

# WORKSHOPS DONE ACADEMY CHECKLIST

## Module 04

### Lesson 01: Check Your Mindset

- Watched the video
- Completed the mindset exercises on the worksheet
- Said affirmations daily

### Lesson 02: Promote + Fill Your Workshops

- Watched the video
- Reviewed the worksheet
- Started a list of warm prospects to invite to my workshops

### Lesson 03: How to Write a Press Release

- Reviewed the worksheet on how to write a press release
- Reviewed sample/template press release

### Lesson 04: What to Bring to a Workshop to Promote Your Business

- Watched the video
- Reviewed the worksheet
- Created a shopping list or purchased items needed for in-person events

### Tech Resources

- Watched the video on How to Create and Share a Facebook Event
- Watched the video on How to Create an Event in Eventbrite
- Watched the video on How to Create an Event in a Meet Up
- Watched the video on How to Create and Edit an Event in Nextdoor

### Bonus Downloadable Done-For-You Marketing Material

- Downloaded material to update or to review when I need it

### Events

- If I am interested in being coached on the Module 04 group call on mindset (1-2 people) or discussing my workshop strategies and promotions (1-2 people), I have contacted Lori to secure my spot. I messaged or emailed Lori at [info@mindfulhealthwithlori.com](mailto:info@mindfulhealthwithlori.com).
- Attended or watched the replay for the Module 04 group call

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