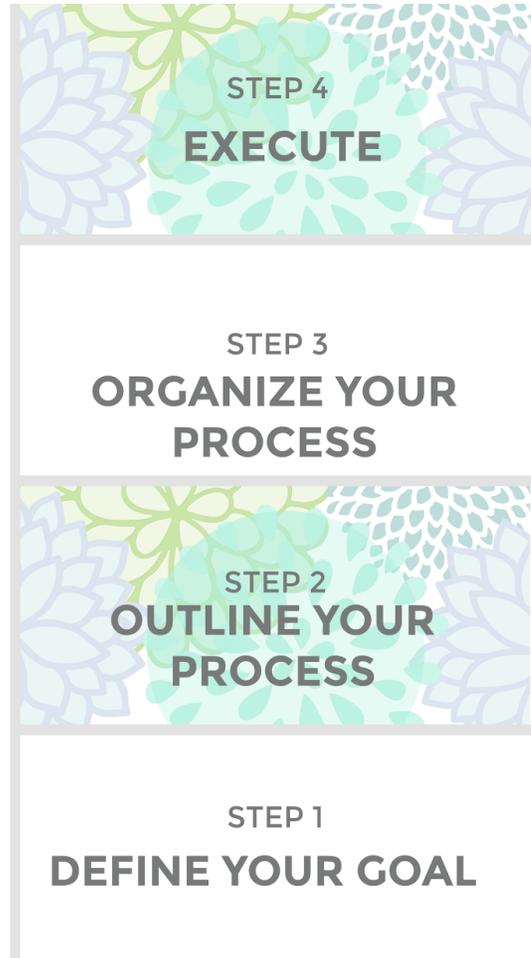
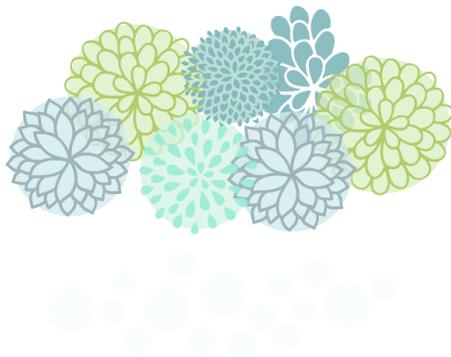


HOW TO
**FOCUS ON + ACHIEVE
YOUR GOAL**



In this PDF, I will walk you through the steps I take to streamline processes using my analyze, organize and execute system. It's one I used to create my blog, coordinate events, and use with clients and even friends looking for support with streamlining their processes.

First: Define Your Goal

You can define it by answering three basic questions

(1) What do you want to accomplish? (2) Why do you want to accomplish this? And (3) What tools and resources do you need to put in place to achieve this goal?

Next: Your Process

In order to achieve your goal, you must define the various aspects. The best way to do this is to work backwards, creating a step by step process that you can follow each time. For instance, if you are planning to celebrate a new product line, you will want to create a product launch event. From here you will need to choose a date (suggest one that is at least 6-8 weeks out), create a guest list, find a venue, consider which vendors you will have present to help make the event a success, create invitations, hire or assign day of start, market the event to your attendees and execute day of.

Third: Organize and Streamline Your Process

Now that you have your goal and your process outlined, create a flowchart that specifies the steps you outlined in Your Process. Here you will create templates, contracts, etc. that you will use to help keep all documents and agreements in order. The beauty here is you can save this an apply it to other areas instead of having to recreate the materials next time. Plus, following this process each time will help you avoid missing a step and making a mistake.

Four: Execute

It's time to achieve this goal! Following you step by step process that will help you gain each time. The beauty about execution is the last step...

BONUS STEP: Follow Up

Did you run into any challenges along the way? Did your customers complain? If you answered yes to either of these questions (or any related) revisit your process and focus solely on the step of conflict. What can be done to improve the outcome next time?