - Three things I could start doing today that might bring me closer to living more ideal days
    - ☐ \_\_\_\_\_
    - ☐ \_\_\_\_\_
    - ☐ \_\_\_\_\_
  - What three things I could stop doing today that might bring me closer to living more ideal days
    - ☐ \_\_\_\_\_
    - ☐ \_\_\_\_\_
    - ☐ \_\_\_\_\_
  - What one thing I need to have a fulfilling morning

- What one thing I need to have a restful evening
- I have decided how I want to show up in the world
- I have identified one daily action that supports that goal
- I have answered the nine questions to determine what my perfect week looks like
- I am looking for alternate solutions and avoiding all-or-nothing thinking
- I am using an app or tracking tool to track my time
- I have set specific office hours and I am sticking to them
- I have instituted a Thursday review so I can plan for the upcoming week
- I am committed to preparing for client appointments or finishing client projects early
- I am prepared for objections and resistance from others when I change conditions that benefit them but are detrimental to me
- I realize that sticking to a schedule naturally creates good work habits
- I am using an electronic calendar for every task or event in my life – not just work-related ones
- I have gotten into the habit of blocking off time in my schedule for every new event
- I am utilizing color coding in my schedule for easy separation of work and personal life
- I am scheduling in personal time and time for self-care

- If a new habit or an area of my schedule doesn't work for me, I am being proactive and:
  - Figuring out why
  - Looking for an alternative solution
- I am taking time to savor the present moment and cut down on rushing with my mind on the next task
- I understand that the more I accommodate clients at the expense of myself, the less they will actually value me
- I am aware that we teach people how to treat us, and I am now teaching my clients to respect me and my time
- I am honoring myself and saying 'no' to rush jobs
- If I do accept a rush job, I am ensuring that I let my clients know it will cost them significantly more
- I am using positive language when saying 'no', but also being firm in my own mind
- I have worked out how to refuse and what to refuse well in advance, so I am using the most positive but firm phraseology
- I am no longer staying glued to my laptop
- I understand that spending too much time online adds to cognitive distortion and stress, and contributes to losing touch with life and reality
- I understand that it has been proven that too much time online contributes to an increase in:



- Anxiety
- Depression
- Insomnia
- Stress
- I am now planning at least one non-technology day per week
- I now have created an outsourcing plan – starting with the task I most need to outsource (the one that is preventing me from making money directly)
- I have identified the single most important task or activity to outsource and I am starting by outsourcing that specific item
- I have calculated how much my own time is worth so that I have a clear picture of how much money I am really saving or making by outsourcing
- I am using freelancers who are specialists in what I need them to do and leveraging their expertise
- When hiring my first freelance specialists, I have taken the following steps:
  - Decide exactly what task(s) I need doing
  - Set a budget
  - Look for a specialist
  - Checked references
  - Started my freelance specialist out on a trial basis – on a single task or project.

- I have read the articles on outsourcing that are most helpful to me in Melissa Ingold's Time Freedom Business blog
- I have taken the following steps to destress:
  - Limited communication and social media time at ALL times (not just during the work day)
  - Turned off notifications
  - Removed apps from my phone that pull my attention away from important matters
  - Decided on an email cutoff time
  - Avoiding dealing with work communications in bed, on the weekend, or on vacation.
  - Created an auto-responder telling people I am offline to reinforce my boundaries.
  - Using client contracts to specifically lay out my hours and conditions
  - Sticking to these written boundaries
  - Other \_\_\_\_\_
- I have put into practice the single, most important way to destress – I have taken action on these strategies!



# MyNAMS

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**CHECK IT OUT TO GET A  
\$1 FOR 7 DAYS!**

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