



Worksheet #7: Prepare for Launch

Use a spreadsheet to calculate how many minutes would be required 3 days, 5 days and 7 days per week to complete the book/module/course:

Total Hours	Total Minutes	3 Days/Week	5 Days/Week	7 Days/Week

Next, segment the book, course and/or research into an outline. This allows you to check-off exactly what has been completed and show progress.

Book/Module/Course			
Section Name	Duration	Date	Completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No
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Finally, print a calendar outlining your course of study and hang it in a place where you will see it every day – i.e., the fridge, bedroom mirror, etc. This helps to hold you more accountable by keeping the schedule top of mind.

MONTH: _____						
SUN	MON	TUE	WED	THU	FRI	SAT