2. Escaping the Bright Shiny Object Trap: The Art of Following Through

We're notorious for this!

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What is not following through really about?

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It starts with thinking differently about your TIME

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1. Balance your short term goals with your long term goals

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2. Discipline and habits

(How you do anything is how you do everything)

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3. Projects, tasks and goals

4. The 80/20 Rule

5. Revenue Generating Activities

* Directly related to getting clients or bringing in income

    * Following up with warm prospects
    * Attending live events
    * Taking part in coaching/mentoring programs
    * Scheduling discovery sessions
    * Working on a sales page
    * Launching a new offer
    * Having a JV conversation

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6. Let Lists Lead the Way

* Your primary list
* Your list of the week's priorities
* Your daily priority list
* Separate "place" for visioning and dreaming

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7. Tasks and Projects

* What's the difference? (example)
* Map it all out
* Can use stickies and even send a pic!
* Delegate where you can and track
* Hold project calls (steps, status, Qs)

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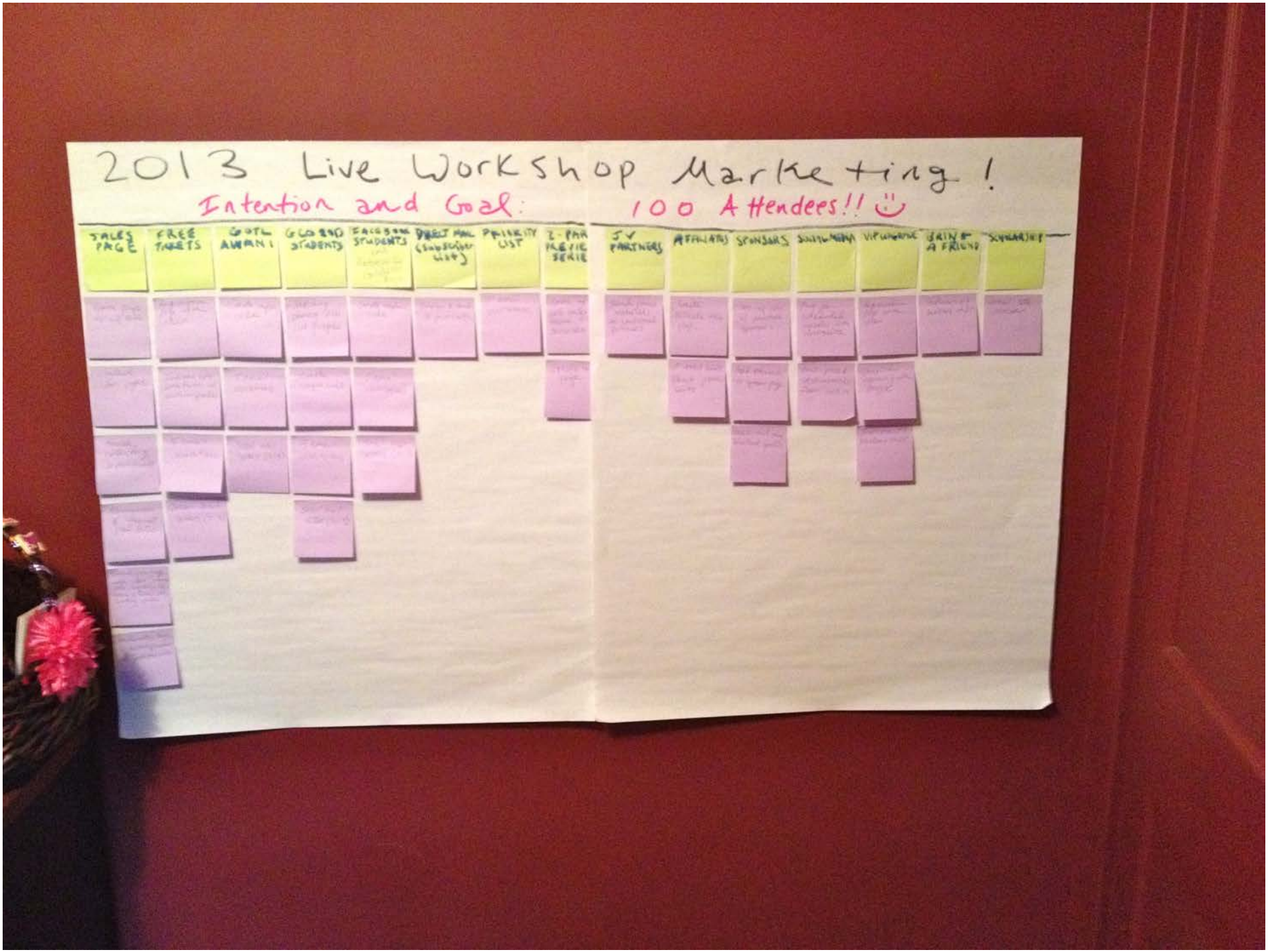
2013 Live Workshop Marketing!
Intention and Goal:
100 Attendees!!
SALES PAGE
FREE TICKETS
GOTTA WANNA
FACEBOOK STUDENTS
PRIORITY LIST
JV PARTNERS
AFFILIATES
SPONSORS
VIP
SPONSORSHIP

8. Cluttered Environment, Cluttered Mind

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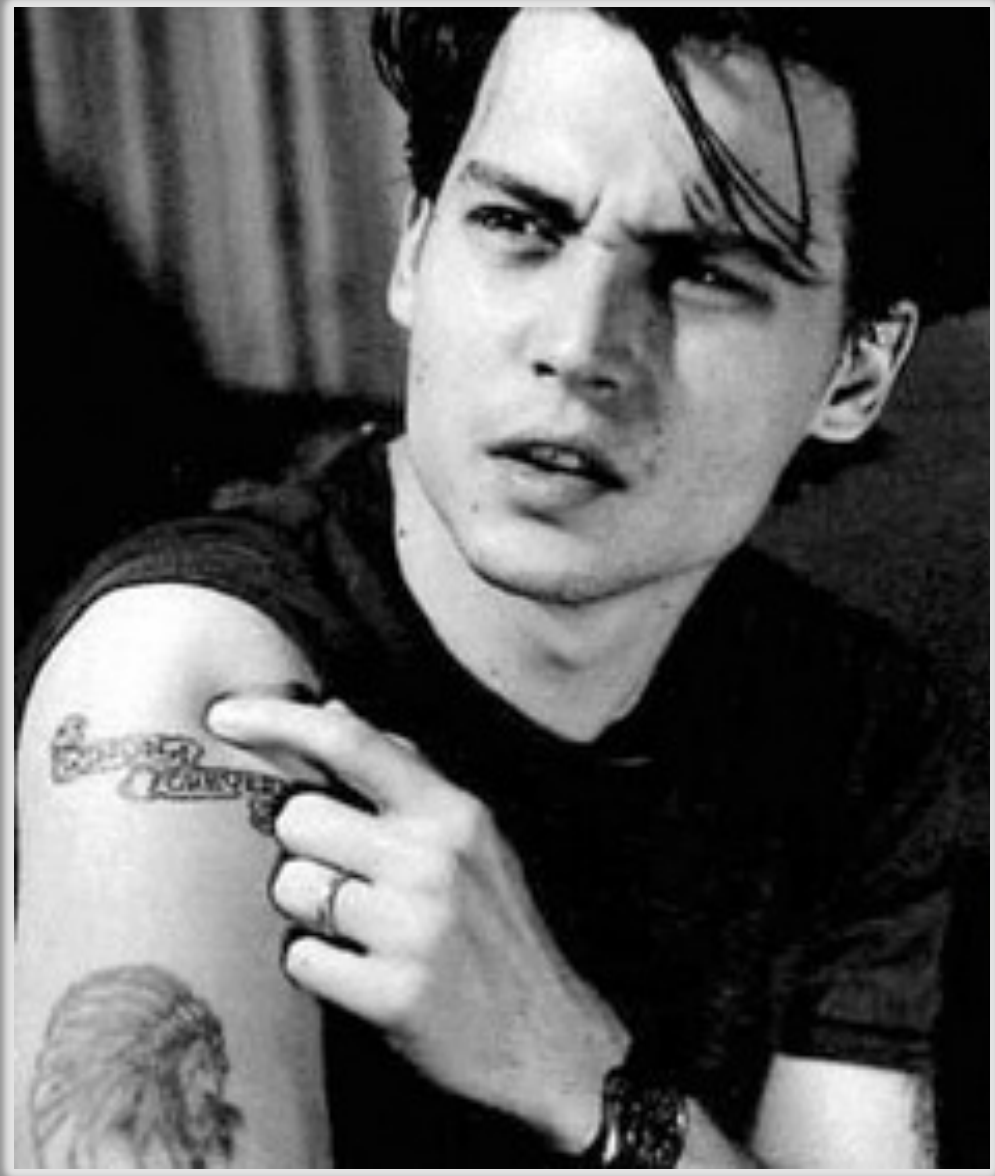

Billy Bob

Notice who you have in your life…

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9. Batch it!

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10.
Good
old
kitchen
timer ☺

11. Put yourself on **deadline**

12. Remember A.D.D. (Automate, Delegate, Delete)

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Effective Delegation

1. What needs to be done?
2. Clearly convey what you want done
3. Explain your why (method)
4. Show them how
5. Confirm they understand how
6. Give your deadline

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(Know that Procrastination plays a role)

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13. A system for email

14. Internet and phone

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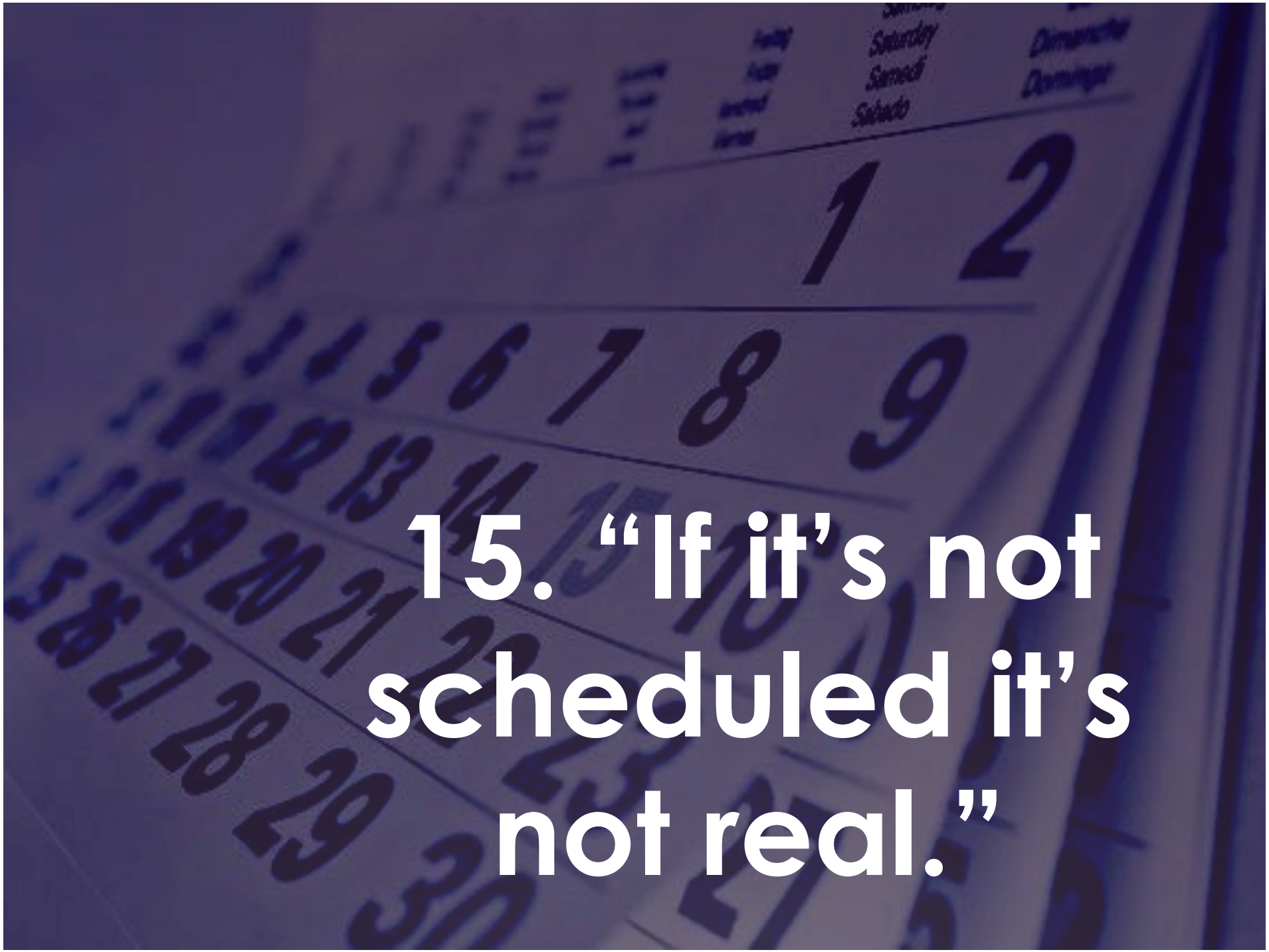
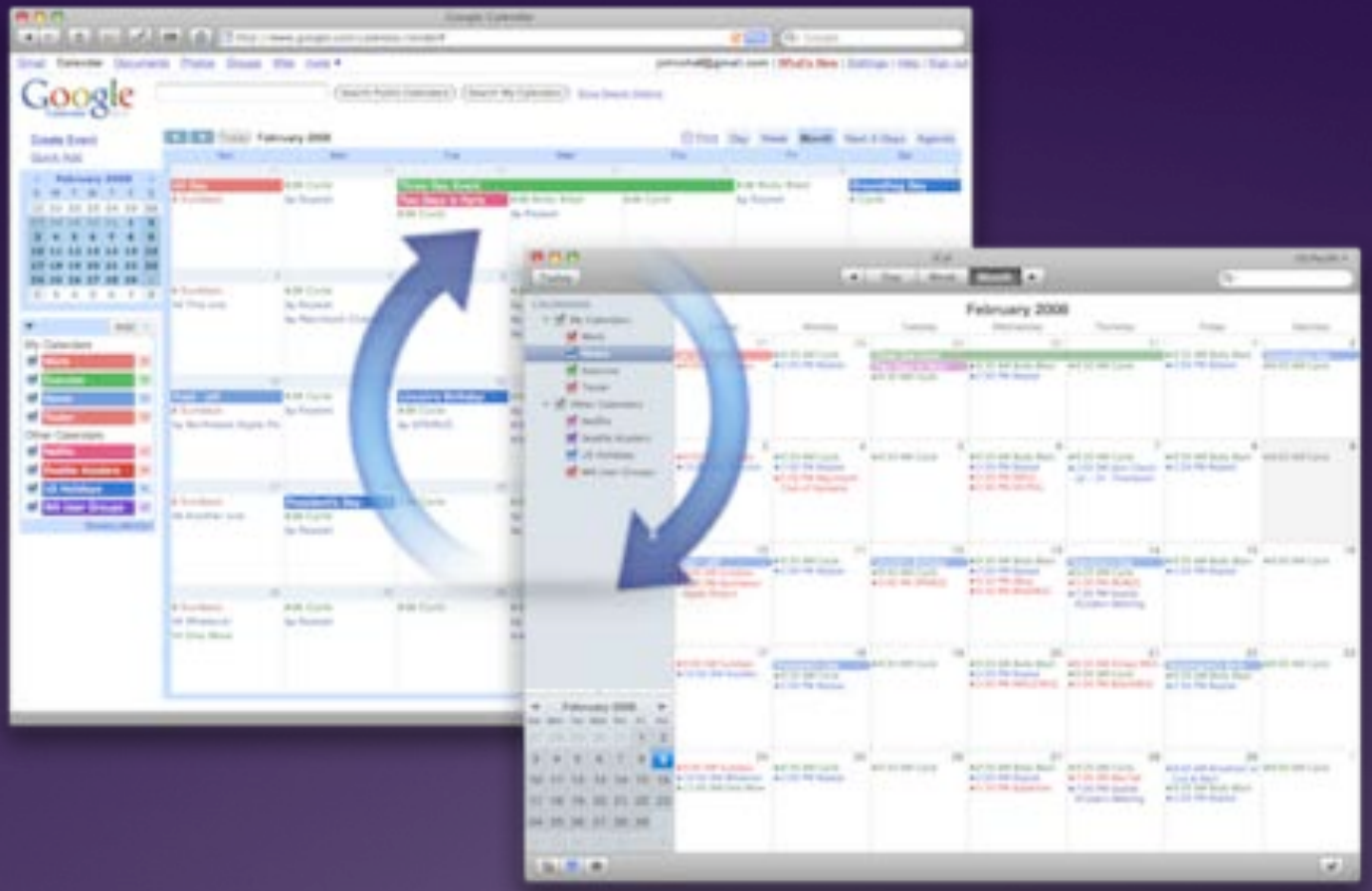

15. “If it’s not scheduled it’s not real.”

	TUESDAY
Earlier than 8am	Open time
8am-9am	Focus time
9am-10am	Focus time
10am-11am	Flex time
11am-12pm	Flex time
12pm-1pm	Flex time
1pm-2pm	Flex time
2pm-3pm	Flex time
3pm-4pm	Flex time
4pm-5pm	Flex time
5pm-6pm	Open time
6pm-7pm	Open time
7pm-8pm	Open time
8pm-9pm	Open time
9pm-10pm	Open time


Google
February 2008

16. Systems and Processes in Your *Life*

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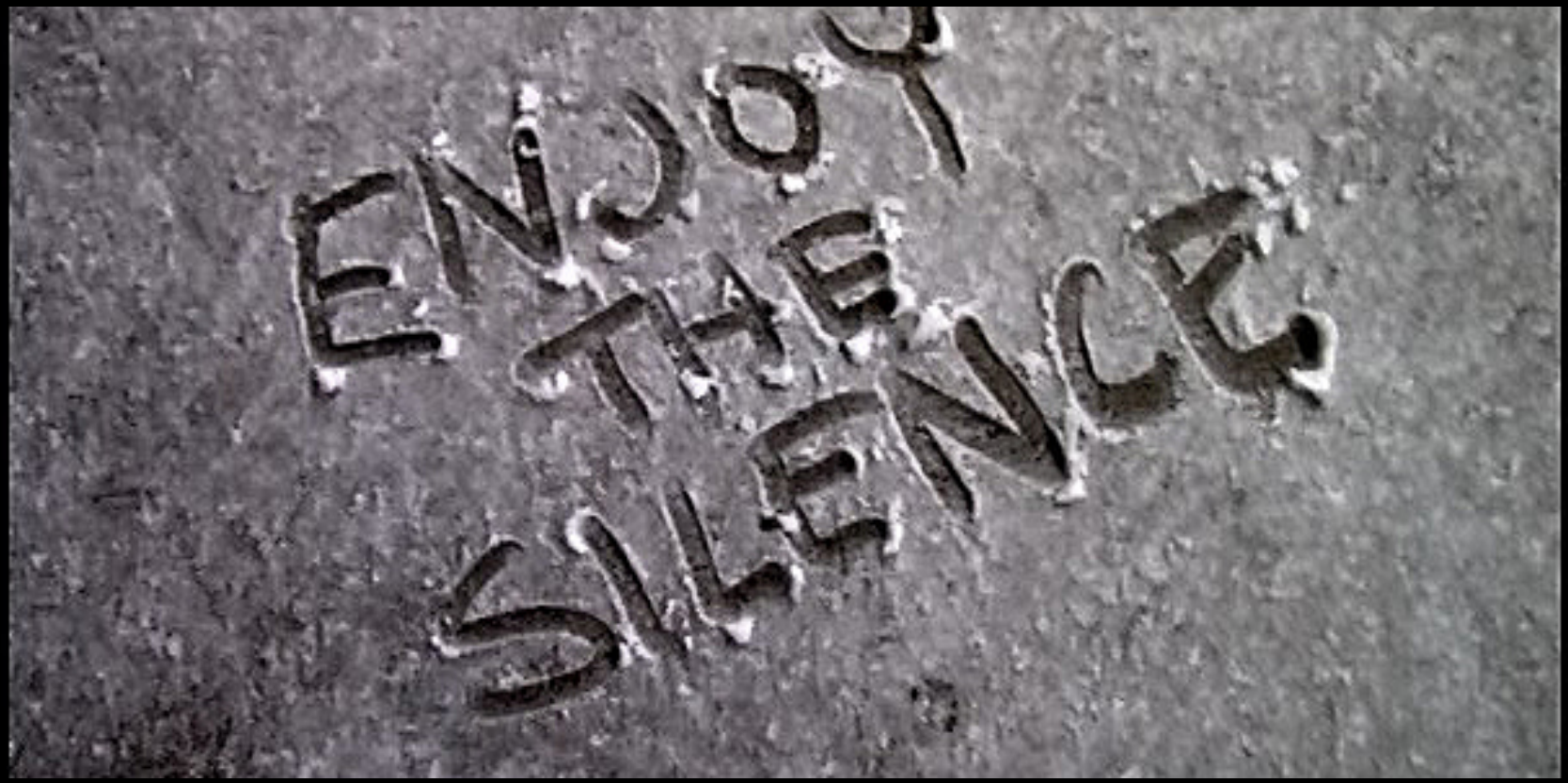
17. Self Care


ENJOY
THE
SILENCE

Health and Feeling Good

18. What are you tolerating?

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Calendars, systems, team and getting help: more to come

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Your Next Steps

* Can you do some de-cluttering?
* Can you begin filtering email to an assistant?
* Can you find a calendar service?
* Can you schedule focus days?
* Can you develop a new healthy habit?

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