



MAKING BUSINESS STRESS FREE



WORKBOOK

A PERSONAL INVITATION!

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This workbook is printer friendly and can be used with the Textbook to begin Making Business Stress Free.

Brainstorm your perfect day:

ACTION: Describe your perfect workday:

List what you would do:

List who you would spend your time with.

Where will you be working?

What three things could you begin doing today that might bring you closer to living more ideal days?

What three things could you stop doing today that might bring you closer to living more ideal days?

What is the one thing you need to have to have a fulfilling morning?

What is the one thing you need to have a restful evening?

What is one daily action that supports your goal?

Sketch out your ideal week:

Determine your perfect week:

Which is your favorite day of the week? Why?

Which is your least favorite day of the week? Why?

What do you hate doing on Mondays that could be moved to a different day?

What kind of energy do you have on Fridays, and how can it best be utilized?

How many days of the week do you currently work – versus – how many days a week you want to work?

Currently work:

Want to work:

What activity during your week do you wish you could get rid of?

What is the one activity every week that you really enjoy? That you wish you could do more of?

Identify Negative Situations

Identify and examine situations and factors in your business that have you making all or nothing statements like "I have no choice but have to ..."

Actions

Consider alternative actions and solutions you could take that don't involve your former 'either-or' outlook.

I could:

Track Your Time

Track all of your time, specifically the first two weeks of making choice to destress.

Research time tracking apps for computer and mobile devices.

Set Office Hours

You must commit to this!

Determine how many hours you want to work: Hours per day and per week.

Identify Distractions

Think about ways to eliminate distractions.

Scheduling

Determine what app you will use.

Research scheduling apps and calendars.

Life/Work Balance

Do you feel like your work overtakes your personal time?

Begin tracking ALL of your time for 2 weeks. Be diligent in this task.

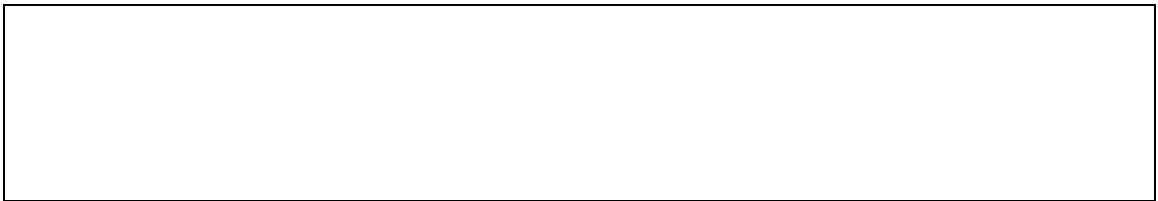


Identify Your 'No'

Most likely, you say 'yes' to things that you should say "no". For example:

- Running over client sessions
- Not charging properly when a client misses their appointment with you
- Working Weekends

I NEED to stop:



Manage the 'No'

Some examples of handling the 'No' in the future:

- Write the hours in client agreements
- Begin charging double for evening and weekend work and inform clients
- Prepare/write scripts to be more assertive in situations I have to say 'No'

Positive Language

Think about 'positive' ways to phrase the requests of denials or bad news delivery. See the Textbook for in depth examples.

Script them here.

I will:

I will:

Reinforce Policies

Discover where you can write your Office Hours and write them to reinforce your policies and prevent people attempting to make exceptions.

In your welcome letter, write a draft of clauses and statements.

In your client agreement.

On your website.

Spend Less Time in the Office

Think about how you can spend less time on your laptop each day. You need to factor in breaks on your calendar to allow you to step away for yourself.

Commit to giving yourself breaks throughout the workday.

Place them on your calendar right now and make this a habit for your health.

Outsourcing

My most important task to outsource is _____.

My budget for this is _____.

My time is worth _____.

Type of contractor I need is _____.

Your health is too important to keep working long days and weeks. There are several areas that you can begin addressing now to take small steps to incorporate new habits. Use all of the resources in this Profit Planner to create the business you can love all over again while being good to yourself.

MyNAMS

★ INSIDERS CLUB ★

Build your team and get all the business training and tools you need now!

MyNAMS Insiders Club is more than a membership! It's a mastermind for serious business people who want to have fun and build the business of their dreams with the support of a like-minded community.

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