

WORKSHOPS DONE ACADEMY CHECKLIST

Stay on Track

Workshops Done Academy (WDA) covers a lot of ground, so to help keep you track, you have a handy checklist for each module with action items to keep track of events.

If you like space to check things off as you go, then you're going to love the module checklists. During the program, you will be developing an entirely new branch of your wellness business with lots of work to get done, so that means there are a lot of moving parts to keep track of. The checklists will be a resource that shows you what you have accomplished and what needs to get done.

You will receive all the tools and instructions you need to be successful as a Wellness Educator. The program goes into great detail so that nothing is left for chance or guessing what needs to be done next in your learning process. Every module, lesson, task list item has been broken down; it should make things easier by making sure every step of the way is laid out clearly. Print your checklist for each module (7 in total) and keep them close as you work through the program. After you do that, have fun checking it off your list!

Choose Your Own Pace

Find a timeline that makes sense for your life to go through WDA, but I also want to help you and maybe push you a little. You can go at your own pace through the program and have lifetime access to WDA course material and lessons. I am here to help you to go big in your wellness business and get your message out into the world as soon as possible.

Questions?

Post in our private members-only Facebook Group at www.facebook.com/groups/workshopsdone/, and I will get right back to you.

To Access the WDA Program, please go to <https://courses.workshopsdone.com/>

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0821

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Welcome Module Checklist

Lesson 1

- Watched the Welcome Video
- Wrote Down My Login & Password for WDA Course
- Bookmarked <https://courses.workshopsdone.com/> for easy future access
- Joined the WDA [Member-Only Facebook Group](#)
- Posted My Intentions for the WDA Program in the Welcome Post in the [Members-Only Facebook Group](#)
- Scheduled an Appointment for a Professional Photo To Be Taken or Have a Photo Already. The photo will be used in the creation of your workshop e-brochure.

Lesson 2

- Printed this checklist

Lesson 3

- Posted in our [Members-Only Facebook Group](#) your availability in the Accountability Pod (AP)thread.
- Reached out to other WDA members to form an AP.
- Decided on a weekly meeting date and time with my AP.
- Scheduled my AP meetings on my calendar. Set my AP meetings up as recurring meetings with a reminder and included the link to join the call in the event description for easy access.

Lesson 4

- Filled Out Worksheet About Creating Time to Succeed In WDA.
- Scheduled Times To Work On Workshop Business Development (aka WDA Homework)

Lesson 5

- Watched the "Getting the Most out of the Facebook Group" Video

Tech Resources, Lesson 1

- Watched the Video on Organizing Materials from WDA
- Have a Notebook or a File On My Computer for WDA Course Notes