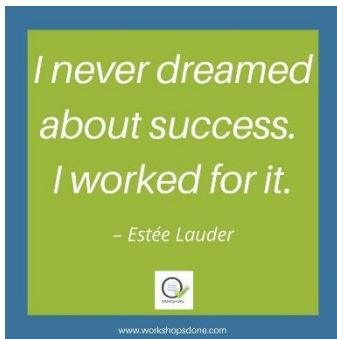


Workshops Done Checklist



Use this checklist to assist you with organization while going through the Workshops Done (WD) Course. Where we put our focus and attention grows, so it is essential to continue to stay focused on developing the workshop branch of your Health Coaching practice. Add due dates below to help you with accountability and celebrate every win along the way!



The WD Program can be self-paced to work with any schedule, or you can schedule your modules with the Live Group Coaching Calls. The Module 1 Live Group Coaching Call will review the assignments & videos from the Pre-Module & Module 1. It does not matter how fast or slow you go through the program, but it is essential to have a plan & be accountable for it. Baby steps or big leaps, we are all moving forward! Together, we can do anything! You will thank yourself at the end of the program!

The checklist will guide you to prepare the “Sugar Workshop,” first, but change it to a workshop you are most excited to present. All checklist items listed below for specific workshops are located within the workshop itself. All other materials are found in the WD Course materials.

Print & post this checklist in your office and feel grateful for every box checked! Stay positive, work hard, and make it happen!



PRE-MODULE

- Watched The Welcome Video
- Wrote Down My Login & Password For WD Course
- Joined The WD Member-Only Facebook Group
- Marked The Group Live Call Dates On My Calendar
- Filled Out The “Get To Know You” Form
- Posted My Intentions For the Workshops Done Program in the Facebook Group
- Printed This WD Checklist
- Watched The Create Time Video
- Scheduled Times To Work On Workshop Business Development (AKA WD Homework)
- Reviewed/Completed The Goal Setting Worksheet (optional)
- Posted Goals In WD Facebook Group (optional)
- An Appointment Is Scheduled For A Professional Photo To Be Taken Or Have A Photo Already
- Have a Notebook Or a File On My Computer for Course Notes

Workshops Done Checklist



- Attended The Live Group Welcome Call Or Watched The Replay

MODULE 1 (Due Date _____)

Decide if you want to update all workshop materials or focus on one workshop?

- Completed "Checked In With Yourself" Worksheet
- Said Affirmations Daily
- Watched Both Mindset Videos
- Watched Video Of How To Download & Print Documents
- Watched Video Of How To Upload A Comment To A Google Doc
- Watched Video On How To Download & Organize Materials
- Watched Video On How To Update Materials (Part 2)
- Watched Third Video On How To Download Worksheets/Handout
- Downloaded & Updated The "Sugar Workshop" Handout With My Info
- Downloaded & Updated The "Stress Workshop" Handout With My Info
- Downloaded & Updated The "Detox Workshop" Handout With My Info
- Downloaded & Updated The "Uncertainty Workshop" Handout
- Downloaded Material (PPT & Speaker Notes) From "Sugar Workshop"
- Wrote My Short Biography
- Wrote My Short Intro For A Wellness Workshop, 30 Seconds - 1 Minute
- Practiced My Intro & Have a Plan to Practice At Least Once A Day
- Wrote Down & Practiced Telling My Personal Health Story (1-5 Minutes)
- Made A List Of Venues (Prospects) To Contact For Future Opportunities
- Posted My List Of Prospects In Our Facebook Group (Search "Prospect")
- Attended The Live Group Call Or Watched The Replay

MODULE 2 (Due Date _____)

- Said Affirmations Daily
- Checked In With Yourself – Mindset & Accountability (Two Videos)
- Created My Wellness Workshop E-Brochure
- Uploaded & Posted My E-Brochures In Our Facebook Group
- Reviewed Sample Scripts Of How To Book Workshops
- Contacted At Least Three Venues For Future Workshops
- Reviewed Workshop/Meeting Room Set Up Options Handout
- Watched Workshop/Meeting Room Set Up Video
- Watched Ted Talk: Understand How Your Body Language Shapes Who You Are By Amy Cuddy
- Watched Ted Talk: You Are Contagious By Vanessa Van Edwards
- Downloaded, Reviewed & Updated Speaker Notes For "Sugar Workshop"
- Practiced Workshop Introduction With A Personal Story Relating To The Sugar Workshop & Segued Into The Beginning Of The Workshop
- Practiced The Presentation Of Sugar Workshop (No PowerPoint)
- Attended The Live Group Call Or Watched The Replay

Workshops Done Checklist



MODULE 3 (Due Date _____)

- Said Affirmations Daily
- Checked In With Yourself – Mindset & Accountability
- Downloaded “How To Promote & Fill Your Workshops” Handout & Watched Video
- Watched Videos Of How To Create Events In Meet Up, Facebook, Next Door & EventBrite.
- Updated Press Release For “Sugar Workshop”
- Downloaded “What To Bring To A Workshop Or Trade Show” CheckList
- Watched Video “What To Bring & Successfully Promote Your Business At A Trade Show Or Grocery Store”
- Made A List Of Items Needed For Future Workshops Or Tradeshow
- Updated Or Saved A Facebook Event Cover for “Sugar Workshop” (this is in the Sugar Workshop materials)
- Updated Promotion Flyer For “Sugar Workshop” (also in the Sugar Workshop materials)
- Updated Workshop Sign-In Sheets
- Updated Sign-In Flyer (optional)
- Updated Initial Consult Form
- Updated Health History Sign Up Sample (optional)
- Updated The Workshop Evaluation Form
- Updated the Gift Certificates (3 versions)
- Updated Raffle Tickets
- Updated “Enter to Win” Sign
- Updated the “Ask A Health Coach” Sign
- Updated the Template to Promote Future Workshops
- Created A Follow-Up Piece To Email Out To Attendees After A Workshop
- Downloaded & Updated the “Sugar” PowerPoint presentation slides
- Practiced the “Sugar Workshop” with the slides
- Attended The Live Group Call Or Watched The Replay



Workshops Done



MODULE 4 (Due Date _____)

- Said Affirmations Daily
- Checked In With Yourself – Mindset & Accountability
- Watched Video “How To Structure & Write Your Own Workshop”
- Completed Worksheet On How to Write Your Own Workshop
- Downloaded Resource List For Professional Photos
- Watched “Inspiration to Stay on the Course of Giving Workshop/Best Practices To Give An Inspirational Workshop” Video
- Watched “Why Give Virtual Workshops” Video
- Watched “What You Need To Give a Virtual Workshop” Video
- Watched “Giving & Promoting Your Virtual Workshop” Video
- Watched “How to View Speaker Notes When Presenting A Virtual Workshop” Video
- Watched “What To Wear To A Workshop” Video
- Updated Program Packages for Annual Corporate Clients
- Downloaded Workshop Proposal Example
- Updated Confirmation Letter Of Booked Workshop Template
- Download Examples Of Workshop Agreements
- Downloaded All Workshop Materials From All Additional Workshops
- Updated Speaker Notes From All Other Workshops
- Practiced All Workshops
- Gave Feedback & Testimonial (Thank you!!)
- Attended The Live Group Call Or Watched The Replay

AFTER MODULE 4 (Due Date _____)

- Said Affirmations Daily
- Checked In With Yourself – Mindset & Accountability
- Updated PowerPoint Presentation Slides For Additional Workshops
- Practiced All Workshops With PowerPoint Presentation Slides
- Contacted At Least Three More Venues For Future Workshops
- Posted In The WD Members-Only Facebook Page At Least One Success & At Least One Challenge
- Presented A Wellness Workshop. I Had Photos Taken During The Workshop.
- Felt Gratitude Towards Myself For Taking The Workshops Done Program
- Attended A Monthly Live Group Call

QUESTIONS?

Post in our Facebook Group at <https://www.facebook.com/groups/workshopsdone/>, and I will get right back to you. To Access the Workshops Done Program, please go to <https://courses.workshopsdone.com/>

Lori Kearney

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