

Create the Time You Need to Succeed with Workshops Done Academy

Commitment to WDA

Approach the Workshops Done Academy (WDA) videos, worksheets and Done-For-You materials with energy, intention, focus and 100% commitment. You are learning how to give, convert and personalize Wellness Workshops (virtual and in-person), an asset you'll be able to sell over and over again – an asset that will not only impact lives, but will also allow for additional revenue in your Wellness Business. This course deserves some special attention! ☺

I intend to teach you how to stay focused, eventually do less while achieving more in your Wellness Business! During our time together, I encourage you to trust your journey and know that your skills and homework are unfolding just as they should be. The modules and lessons are in order based on what you need to learn first to win with Wellness Workshops.

We need to accept that the way to achieve more significant results is to take 100% responsibility and control to change your life. You are the only one in charge of designing your life and your business's growth. As Wayne Dyer states, "You are not stuck where you are unless you decide to be." This program will make your business dreams come true, but developing a new branch to your business, takes time, effort and a plan.

Inspirational Quote

"Achieving something is a practice, just as meditation, working out, eating healthy, etc., are practices as well. Time needs to be allotted to it...The most effective way to turn your goal into a habit is to plan ahead. You can't hope that your goals will happen to fit into your current schedule...You have to plan your schedule and block out time...At the end of the day, success in anything comes from making it a priority. Wanting to achieve something isn't enough...Make the conscious effort to hold yourself accountable to your goals." - Alicia Glenn

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How to Stay Focused to Achieve More and Do Less

Ever since college, I have been obsessed with productivity and how to achieve more by doing less. My degree is in Industrial Psychology and I love learning about motivation and productivity. Life is getting more complicated every day with distractions everywhere we look - social media, in-boxes, and text messages. We have so many "shiny objects" all wanting our attention, and we need to be proactive in how we spend our time so we can do the vital work we were born to do.

To scale my business, I needed to learn how to scale myself. I could not figure out how to clone myself, so instead, I focus on where I can make the biggest impact and contribution in the world. Every day, I have to remind myself to stay in my lane and focus on my business's specific goals directly. As a multi-passionate health coach, this is not an easy task. My thought goes back to "How can I achieve more by doing less?" which makes staying focused easier.

Being focused and more productive does not always mean we fill those extra hours with more work, which you can, but it gives us the freedom to brainstorm, create new programs and enjoy life more. We have the freedom to focus, freedom to be present and freedom to be spontaneous to do nothing or whatever we feel like. Creating a product, like a workshop, is a smart business plan; you can repeatedly sell the same product, so you are making a more significant impact while also increasing your bank account with less time involved.

Staying focused to achieve more and do less also has meant I have cut things out of my calendar that was not truly making an impact. I often ask myself, "Does this task need to be done at all?" So often, when we say "Yes" to a project, we may be saying "No" to something else. You don't need to sign up for another course right now, commit and say, "Yes, to WDA."

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Time Management Techniques

What if you could step off the hamster wheel and start taking control of your time and attention? That's what this section is all about! Do you have a time management technique that works to get work done and see your achievements? I love the quote by Jim Rohn, "Either you run the day, or the day runs you." So, let's design our day to be productive, healthy, and fun!

First, choose a convenient time and a quiet place for your WDA business development. Most people spend three-six hours a week developing the Wellness Workshop branch of their business with this program for two months. Ask yourself what location and time will work best for you? Mark these times on your calendar and stick to the schedule you set for yourself. This time will be focused on completing the assignments for each Module.

For me, I have liked Asana the best for an online project manager/to-do list and using a Google spreadsheet for projects with my Virtual Assistants (VA). I seem to go back to my "old school" with a project manager notebook to write down what I need to get done. See below for the "journal/notebook" method that I use.

I first plan my year, then break it down into quarters, months, weeks, then days. Each week, I create a schedule for everything that needs to be accomplished and use that as my guide when designing my days. I pick out the top three goals for each day, knowing those need to get done first. The morning is when I plan the most difficult or creative projects. If I don't plan, I go back to what is familiar and stay busy, but not actually making progress in one area.

I batch my activities to get into the headspace of the activity. On Mondays, it is 100% admin day and crank work out. On Tuesdays and Thursdays, I am available for Wellness Workshops. I see clients all day on Wednesday. It is a day that I do my hair and make-up and get in the mindset to listen and serve. I also give a weekly short Facebook Live on Wednesdays since I am already in that headspace and looking good! 😊 On Fridays, I take appointments and possibly more clients.

On a daily level, I batch all emails that need to be sent or returned, all WDA activities together, all Wellness Workshop prep together, etc. It takes our brain a lot of effort to keep switching back and forth. Limit distractions during your batch times.

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Lori's Notebook/ Journal To-Do List Method

- Have a dedicated dot journal or notebook to keep you organized and on task.
- On Sunday night (or at the end of your usual workday), take time to design a schedule for a beautiful and productive week. This helps build focus on what is most important to get done.
- Break your weekly goals down further to schedule your day into bite-size pieces for Monday. I like to list my to-dos with a box in front since I love checking it off when done. I love the feeling of checking them off as I go! Hence, why I made a WDA checklist for you!
- Take time at the end of your workday to review what went well (and what didn't) and plan your schedule for the next day. Repeat.

If you feel you don't have enough time, I like to have my clients write down all of their obligations, responsibilities, demands, interests, etc. Anything that they spend time consistently doing. This should give you a good idea of how you're spending your time and maybe explain if your work and life feel out of balance. When we need to dive in further, I have them write down everything they do in a day and then we see the hours wasted in social media, Netflix and more.

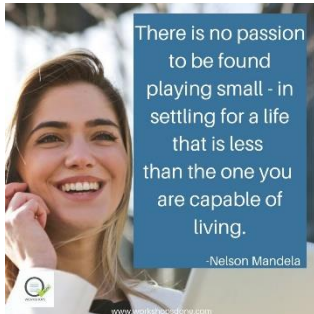
Pomodoro Time-Management Technique

To help me to focus, I use the Pomodoro Timer phone app to help reduce distractions. If you are not familiar, the Pomodoro Technique is a time management method that uses a timer to break down work into intervals, traditionally 25 minutes in length, separated by short breaks. The Pomodoro method helps to work with time, not against it, manage distractions like social media and create a better work/life balance. I am a recovering multi-tasker, so this method allows me to focus on the task at hand. The little breaks help me to take a short mental break and stretch outside. These breaks increase my focus in the next Pomodoro and speed up my workflow.

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Try different methods to see what works for you. The above are time-management tools that work for me and there are A LOT of tools and tricks available. Every challenge and person is unique and every member will approach WDA a bit differently, and that is okay.

Action Questions



What is your go-to strategy to get work done? Reflect on if the process is working or needs to be revised. Formulate a vision. Does something need to change in your daily schedule to grow your business with WDA? Trying other time-management methods help us to swap out various tools for another and see what is best for a project, day or week. There are so many options you can try to manage your time.

Write the day(s) of the week and time(s) that will work in your schedule. Dedicate this time to work on your goal of presenting Wellness Workshops. Mark these times on your calendar with reminder notifications.

Where will you work on the WDA program? (home office, kitchen table, coffee shop, etc.)

How will you keep track of what needs to be done in WDA? Will you use the provided checklist or plan to create your own?

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Make a Choice

Want to know the #1 reason for someone not getting BIG results in WDA? It has nothing to do with their skills, or resources, or even their quality of work. The number one reason for the lack of results is those who did not make time for the big results to actually happen!

They never scheduled time on their calendar to go through the WDA training. Life got busy and existing projects took over. All their hopes of finally going big with their Wellness Business were overshadowed by busywork that was "urgent" but not tremendously important. We've all been there, right? I know I have and learned a valuable lesson never to let that happen to myself or any student of WDA!

This time can be different! This time you have all the power to become a huge success and be the most talked-about success story in WDA. It all comes down to a choice. Which one do you choose?

Choice #1: You let your busy life and urgent priorities derail you from diving in and completing the program.

Choice #2: You will open up your calendar right now, block off "time for WDA," and really honor yourself by sticking to your plan.

I know which one I want you to choose, but the choice is yours. 😊

Accountability Pod Task

Talk about this worksheet with your accountability pod to aid in accountability. Review your answers to the above questions. Discuss challenges when it comes to motivation and moving forward with your business. As you listen to others in your pod, take notes and ask them each week how their focus is on WDA and how you can best support them.

As Zig Ziglar stated, "When you encourage others, you in the process are encouraged because you're making a commitment and difference in that person's life. Encouragement really does make a difference."

