

FOCUS ON YOUR SUCCESS



CHECKLIST

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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

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- Blocking distracting websites from my browser

☐ I am tracking my time in a time diary

☐ I am using a time-tracking tool

☐ 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 functions 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 decided on a calendar and developed the habit of using it

☐ I have determined my most productive times

- Morning
- Afternoon

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- 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

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- ☐ 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."
- ☐ I have determined my market's most significant 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