Soulpreneur Success Mastermind (SSM) Group Calls

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Welcome to our second training on the whole time management productivity stuff. So, Who here is in maybe a little bit of a space of Oh my God, I feel like I've just barely scratched the surface of what we learned last time. And we're gonna learn all this new stuff and anybody in that sort of space?

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Well, maybe. And so actually, what we're going to do today is not necessarily anything new. Okay? It might be depending on what comes out, that'll be like, Oh, well, let's add this in. But really, this is more to kind of review what we already went over, because there's a lot of stuff, right? See what's been happening for each of you see where you're getting stuck, where, you know, for example, the, everybody in my experience, you know, get stuck with the capture tool, not usually so much capturing but emptying, right. So,

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you know, it's just gonna look and see what you've already implemented, what you're still to implement what

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what you're up against, where you need help, and support making stuff happen. And, and then include, like, what would be good, great next steps. So that's really what we're gonna focus on today. So there, there may not be anything new, because honestly, the stuff that we everything that we covered in the first one is like,

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life changing.

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As you as you implement it, as you practice it as you get more masterful with it. Alright, so sound good.

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He doesn't necessarily have to learn anything here.

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Alright, so I'm going to so so I'm going to go through whoops, we lost Annabel hopefully, she's coming right back. So I will go through just kind of like a more of a quick going through to review everything.

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But and then we and then we can see where you guys are. But are there any questions about anything at all? Actually, before we do that, just anything, you're up against questions about sort of what's next? Because anything at all?

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For me, it's it's

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do I start Body Code now? Or do I not?

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It's stresses me out totally. When I say one, two, and it stresses me out totally, when I say don't want to.

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It's like

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so, um, and you know, and that you and I can look at that one on one as well. But it's really a matter of kind of looking at, I mean, the bytecode certification just does a good thing. It is it is more work than emotion code certification. But six months is still a lot of time to do it. Yeah. I did emotion code in two months. Yeah. So you know, if you were if you put in that kind of same amount of time, you could easily be done in three or four. Okay. Okay. And,

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and it is possible to get an extension, I'll tell you, in my experience, because you know, I work with the company, right? So in my experience, especially with Body Code, because you can have when people get to that level, they're more committed, right? So if you

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didn't do anything, and it's like a week before your six months is up, and you're like, hey, I need an extension, they're gonna be like, Well, I mean, you can get one, but you definitely have to pay for it. That's the standard thing is it's $50 a month for an exception. Okay?

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However, you've been doing it, and it's, you're coming into your last month, and you know, there's stuff going on or whatever, and you're like I you know, I don't I'm not sure I can get it done in time. They usually will give you an extension without even charging you. Again, I guarantee it kind of it's not me that.

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Okay, but I just want you to know, and worst case, it's $50 a month, it's not like it's okay to pay over again. Okay, okay. That was a huge lack of better, much better. No, I can Yeah, they want you to complete it. They want Yeah.

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You know, so um, so in that sense, I mean, you may not want to start like right this second where we're kind of just getting going with this but I think we think it'd be great I you know, there's no reason why you can't do the both at the same time. And you run into you know, some stuff and if you're what here's here's another thing that's great about being in the mastermind, it you know, if you're running out of people to work on, I pretty sure there's some volunteers like yes and free body good sessions. Hello. Happy to write

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your work on me, my kids.

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I always need help.

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Right. Okay, that sounds good.

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Yeah.

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And it's just trying to decide whether she should get started with Body Code certification. So we're kind of look

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And that and reassuring her that yes, she can do that while she does this.

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And everybody says yes, there's very few people who say no, anyway, yeah, it's more about actually just finding people that you that will actually commit to, you know, just doing the sessions with you nothing, you have to do them over the phone, you can just do them, you know, as long as they get permission, but, you know, you just want people that are going to really do it. And then we're going to

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Sorry, I'm thinking I was like, I was gonna say, did I do this training, or have I just been wanting to do this training, I feel like I did do a training for somebody at some point. But basically, I did, I can give you access to it.

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For some of the other people in the mastermind a few months ago on like, how to, you want to possess it when you start when you're doing a certification, and you have a bunch of people that you need to work on, and you can't really charge them for that you actually can charge for promotion, because you're certified in the emotion code, right. So when you're in the cert Body Code certification program, you can say, you know, this is what I'm charging, when I'll be charging for Body Code once I'm certified, but this is so or you can just do them for free, or combination, or for donation, you can do any of those are fine, and those are kosher.

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But you

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also want to whether and this can be true for any fee of any future certification that you do, right. And you want to position yourself so when you're working on those practice clients, whether they're paying or not, you want to position yourself for them to become paying clients down the road. Okay, you don't want to talk about them as free sessions. Even if they're free, you want to talk about the session, what I'll be charging is give them an amount. So now there's a value

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stated for this session. This is what I'll be charging once I'm certified. Because you're one of my practice clients, I won't be charging you or because you're one of my practice clients, I'll only be charging you what I charge for emotion code, which is a lesser, or because you're one of our practice clients, I'm doing it on a donation basis, you can do any or all of those. And it doesn't have to be the same for everybody. Either. You can say for some people, it's just I'm not charging you. Other people I'm doing on a donation basis, whatever you'd like to pay, you can do any of that. But don't, I just don't use the word free.

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Because what I have done is I've put I've done a price list where I've, I charge a certain amount for regular session, and then some more for Hartwall. And then I've said emotion code plus I've called it emotion.

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With, with all the extras kind of thing. And and so I've added on a little more than four Hartwall because I'm thinking that, that you're not just getting emotion code, you're going to get more, but you're not getting

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vacation program. You know, you want to I do want to be clear about this. Okay, right is that you can't like cuz Some people try to skate around that. They'd be like, Well, I have the most I have the Body Code. I'm just gonna, I'm just not charging for it. I'm only charging promotion. When they really they they're totally and they're just trying to avoid the expensive getting certified. And that's not really cool, right? But you're not doing that you're gonna you're doing the certification program. And so it's fine to charge for what you would normally charge for. Yeah, yeah. Well, that. Sounds to me, like what you're saying, though, is that I should actually keep it the same price as a regular emotion code section. I think it's cleaner. It's

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changed that. Yeah. Change that in terms of honoring, you know?

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To me, yes. Yes. So obviously cover, you could say I'm charging this and then the extra by don't if you want to pay any extra, like donate, you can do something like that if you want to. Yeah. But it's you know, it's a short time, just a few people and just get through it. And some of what I've done is I also have I have I know you don't like this really, but I do have a very low introduction price. And so because and this is simply because over here, I don't about over there, but over here, people find the word spiritual, so scary. You know, when they hear that I can do this from home, it scares the bejesus out of them and they just start, they run away. They like they, they run away saying Oh, nice talking to you.

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So quickly on that, and then we'll dive into the only thing

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that can happen here too, for sure people will think you're a witch or whatever you know.

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It is so you don't first I wouldn't necessarily use the word spiritual. But that's not a word that needs to be used to describe this in any way. No, I haven't been using it. But

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because you can get

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You can kind of get all sciency on their ass and talk about quantum physics and say Actually, it's it's really fascinating that how this works can actually be explained through quantum physics and the concept of quantum entanglement. And then don't say anything else, because that's all you know, anyway. But it makes like, oh, because that's just because and that's the truth as best we can know it. In fact, there's.

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So Wendy, who is a, she's an RN, and she's

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a staff to healing. She's a practitioner for discover healing. So she's done just she's like one of the most trained people out there, right. She's done tons and tons and tons of training. And she's working on her. I'm actually, I'm not sure if it's a doctorate or master's thesis on it. It's about explaining you through quantum physics, how emotion code body cup work. Whoo, I know, that girl. And I've seen a short presentation that she did, and the particular specific concept inside of quantum physics, like I understand.

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But the specific concept in it, that is called quantum entanglements. And she's like, that's the thing that can really explain so just that you can say, not just quantum physics, but it's specifically to quantum entanglement, it's probably gonna most make most people go like, Okay.

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No, there was no pretty there was, there was a course that Brad suggested from the energy psychology association that I ended up getting my I needed CPUs. And so I ended up getting my CPUs, and it explained a ton about the energy psychology. I think I've heard that but I never taken if you if you have the information about it, send it out to me, I'm it might be something okay. Yeah, no, it was very good.

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That I ordered. Like, I'm not sure what I did with it.

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But it's basically like the science behind energy healing. And it's a lot of things, I need to find that too, but there is actually a lot of stuff out there. And we shouldn't be afraid to use that. And let people know. And the great thing is that the only thing that can explain it is quantum physics, which is, you know, are you could argue that that is the most advanced science we have is quantum physics, right? And it totally blurs the lines between spirituality and physical reality. And it's really, I mean, quantum physics is like,

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but it's quantum physics, you know? So it's like, arguing with it. Yeah.

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Okay. All right. Cool. So, any other questions about anything? Before we jump into?

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Just talking more, you know, looking at how the time management, productivity shifting, or you're spending time is working? Anything else? That anything? housekeeping logistics?

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Take it when we get there? Yep. All right. Yeah. So I'm going to share my screen, I really, here's, again, I'm not gonna I'm not planning to teach you anything new. Although, you know, depending on what comes up, there might be like, oh, let's use it, here's a, you know,

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a nuance of that, but we're pretty much I'm gonna just kind of fairly quickly run through what we did last time. And, and you may, you know, feel free to take notes again, and do that. And then what, what this really is, is not like, Oh, I have five other time management things to teach you now. And this is more about helping you work with what you already have. Because honestly, what you already have is the keys to that cake. Okay. But it takes time. I mean, I've been doing the capture tool for like 20 years. So I'm really good with the capture tool at this point. But you know, it's gonna take some some time to get more mastery with it.

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Alright, so let's just go. Let's go through it.

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Um, so we first we talked about what time you're committing for your business? And what kind of structures can can you put in place to support that commitment? So just look and see, you know, you may have your notes from last time, or you may want to thing and you may already have adjusted that you may have actually already realized, Oh, I actually can't put quite right now I can't put aside as much as I thought he would, or actually can put more, right? So it's a good thing to keep re engaging with, like, what kind of, you know, what time am I committing to to actually doing my business? And what structures Do I need to put in place? So for example, scheduling blocks of time in your calendar for client work, where it's like, that's when I see clients, scheduling blocks of time for working on specific parts of your business, like, I'm going to do some marketing in this timeframe, or I'm going to do some training and education or I'm going to take time to watch that. That record, you know, putting certainly putting in our mastermind calls right. And speaking of which, are you guys all clear I haven't sent out like the Google reminder.

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stuff for the regular calls. But you can go ahead. And so I'll probably do that this week actually.

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So but the regular like three times a month, group calls are always the second, third and fourth Monday of every month,

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at one o'clock eastern time and their 90 minutes to sometimes we get sometimes nice, right? It may end up being a couple hours, but they're always at least 90 minutes. Okay. So you can, like, you know, and then when we do a guest speaker, sometimes that would be that same time on one of those other Mondays, another time that I'll often do would be Fridays at the same time. But when it's a guest speaker or special training and stuff, it could be at different times, but I'll let you know. Okay, but that's those are the regular scheduled times. Okay, with the Google link, Google. I set Yeah, I sent you a Google Calendar link for these three that we did this? No, not that was that I ended up going into a Google.

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I don't know what it's called. Because I've never been on it before, you know, Google room, kind of, I don't know, it was in the same email. And so I clicked on that first and went there. Nobody was there. And I was like, Alright, I'm in the wrong place. I don't know what that was. Okay.

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Okay.

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That's happened.

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And, you know, for those of you who are looking at, you know, doing your programs and stuff, this is one of those set of best practices that I included in the group training is, you know, what, let let Google do some of the automation for you like so when you have a group of people, like you have people and then you're doing a, you know, by week program with them or something, you you can you create a Google, you know, create

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those meet, create the meetings in Google Calendar, or you can use my calendar to you put the zoom link, right in there, in the notes, some of it. And you can put in the reminders, like my standard is I do email the date, an email to go out the day before to remind you and then a notification 10 minutes before, that's the kind of standard I use, but you can see what you think will work best for your people. And then you just add everyone's email to it. Everyone who's in the course you add their email, where it says invite guests, and then you say, then this thing will pop up and saying, Do you want to send the invitation to everyone? And you say, yes. And then it sends and they accept the invitation? And then they automatically get reminded without you having to do anything else? Which rocks, right? Because do reminders help? Yes, they do.

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And a reminder, has the zoom link in there already. So they're not like, looking for the zoom like, right. And like for for the mastermind, the zoom link.

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Basically, it's all the same for the mastering. So if it's ever different, I'll let you know. But you can pretty much count on.

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Alright, so keeping going with this, then there's the piece about having conversations with the essential people in your life about what you're committed to, and how that could affect them and get agreements of what they'll do to support you and what needs to change. So I'd love to just kind of hear from any of you did anything, you know, on any of those either you did this and it went this way.

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went well, it didn't go either way. Or Oh, wow. I'm realizing I haven't done that. I haven't scheduled certain blocks of time. So tell me where you guys are with with this.

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I actually after our call, I went, oh my god. Okay, I'm going to work from nine to five, not specifically on my business, but I started getting to work at nine o'clock, which was, which I had had a hard time getting to work before 11. So nine was nine was really good.

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And I have not done anything with Well, actually, I have I started a notebook with the capture tool, but haven't seen it at all. Okay, great to that today. But that's good. That's first step. First step is you start capturing some things.

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That noise

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kind of start checking

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Star Trek fans. So So yeah, once you start using it more and more, it's, you see, people usually start to kind of fall in love with the tool itself, like, Oh, I can catch these, like, Oh, I can capture that conductor that comes to that. And then the trouble is ending it and we're gonna get into that and we'll continue to look at it over the months. Alright, so great. So, um, and how about

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whether conversations that you realized you needed to have in a balance

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Did you have that?

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All right, I think are on my side. I didn't catch that, that let's know what that noise was. So okay, we'll move on. To who so who else who else is seeing stuff in this?

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I can say quickly, I haven't

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split specifically worked on any of this for now, because I'm on holiday.

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Schedule holidays. Exactly, exactly. That's what I felt like is I do need to really put that in there and allow myself to wind down and just be.

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And the interesting thing about this conversations with essential people, I find that one very,

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very challenging, and

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I had a very, what's the word? Darn spontaneous sort of discussion today in the car on the way home?

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About that one of the things that needed to be done perhaps if, if I'm going to be able to do all of this.

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And that was

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it swell?

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It was met with the

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sarcastic scared laughter.

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Okay.

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You know what I mean? How fun.

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But, but you know, it broke the ice, and I can see myself being able to move into that area more

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and not be scared of it anymore. just just just talk about this mean, this is this is obvious. Yeah. So I think we talked a little bit, but a little, a little coaching on having those conversations, is

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to not just make it about it, that it's not just about you, it's about you and them, right. These are important people in your life, you know, whether it's a partner, spouse, kids,

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whatever, you know, these are people where you depend on each other for things. Right. And so you make it about, if it's a one on one conversation, you make it about both of you make it about this is what I'm committed to. I also want to know what, especially putting it a one thing that can help is putting it kind of in a timeframe, right. So this is, this is what I'm committed to building over the next, you know, few years, this is specifically what I'm committed what i what i have committed to, I mean, it turns into easier, but

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over the next year, this is where I want to be a year from now. And so I want to talk about that and how to help you know, the support and things that I'm going to need to change in my life. To make that happen. I also want to know, what you want to make happen in your life, you know, or in our lives within the next year. So I can also can support each other very different conversation, right.

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This is, one of the reasons is I think this is important for anybody who's making any changes in their life. But especially for

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healer types, which we happen to all be, let's be honest, healer type people, to group as a tribe, we are much more comfortable supporting other people than being supportive. We are much more comfortable being the line taking care of other people and being taken care of.

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We need to be honest with ourselves about this and be responsible because we we have most for most of us most of the time have said things up in in the relationships in our life, or people are used to us taking care of them.

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And we have done that and we need to be it's nothing wrong with it. We just need to be responsible for it. And if we're going to shift that to where maybe we're not doing quite as much caretaking. And by the way, haven't we all probably done caretaking, that was a bit more than what was needed. And maybe it was, you know, not really, you know, maybe the other person to be dead, right?

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That if we're going to shift that it might put those people who are used to us doing stuff with them, it might put their nose out of joint a little bit. So we need to be responsible. We need to not blame them. They just been doing what we've been, you know, training.

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We've been training them to expect us to have us that's our that's on us. It's not on them. Right? And but we need to be responsible for that and let them know, Hey, I'm making, I'm making some of these changes I want to make, you know, I want to make sure that everything works for everybody. And there's things that I'm not gonna be doing anymore. If that's but you know, these different things could happen at different parts of the conversation. But you get you guys get the just thing, right. You need to be responsible for what we set up so that we can respond to

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Really make the changes that we want to make? Could I ask the question there? Sure thing, because I have had such difficulties with the way

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if you've been making food for the people, and when you have special needs and stuff yourself, when somebody else starts making food, and

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they don't put in the time they don't put in, and they don't check to see if what they're making is something you can actually eat,

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I find,

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you know,

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I find that a huge challenge. And it's so it's been easier for me to just do it.

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And not and not take that, you know,

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bull by the horns. So how, you know, if anybody's got tips, I can take them now or later, whichever is suits the group.

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Anybody want to chime in on that?

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I have actually been working with

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a group with ru VEDA,

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which is that, you know, healing, not healing, but you know, it's there anyway.

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And

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some of the things that we talk about are very similar to this. And, but so what do I want to say, I want to say,

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you can make your own meal and make it really simple.

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And allow the other people to

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eat, what they want to eat, or you can do you know, a big thing and just,

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I don't know, I guess that's

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a part of it, you have to be able to allow yourself to space Yeah, to take care of your own needs.

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Yeah, that was nice. Thank you. I like that one. Absolutely. Anybody else just want to have something to chime in on that.

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All right. So I'll just, it's a I think it's gonna be a process. Right? Not gonna shift all at once. And so it's gonna require multiple conversations. So if you're in I know, I love what Annabel sat around, like, there could be stuff that, you know, it's really only for you to eat. It's the stuff that you can eat into look for things where you could make a bunch of that ahead of time, so that it's easy for you to reheat or whatever. And if necessary, let them know, it's awesome. It's

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right, then this is you, that you and you can let them know, like, if it's if there's been an agreement to shift that they're going to start cooking more, but that it's apparently a struggle for them to cook the way you

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can say, so I appreciate what you what you're doing. And to make it easier for you something, you know, I'm going to do some stuff that I'll do, I'll just do it for me, you don't, you don't need so so that night, you know, a few nights a week, you can just cook whatever you want, it's just for you, because I'll be all set, right? So that that can be a partial solution. There could also be things where it's especially if there's like, you almost might want to do it on a kind of a dish by dish basis, there might be a couple things that you both really genuinely enjoy eating, it's safe and good for you to eat. And that person just needs a little instruction. You know, they need they need more like write it out, this is how you do it. This is this, by the way will make it the way you like it too. Because you you know, so I would just you know, just get that it's going to be a process

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and just can't stand your ground. Yes. Yeah. And sometimes it's, you're making a dish, and you only want certain parts of it. And they want other parts of it and you can take or or a meal where you're just taking a portion of it, you know, a certain segment of it, and they're having a bigger thing, but just yeah, and probably just information about you know, have written list. This is what I can eat this is what I can't you know, something that's obvious, where there's a list that were so they can and maybe dishes that you know you can eat and they like you know, a list and the resources to find recipes. You know, just make it easy and maybe start with one night a week where they're doing exactly like two

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We make it small. I love this, right? You break it down when time seems like an intimate like a huge task, the best way to deal with it is to break it down into smaller pieces that you're like, Oh, I can do that. Oh, and I can do that. Right? So these are all great suggestions. And here's the other thing is like, don't relate to it. Like making this shift is a chore. How about you make it fun? This could also be something where you start where you're like, you know, I've been wanting to explore, you know, Vietnamese cooking. So maybe we could if they are the person also wants to explore that. I'm just making it up. Like maybe you're like, and let's add some fun new things, right? Like why why not make it fun? And new as opposed to change? That's

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right. That's right. Thanks. So just kidding. Excuse you. I'm not adding new stuff. There's so much stuff this rely on like slide three and slide two, I think.

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Okay, so anybody else that it's something you notice something you've done or something you haven't done? on any of these things, just the simple stuff of scheduling and having conversations.

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I've created more like of my list, which has been good and helpful.

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I went on vacation right after our last one, and then was home for a day and then gone again for the weekend. So I've been kind of exhausted this week, trying to catch up on everything. I'm finally feeling like I'm getting back to, you know, normalcy this weekend, I keep telling myself like, Oh, I need to create blocks of time. And then I have blocks in my own head because it's like, Okay, well, I'm home again for four days, and then we're leaving again for four days. And then we'll be home for like three weeks. So in my mind, sometimes I just get like, frustrated with myself thinking, Oh, well, what's the point of blocking out time when I'm constantly like, if I schedule something for every Monday, and I'm not here, you know, then does that get pushed off somewhere else? And so that's kind of where I have a blocker struggle with.

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And that's, I totally get that. Right. And there will be times when things aren't going the way that you were thinking, especially Google kids, right.

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So all plans are, you know, my mom used to say life is what happens when you plan something else, right. And that's the reality of life. But we still want to create the basic structure that we then adjust as opposed to not having the structure. Right. So it's, this will also be a process all of this is and and look and see. It's really about looking and seeing what you think will work well for you trying that. And then seeing Oh, well. Okay, not quite that. But if I shift it like this, that actually will work pretty well. Right? And,

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you know, play with it.

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Yeah, sometimes I forget that I can change it. And yeah, you know, move it around. And there's nothing, you know, the things that I put in my daily tasks and stuff. It's not like it always happens that way. Yeah. But eventually are pretty much everything gets done. Alright, so, um, and that is something do we, on the call last time?

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Do we do I take you into the Google Calendar and show you what how I set up my daily tasks? I did, right? No. Okay, so we'll do that today. And we'll do that.

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But anything else you go anything you've noticed with this, I, I feel like I allow myself to get into overwhelm.

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I've got I feel like I've just got too much on my plate. And,

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and it's all of my doing, it's not like anyone else created this for me. It's my doing and

34:05

and so I would like some help prioritizing and like, organizing, like, Yes, I can get all and just figuring out what I need to do and what's priority and what's not. Absolutely So both actually using the capture tool and and learning how to use that properly. And I did and the than the daily task thing that we're going to review, those are both wanting in a bit of a more macro way and some of the in the other in a more of a daily way. That's really going to help that because I would assert that that overwhelm family feeling it happens because we're trying to juggle too many things in our head. We're trying to remember too many things to do. And the capture tool is like seriously the biggest gift in the world because it allows you to safely forget things so you're not trying to carry it.

35:00

them around in your head, because you've captured them and you put them somewhere for safekeeping. That makes sense. Okay. And that alone, really, really, really frees up space in your head. And that's, that's probably the biggest thing to help with the overwhelm. So, okay, a process, but yes, this is really gonna help with that.

35:21

Alright, so you go,

35:25

I have so many things going on.

35:29

And then it's like a my computer screen, there's so many things open.

35:39

I need to sit down, and then sort of categorize my project, or my job. And then I'm,

35:50

like, it's time I'm forgetting password, forgetting this or that. So I, I'm

36:00

starting to write down all the, in a putting into one place, right? organizing, yes, like a computer screen, where are my documents, and otherwise, my mind, like, you're saying that my mind is a frog, and jumper that everything, and then not clear I, I need to sort of, you know, clear out my mind, right to be able to do get on to the real task, to some of it is things like that, right? Like, well, there's passwords, and there's, I don't use this program, I keep meaning to check it out. But there's one that a lot of people have called LastPass. And it's basically a, it's basically an app, I guess, and it just helps organize all of your passwords for you. Right. Or I created a just an Excel spreadsheet a year or two ago, and basically put in and it's the spreadsheet itself is password protected. And I do know that password always.

37:02

Because I you know if anyone ever, like found my computer, and because all my information would be there. But having it just makes sense, right? We need so many passwords, and then you need to change them and

37:13

all that stuff. So, so I applied that. And that's really going to help with however you want to do it, whether it's using a program to save them for you, of course, you can save them in your browser, too, you know that that will happen as well. So I think that's really great. You know, it's, that's one of those things that I get that kind of checked off, get that as a habit, and then it frees up that so then you can take on the next thing, right? I make I make a list of in a week I make sit down and write down the things I need to do in that. I haven't been I checking off one by one. And then it has to be very precise. And it's small task. Yeah.

37:57

That's, that's very important. And that gives me you know, accomplishments when it's done. Alright. There's that endorphin rush when you get to check something

38:09

that's I haven't ever done is you do something and you realize that wasn't on your list. So you write it on your list, even though you already did it just so you can check it out? Right?

38:18

Never be ashamed of that. That's just you know, giving your brain good chemicals. Alright, so I'm gonna, I'm gonna move on. And I think it's important because then you actually know how you spent your time to Yes, that too. Absolutely. Right? Because we we so many like you, when you first started, you're like, Well, I haven't really? Oh, yes, I have. Right? Because we'll tell ourselves, we haven't done enough you haven't done anything, get it done. It's not, it's usually not true.

38:47

So, Alright, so let's talk a little bit about some mistakes and obstacles is that inability or unwillingness to delegate, and that's easily mastered the belief that there's no one to delegate to. So we're going to keep pushing the envelope on that. Operating reactively like letting the daily needs of the business dictate your time. So remember, we talked about the difference between what's urgent and what's vital. Right, urgent is a ringing phone. Most of the time, it's not vital.

39:17

Vital is your health. Vital is creating your business to have the life that you want. But many of the tasks of that occur as urgent. So the end that we end up keeping, putting them off and putting them off and putting them off. So you want to you want to make that distinction. Right, when you're looking at what to do or if something's an opportunity in front of you. Is this vital? Is it urgent? Is it both is it neither? Right? To help you make those decisions and then you know, lack of clear long term business goals and a lack of a plan which is why we started out with you know, your, your, your vision, working backwards from there.

39:58

Alright, I'm going to keep going

40:00

Oh, and then being a one woman or one and solo acts, right? So what we want is, you know, over the course of this year, it might be just want, you know, it might just be, you know, like my VA helping you with some tech stuff is a place to start, some of you already maybe have some people that it might, it might just be that there's, you know, one other person helping you. But the idea is to move to where you are, you're, you're, you're not doing everything.

40:26

But you have you do have other people maybe supporting you, so that you can be doing the most essential parts of your business, right. And we'll be looking at that, you know, in specifics over the course of the year. Alright, so we talked about this 10 minute productivity miracle,

40:42

which is the make a list of the actual individual activities that you perform on a regular basis, the things that are flying in the wotnot categories of things, but the things a fly on the wall would see you doing. Right. And like checking email or responding, doing free consults, you know, following up with things, meeting with clients writing up notes, you know, scheduling, your time planning is the thing that you do working on your marketing strategy during your accounting and bookkeeping. Right? Those are things that you do. And then you group them into categories, right categories of marketing category, client care, training, and then kind of look at, which is the category that will act that actually has the right now, because it won't always be the same depending on what's happening in your business. So right now, which is the category that actually has the biggest impact?

41:31

And then maybe the next two, most important, all right.

41:36

So in sky through this process, you have three of your top three, and then you would look at, really what would be the impact on you and your business, if you were spending 80% or more of your time working on only those three things.

41:50

Cuz usually, that's not what people are doing, are usually spending a lot of time on things that aren't having that big of an impact and not enough on time on the things that really are how we produce results. For most people, that's true most of his time. And really give me specific what would those results be? You know, would that be more clients, more revenue, more happiness and peace of mind? Like, what would the results be for you? Right?

42:19

And, and, again, we're going through this quickly as a review, okay. And then you also want to look at the other items on your list, things that you're spending time on, that aren't in the top three, and making this essential? Or is this not really that essential? At this time, sometimes people are doing things in their business that they just because it's what they've been doing for a while. And then it's like, I don't even need to do this, I actually want to drop that I don't want that to even be part of my business. I don't need it. Right? And then if they are essential, is it essential that you do them? And if it's not essential that you do it? What would it take to have this done by someone else? Right, and you may or may not be ready to do that, but you still want to be in the conversation about that's something that I want. It can even be a goal, like, this is something that right now, it makes sense for me to do it. But once I get to this much revenue coming in, or the thing I that then this is one of those first things that I want to, you know, how would I hire a virtual assistant to help me that I know that this is one of the things I want that person to do for me? And can you see how that's just a mindset shift, even if you're not ready to make the shift, right?

43:28

And then you can do that same thing for any activities that are in your top three, even though it's in the top three? Do? Do I really need to be the one that's doing it? Right? And what would it take to offload some of those things? and really look me sometimes a lot of the times again, we are sort of support blind people.

43:48

Right? We have a tendency to and you know, don't take this, if you don't think that it's accurate for you, we have a tendency to feel unsupported because we're all the ones we're always the ones supporting other people. Right? So could it be possibly maybe that there's actually support or resources that are present that we're not seeing right? Or that we're not allowing ourselves to see or they're not, we're not what we don't think we deserve, that we're not willing to ask? Chances are because of the type of people we are, there's some truth in there. Okay, it's good thing to be looking at.

44:22

All right. And again, just remember this being willing to do at all No matter how small, that's a great attitude of like,

44:31

I can, you know, if it needs to get done, and I'm the only one available, I'm willing to do it, it's not beneath me to, you know, do whatever, but insisting on doing it all

44:41

is really going to hold you back.

44:47

And then we just talked about the difference between effectiveness and efficiency, right. So in its most stripped down, effectiveness is doing the right thing meaning like the correct thing, the thing that that will produce the result and efficiency.

45:00

doing it the right way. So you might be working, you might be very, very efficient, but it's not the thing you're being so efficient at isn't the thing that's going to get you the result you want, when you might be doing exactly that, you know, you're working on the thing that is, is really, you know, heading you in the right direction for what you want to achieve, but you're doing it in a really inefficient way. You know, so these are good questions, sometimes to stop and ask yourself, Am I doing the right thing? Is this really the best way to get where I'm going? And if I'm not sure, who would I need to talk to you? How would I find out if there's, you know, something else? And then Am I doing this in the most efficient way? Is there some way that some of this can be automated? Or is there some way that you know wouldn't have to be so repetitive? It just good questions to be up there in your mind?

45:46

And just so you want to make the practice, make your own? And I have a question. And it is this came up? Because this is do you

45:59

wondering what the format of the form is, or whatever it is that you use to send your body code sessions to people? Do you just do a typed out thing? Or do you I use text expander and snippets? So who knows what I'm talking about when I say text? expander? I've heard of them, but I can't I have I?

46:22

Always I couldn't get them to work. Okay, so Melanie can do with that you can use some of your tech hours to do that, because she's done that with other people as well. Okay, so TextExpander is the best $40 I spend every year by far bar none. Okay, what it is Texas Manor, it's a little app, basically, that allows you to create these things called snippets. So a snippet is

46:49

here, I'm going to show you let me let me

46:55

stop sharing my screen.

47:00

Not doing what

47:06

I'm going to show you.

47:12

How awesome is this?

47:15

Okay,

47:16

I just need to pull up like a blank Word document.

47:42

can see this blank document. Alright, so when I'm doing sessions, I find a trapped emotion. And I go, I type semicolon tr, sorry,

47:56

only come to era, and it pops, this little thing pops up. And let's say it was unsupportable, and you semicolon at us, because that's the standard friend supported. And that is age 56. It pops it into the target. And that's done. So that's kind of cool. But they didn't take like that much less time than typing it out myself. Let's go out. Let's go further. Let's say I found a memory field. And oh, actually, so you guys come on, I'm realizing you're not seeing it, you're only seeing the document because of the way I did.

48:30

I'm going to change the screen sharing so that you'll see

48:34

his desktop and stuff.

48:36

Okay, sorry, this, this will explain it better. Okay, so let's say I kind of memory field, I go, I do something called mem because that's my snippet, you have that little thing popped up.

48:48

And it has this whole description of what a memory field is, I was really talking

48:52

about a past memory and develop because the memory is traumatic and very focused on it repeatedly. It's kind of like a rain cloud that stuck in front of you all the time. This energy was from age six, and I just do it this I actually have

49:07

related to that's like a snippet within a snippet.

49:11

Your mother so I've created so some of these snippets you get from discover healing for free, because you're a practitioner, and then you can create your own. I have like hundreds of snippets. I use it not just for my notes, I use it for, you know, my my known traveler number.

49:26

Travel for TSA, I have a snippet for that. And I have a snippet for my husband's down traveling ever since I'm the one who books, our vacations. I have snippets for my URLs as if it's snippets for so many things. And the best thing I love about TextExpander they send you an email every month to tell me how many hours of your life you saved by using text expander that month, like because they'll just be like, you know, it would have taken you this long to type it out. And it's the one last one I got was 12 hours and typically like eight to 10 every single month. Right. I'm gonna save seven, eight

50:00

10 hours of your life every month just by using this, did you see why I say it's the best $40? I spend every, every year it's so what it's like it costs $40 a year to use Texas scanner. So then anybody would do that, right? It's your mother, I this is how I do every field associated with grief, and

50:20

I don't know, sadness.

50:23

And it was moved.

50:26

Past

50:28

semi colon is the thing that gets a new snippet. That's the semi colon is what how I created like, I created the snippet to be whatever I wanted, I recommend you just put semi colon in front of all your snippets, because it's not normal to type anything else after a semi colon. Right. So you don't want to. So it's not that it's signaling anything, it's just that you're unlikely to then get a snippet where you didn't mean to. And it doesn't show up in here.

50:59

Yeah, no, it doesn't.

51:01

It does. Yeah, it shows up. So I'm going to show you. So here's how

51:08

Texas, this is what Texas spinner looks like.

51:11

So I have these are all I have all these ones that are and you can do categories of them. So these are all mostly things that I've created that are either I got from discover healing, and I changed them. But these are all these things like some of them, I don't think there's remembering the wrong category. But it's just so easy to see how each one and some of them I didn't put a semicolon. But they're just all these different things. I mean, Oh, do you remember them all? Well, I don't, there's plenty in there that I created. And I never used it. And I forgot I don't even know it. But the ones that you use all the time you do you just remember, because you're using them all the time. It's sort of like, you know, when you go to the grocery store, and they before they scan, they would have like a three digit thing for each thing. And they found because people can remember that really easily. Right? So you just I mean, I just have 10 I've just got so many of them. I don't know, give me give me an imbalance here.

52:06

disconnection wishy washy.

52:09

That's Yeah, it's it's wi s. And this connection, this is a lower connection between your physical body and energy body area of your use fill in, because you can you can put in these blanks, too, you only have this much connection, all parts of the spirit of it should be as close to 100%. So like that just there, you know, and then so let's say in the area of your brain, and you only had 76% connection that goes in there, and then I have because then that would be something where you would have like, what caused it, you need to clear what caused it. So I have what's included in the snippet is my This was being supported by and then I would just go in, and then I would just credit bowl. And so my notes look like this if there's something underneath it, but it's bulletin, you know, it was created by a trapped emotion.

52:58

I don't know.

53:01

From age, age, and an image

53:08

of yourself sentences and snippets associated with grief and anxiety.

53:17

Right. So by the time I'm done with my second, I'm done with my notes. They're all written.

53:28

Do you usually send people their notes within a minute of deception being over? Yeah. Wow. Okay.

53:37

Yeah, yeah.

53:39

Discover healing. Yes.

53:42

So

53:44

yeah, so if you go to

53:48

all

53:54

you get to discover healing. Under my account, there's this section called practitioner resources.

54:02

You go there.

54:04

Lots of stuff, you're here and checked out with practitioner resources, you should definitely check it out. Lots of good stuff here. So there's some some compliance guidelines, FTC, Federal Trade Commission guidelines. There's your badge, you can download your badge, there's some resource, you know, just workshop this. These are actually, these are PowerPoints that were created for you. So if you want to go give a workshop on an emotion code, it's, it's basically created for you. You can download it, and they have both in Keynote and PowerPoint. And then there's rules about that you can't charge for it. You can't because you don't want to be, you know, discovered that this is more it's not you're teaching how to do it. You're getting a presentation to get clients right. Now, there's a bunch of, you know, there's like little elevator speeches and, you know, disclosures and stuff that you can do, and then here, text expander snippets. So what you do is you click here to get

55:01

Or I can send you a link for the the way to sign up for it and it's $40 a year.

55:07

And then when I'm not hearing you an o, R, I'm not hearing you.

55:13

I can hear you. Yeah, I can hear you. Okay. So Annabel, other people are saying they can hear so Okay, now I can hear you. I don't know what happens. Okay, so you download the thing. And again, that's a paid thing, it's $40 a year. And then they're giving you for free because you're a practitioner, some premade emotion content that somebody code snippets. And then it's pretty, there's actually videos here telling you exactly how to do it. So go ahead and do that. And then still having problems with it. And let us know you can use some of your time and Melanie and she can help you set it up. And then you also can just create your own right, like I said, You know, I got all kinds of stuff, like when I,

55:56

this is when I created.

55:59

It's the name of my facebook group, because I typed that all the time when I'm telling people about it. And that's the URL to my Facebook group. So I don't have to like, look it up. And then I created one called war lssc. That's just the, you know, URL to my website, because I get I type these things all the time. Like, I'm like, why should I have to take that time when I can just create a snippet for it?

56:20

Right?

56:23

Here, this, this is like the best.

56:26

It's like I couldn't live without it. I can't believe how it's like insanely cheap. For what

56:33

question? Can you use any kind of document? Yeah, it'll type it into an email, it'll anything you're typing into, it'll just pop it right into that. So it could be an email, it could get you a URL, like you're in the browser bar, and you just type in the URL that you want to go to. If you've created a snippet for that it could be in a Facebook post, anywhere, it doesn't matter what you're typing it into. Yeah.

56:56

Yep, it doesn't matter, I'm on a Mac, it doesn't matter, you can put it in the add in or it can be literally anything you can type into. Basically, I should say, there's a few things I found where maybe it's like part of a, even like a login and stuff is to like, where it's been like a super secure kind of form, where it doesn't seem to work. But it's like,

57:15

you know, very, very, very few places, it doesn't work. And you can get it

57:23

right

57:24

on your phone, and it syncs and so you can use it for texting, too. So you can do the same snippets, you just feed up periodically resync it if you've created new ones, on your desktop, then it won't, they won't show up on your phone until you have to like sort of log out and log back in. And then it'll resync but see all of my, all of my categories of snippets are on my phone. Also. I don't do that for notes, but I do it for other things.

57:53

And it's the best.

57:56

The best thing ever. Literally, I'm done. When I'm done with my session, I just do a quick little check.

58:03

And, and I'm done. Right. And I also just throw talking about notes. So I

58:11

we still skip or we still sharing? Can you see this? No, no, no, I don't remember if I stopped sharing or not. I guess I did. Um

58:25

so what I do

58:30

how I handle now like if it's something like this, like a disconnection or shocker or something where you it's, it's gonna have sort of things causing that. So I do like this. I think that's the thing that I my standard things this is being supported by and then a bunch of things, whatever, maybe there's another trapped emotion, I don't care, whatever it was

58:51

lack of control from age nine.

58:55

And then when I've gotten everything, then I do what I do like this will actually there's in particular through this connection, there's a thing that's already made it that you now have 100% this connection 100% connection like that you and I just like to italicize that or if I do

59:17

let's say it was the chakra, right? imbalances. The Heart Chakra explains what it is, then I might have several bullets. I don't know. I won't bother doing them here. But let's say then I had some bullets.

59:34

Sorry. You can do bullets on a Mac by doing option eight, by the way. Oh, that's what I was wondering.

59:41

Yeah, I should watch it on a Mac. It's option eight. Sorry, I'm being weird because I'm not actually typing anything. So let's just pretend something. But let's say that I'm done. There's no more than I would just put and then I have I have a snippet for CV. That's for shocker balanced. Right and then I like to just then italicize that because then it sort of stands

1:00:00

out in there, I was there as they're scanning down like go disconnection. Oh, that guy handled chakra the chakra balance. So that I like to do my notes that way, because I feel like it's very easy for them to leave. Here's the thing, here's the stuff that was underlying it. It's all handled. Here's the thing, here's what was underlying it.

1:00:18

It's now like it's

1:00:23

discovered heating

1:00:26

already made is it also include those spot that you will insert? Yes, they need a whole bunch. And then I've added a lot I get done, and they need them. And also, as far as I know, I don't think I've done any new ones recently. So for example, there's stuff that's new in the new discover healing app that isn't in there, like all that there's only in there snippets that they give you. There's no

1:00:52

why. But there isn't all those other will things. So I've had to create my own for that. But that's, you know, the just, I just sort of creative as they come up for people. I'll be like, I think that means this and then I'll create a snippet for it, and it's good. But seriously, TextExpander is the best thing ever.

1:01:10

Right?

1:01:13

So I would recommend you go ahead and download it.

1:01:16

And see if you if you can get it all, the instructions are really quite clear. But if it's not working for you, if you're struggling with it, Melanie's has helped other people get that set up. So you can do a session with her and she can, she can help me do it. Okay. As far as Do you save them?

1:01:35

Save the snippets. Save your records.

1:01:41

Yeah, people sessions I like Yeah. And one of the reasons I use the CETA as my scheduler is because if you're doing the it's like the second level up, hey, have it a payment plan of it? is it's it's HIPAA compliant. I'm not saying this I have to be but I just think it's smart to me.

1:02:02

It's up to you whether you want to do that or not. I mean, I do think we need to be HIPAA compliant. I just think it's not that likely anyone's going to go after you. But just in case, I figure it is a practice. So I'd rather be HIPAA compliant. So then you you upload it to the CETA. And it sends them an email with a link to it, but it's actually being held securely in the theater. And then you Oh, so they only get a link, they get an email with a link and they have to click on

1:02:30

login and that way, okay, download it. But that way i if i if you just email someone their records, you're definitely violating HIPAA.

1:02:40

And what and probably, you know, HIPAA as the US rule, right, in most countries have something similar. And most people just do that. They're not even thinking about it. Most energy healers, you're probably fine. But technically, you're I mean, you would definitely be because it HIPAA isn't about whether you're a doctor or not. It's about people's personal information. Right? It's not only doctors who are bound by it. So that's why I like to do.

1:03:08

I like to do it through this. It's one reason I just see that works well for me.

1:03:12

All right. Well, that was

1:03:14

fun conversation. Diving into a bunch of stuff. Again, efficiency, doing it the right way. Right. Our notes are the thing you should do. Yes. are doing them by hand, not the most efficient when you have a tool like

1:03:29

Texas Spanner.

1:03:31

D is right. So. So yeah, I would recommend you guys dive into that. And let me know as you have questions, as soon as you start playing around with it, but you'll fall in love with it. Like I said, I just I have, I have so many things, I use it for way more than just my notes.

1:03:46

Alright, now let's talk about the capture tool. So then review what it is right? In some Institute or systems usually more than one thing for capturing your ideas right away. So you don't have to rely on your memory because we're spending we're

1:04:00

expecting our memory to do more for us than it really should. And we're well. Okay, so notebooks are great, a phone app is great. A computer document can be a you know, can be a thing depending on your at your computer doing voice memos. And you know, you might have more than one you might, you might when you're at your computer, just use a like a Word document as your capture tool for the day. Or as a longer term one, but then when you're out and about you use the app on your phone, or you bring a notebook with you or maybe you just always have a notebook with you and you always you just have one, whatever works for you, right? You want to try out different things and figure what's working for you as a capture. Okay, but the idea is that you have something that's always available because you have ideas, you know, you can have them any time right?

1:04:53

When you want to be able to capture them so the other thing is don't just use this for the business if you only use if your business like why why

1:05:00

Would you first of all, this will change your life. So use it for your whole life. When you think of, you know, a new restaurant that you want to try, when you think of a place you want to travel to someday, maybe you think of someone tells you about a really cool healing training that they did. And you're like, Oh, that sounds cool. I want to you know, I, you know, it's not something I'm going to do right now. But I really want to check that out, you capture it, right? It's really, it's anything you want to do anything, you have to do anything, you you need to learn about it, whatever.

1:05:31

Like I said, everything you think of that you want that you need that you want to do that you want to explore research that you want to create all of it, everything.

1:05:39

Okay?

1:05:42

And how did that? So that's, that's what it is. Now, how do you use it. So basically, soon as you think of the task of the thing that needs to happen, or the thing that you want to happen, or the thing that you want to do, or the place that you want to go, you capture it, you write it in the notebook, or you say it into your voice memo recorder, you type it into where we're born, you know, in your computer, you text it to yourself, that's one thing I'll I'll do sometimes is I'll find out in about, I'll just send myself a text to do that. And then I know when I get home, I can put it where, but whatever works best for you in the moment, and it will take some sort of, you know, trial and error fit. And it could change over time, like I used to.

1:06:22

I used to carry a notebook. And now I don't really do that, partly because I'm home, I mean, I'm home, pretty much.

1:06:31

Not that much.

1:06:33

So you know, just my like, a lot of times I may I'm in front of a computer, so I can just, you know, I use the computer itself as my capture tool, a lot more than I did say, you know, 10 or 15 years ago.

1:06:45

So, the capture it, and then you need to empty it, I would say at minimum once a day, you want to empty it. So the question is, how do you empty it? And what the heck do you empty it into? Right? So this is where you really are creating your own customized personalized system to make your life look so much better. Okay, so what how you get what you want, and to really depends on the item captured and what you set up, it's gonna take some time to optimize but examples, some things can be scheduled right into your calendar. Right? So an example might be,

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I don't know,

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the grocery store,

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or you know, or it's something that can be called or can't, like, when you look at that item, it's clearly something that could just be scheduled.

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Right? It could be, you know, call my brother.

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Alright, I'm going to do that tonight. The new column, I keep forgetting to call him, I'm going to call him tonight at eight, that usually is a good time, you get to schedule it. So you don't forget again, right?

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So something things can just be how you just empty it right in your calendar. Some things, it's more like, it doesn't necessarily have to happen at a particular time. But you want it to happen, you know, in the next few days. So you would put it on your task list for today, or tomorrow or a week from now or whatever, we're gonna get into that a bit more. Okay. So it's not something that needs to be scheduled at a particular time. It's just like, yeah, I want to get it. I definitely want to do that by Thursday. So let me let me put I'm going to put it, you know, in my task, like for Wednesday, Thursday,

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some things is put it in a task list for a way out, right? So for example, I think I gave you guys this example, like every year, we, when we sign up, it's usually every year, sometimes it's a two year thing, our local sort of cable phone internet company, and we you know, we see what's the best deal. And that's usually for, you know, some kind of contract. So for the next year, you get this rate for this bundle, right? And then, at the end of that year, if I don't go back and see what's the new offer, it's just going to go up. But if I go back, and I say okay, my current offer that you got me last year is about to expire. What do you got for me this year?

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So what I do, whenever I when I sign up for the Yeah, that's good. Yeah, we just want we don't need phone, we just want internet and cable and cable bla bla bla, bla, bla, we get that set. Great. Then I immediately go and I put,

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I create a task for about a year, like maybe 11 and a half months ahead and say, call it call the cable company. See what's our next video. And then I can forget about it with impunity, because 11 and a half months from now, that task is going to be there and I'll be like, Oh, yeah, it's time to call it time to call them again and see them drag. Okay. So just so you use that for trials as well like if you decide

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to try another free trial or something and they're gonna end at some, especially within the order

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Automatically charged me in 30 days, I will usually like I might do it like a week or at least a few days before to remind myself. So to like, I need to decide, do I want to continue this or should I cancel it, and then I can forget it. See the beauty of being able to forget something, it's so great.

1:10:23

So that would be another thing. It could be something that you put on a list. And this is actually a lot of times people don't do this. But this is so important for the list of future projects or things you're interested but you're not working on now, I think a good sort of rule of thumb is it let's say it's something like I said, like it's a train and you're like, Oh, that sounds really cool. I think I'd like to study that sometime. But realistically, you're not going to do anything about that in the next, you know, like three to six months, you're like, that's it someday down the road, I think I'd like to take that training, but it doesn't make sense for me to look into it.

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So you could like if you're really thinking, Oh, six months from now, I'm gonna want to do that you could put it on a list, or put out a task list for six months from now, hey, go look up that thing, you could do that. But if you're really like, I have no idea, when I'm gonna have time to look into this, what you could do instead is created a document.

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That's called trainings I'm interested in, or something like that.

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And then you just put it there.

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And then you just say that. So what I would, here's what I recommend, in the days of computers, right? Like, none of this needs to be in a filing cabinet at this point, right? I mean, if you'd like it to be in a filing cabinet, that's fine, you can still do the same thing. But here's what I recommend. I recommend you create a folder in your computer, like in your just in your documents. And you call the folder, stuff I'm interested in.

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Just very general stuff, stuff, anything I'm interested in, okay. inside that folder, you're gonna have some sub folders. So one could be trainings, I'm interested in

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places I'd like to visit, that'd be another great folder. Right?

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skills I want to learn. I'm just making stuff up, I don't know. But like they're all under this category stuff you haven't you have an interest in it, you think it's something you might want to do some time, but you realistically have no plans to even look at it anytime soon. But you can put it there. And then you know where it is all that stuff is in one folder, and then in one of the subfolders. So when you're, you know, maybe eight months from now you're like God, thanks. This has gone great. Baba, Baba, I really think I'm ready to take on a new modality, I actually want to learn something new.

1:12:44

Instead of having to go like research a bunch of stuff, you can just go because you might have put three different things in there. In the meantime, you can be like, Oh, yeah, all three of those sounds really cool. Now I'm going to schedule some time in my calendar to go research those and figure out which one I want to do. But you didn't have to try to remember them, you put them safely away. Because, like in this

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I say something Yeah, like, like just real quick. The other thing I like about this, it's kind of also it's cut, you can also call it instead of stuff I'm interested in could be like your dream folder, you know, dreams and goals folder, it's like this is this is where you can put that you really want to go to Machu Picchu someday, right? So like just put it there. It's It's It's like It's like a hold safe, hold that holding place for stuff that you know you're not ready for, but you really are interested in and it's there. And it's like, you know, sort of honoring that in a way, right? So there's something I think energetically really great about it. What are we going to say and

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let me see. I'm just going to find this back you can hear

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what I have done is I've created a folder called capture it

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and I've chucked in stuff there for my homepage so far and what's been happening is that it's I've been sending that off as i as i get it done. Okay, great. And it's just been going but I love the one about the trainings and stuff that I'm interested in that

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I don't even have the bandwidth to decide how interested I am right now. But I know like be interested so I'm going to capture it and then it'll be there for me to like research at later and

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books.

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I have I have a list of books and I read voraciously I read all the time, but I you know there's times I come across a book and I'm like I'm in three three books right now so I put it on that list of books I want to read that's a great one. movies I want to watch Yeah.

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You're like saying that well, you know, we want to watch a movie Yeah. What do you want? You spend half an hour trying to decide what movie to watch when when you if but what if you I mean that you know you kind of have like your lists on Netflix. But you know, I'm saying it's like it just this is a place to put stuff that matters to you without having to decide in the moment exactly how much it is.

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matters

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later, when that's more relevant? If, Okay, that makes an awful lot of sense. And you'll probably you know, you'll find your way with this. What do you want to have folders for all the time? Okay. So, alright, just to continue. Another option might be, sometimes you want to delegate it to someone else, right? There might be something you think of doing. And you're like, Oh, you know, I think I don't know why I keep using the plumber example. But it might be that like, Oh, we really need to call the plumber about that. And but it might be like,

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Honey, can you call the plumber. And just

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because maybe, you know, they know more about that, or whatever. So sometimes you just you thought of it, but it didn't have to be you to do it. Right. And so you, you ask somebody else to do.

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Although if you do that, I recommend that you then put a task maybe a few days out or whatever is appropriate to check back with them to be follow up with honey.

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So when you delegate, it's a good idea to have something in place to follow up.

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All right. And then another thing is to schedule a time to research it or look into it further. Right? So let's say there's something that you've, you've thought of that you think would let's make it about your business, something you've heard about, maybe it's like a program or something that you're thinking might be really helpful in your business, but you don't know enough about it. Rather than just putting it off, or whatever you could do is you can schedule, do you not scheduling get the program? Because you don't know yet you're scheduling, I'm going to first get put an hour or half an hour on my schedule to research ABC program.

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So and then once you've done that research, then you'll decide is this something you know that I need to schedule something for that I figured out? It's not for me? Okay, that's another way you could answer the catchy tool. So what would have been in the capture tool was checkout ADC program. And how you emptied it is a schedule a time to research.

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Another great thing is into a meeting agenda, or a list for a specific person. So I gave you guys an example. So I have Brad, who's my amazing tech guy and his whole tech team, actually. So I have a list that it's literally the list is literally called the document is called Brad list. And so when I think of something that I know, I need to ask him to do for me, or I need to ask him to show me how to do it, or I have a question, I need to check on something for me, I sometimes I just send him a message right away depending on what it is or how urgent it is. But if it's something that's like, Oh, I just want to make sure I asked him about that next time we meet, I just open up the Bradley's document, I put down the item, then I save the document. And then the next time he and I need, I think, oh, when I pull up that document, and it's right there, so I didn't have to remember it, because I saved it in the appropriate place. Okay, so that's, that's the list first person, then or a meeting agenda is kind of similar. Similar. It's like if you have a you know, if you if you have a scheduled meeting with someone, and you know, there's something that you want to

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that you want to talk about, you could go, you could put that into the meeting agenda, which could look like if it's a if it's a Google document, and if it's a Google Calendar, you can just open up the Google Calendar thing and in the notes section, just pop it in there. And that way, you and the other person will both see oh, you know, then we're going to talk about that. Or it could be any way that you would do an agenda. That's a really, really, really useful thing. So here's one way you could do that. You could, if you if you're next, let's say next week, you're working on something with your business. And you're like, I really need to ask Dan about that. So you could you could have an analyst. Right. And or you could add it to the agenda for this meeting. Right? I mean, I don't know if it makes sense for you guys to add it to the Google Calendar, because then everybody would see it. My that might not work so well, right? Because if you went in and edited it, it's going to edit it for everybody. And if you want to use it, at least the zoom link back, but you could have your own separate thing, or just have it be like your analyst. Okay. And did you have a question? Yeah, I wanted to say, because one of the things I am in this committee, right, and I'm the secretary in the committee, and I'm fairly new to the Secretary thing. I've been doing it for a couple of years. But it's like, I've not really known the rules. And I haven't done the homework to check what the rules are. But I've been learning them intuitively getting tips from here and there, and I'm getting better and better at it. But I still forget because you have these big meetings twice a year. I still forget every time you know, what was it I was supposed to do after this meeting.

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what's what's the procedure? So what I've done is I've started

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I have a file in our committee, we have a Google Drive thing. Put that in the the secretary file. And in there I have routines. Yes. So when I've done this meeting that I do this, this, this, this this, and it's all in that order. Yes. Oh my god. So that is

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a result of this. Good. Yeah. I wanted to do it for years, and I just have not got round to it. And don't have your head now. Yes.

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Right.

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It's in your head. Oh, man.

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You guys, this starting to get a little more clear. Now you're gonna, you're gonna want to go back and review this.

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It takes time, I've been doing top capture tool for 20 years. Right. And, and so you know, there's a reason why I've been doing it for 20 years, right? Because it really works. Makes me I would never want to not do this. And, yeah, it takes some time to figure out what works for you.

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Alright, any other questions about capture tool before we move on to the next?

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And then that was since nobody else is seeing anything. Now.

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Over here, we've got something called a year, a wheel, you have something similar?

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Not by that name? No. So what you do is you put in, it's sort of what you were talking about before, but when there are things that you know, are going to happen every year, right.

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And, and in certain sort of tasks that they're going to happen every single year. So shedule them shedule them ahead of time, yes. So that it's not just being able to forget them, it's more like being able to plan for them. So there Yes, as you're ready for the great thing about a digital calendar is that you can do recurring things. So you can say, you know, on this day, every year, do this. Or on you can also do on the third Monday of February, every year, you can do like Google Calendar and other calendars will have similar things where you can set something up as a recurring appointment or recurring task. And that's, that is a really important thing to do, when you know, it's going to be the same and you got to change if it changes, you can still change it. But that is one of the things that digital calendars have. That's way over having a just a paper calendar, because you can't just like a paper calendar, you'd have to, you know, manually add it each time. And there's there's benefits to both. But I do love that facet of digital calendars is that you can schedule and you can schedule a series of things, and it does let you do things like this daily, or weekly, or monthly, or the second Monday of each month or the 13th of each month. But like all of those are options, depending on what the thing is. Yeah. And if I'm gonna have a workshop, then maybe a week ahead, I'd want to be at this place. And a month ahead. I'd like to be at this place in preparation for so you can put those things in place as well. Yes.

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So getting right, anything out about the capture tool,

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right now.

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Okay.

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All right. So we'll keep going. So now we're going to talk about the daily tasks thing. So this is this is also getting into what you were talking about at all in terms of like,

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prioritize, and you can see how the capture tool helps you prioritize things because it takes away clutter. Right? It's one of the one of the things that does something just have the clear head, but the daily tasks exercise. So this is what I recommend that you do. And some people are more of night before people and some people are more first thing in the morning when people are some people like to do both. Okay, but you want to look at your schedule, and look at the tasks already waiting for you.

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That you might have already pre scheduled for the day like maybe two weeks ago, you said you were going to do something tomorrow, right? So it's already in there.

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So you want to look at things are waiting for you. And then also you want to use your editing your capture tool, so you might be adding some new things. Okay. And

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as a good rule of thumb, nothing remotely written in stone about this, okay, but just like it's a rule of thumb, the end of our enter and if not your top tasks for the day and I recommend typically it's no more than six. Again, not written in stone, some some days it should only be three because they're really big things. So this isn't an n be clear, okay, this isn't your appointment, it's your appointments or appointments they have to happen at a certain time. These are the tasks other things you want to get done during the day separate from your appointments.

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Okay

1:24:58

and then you

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You're going to so this is really important that you do all of this, okay? Identify, these are the six most important things. And if there's more than six, you probably are going to want to move some off, but not not necessarily like, again, it's not written in stone. This is so important, this is the piece most people forget, we're going to look at each of the tasks, and you need to estimate estimate and write it down how much time you think you don't take, if you don't do this part, this is why you have that experience of something moving from your to do list, from one day to the next to the next to the next, okay? Most people are terrible. At this, most people are not good at estimating how long something will take them. Most people most of the time, underestimate how long something will take, you won't know until you start doing it, and you'll learn how good you are at it. Okay, so then you'll just be like, oh, turns out, I'm not so good at this. So this is a scout, so then you're gonna just keep doing it. And as you do it more and more, you'll get way better at it. And it's a really valuable skill in life to actually have a really good sense of how long something will take you. Okay. And then you might need to just adjust it needed. If your tasks, if you're looking at five or six things, and you're and you're like, that was like a half an hour, that's gonna take 90 minutes, and you realize how to get all these things done, it's gonna take five hours, and I only have three hours available. Well, guess what, it's not gonna happen, when it's not good to notice that at the beginning of the day instead of at the end.

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Right. And so you may need to adjust and move that. Okay, so after you've estimated the time, then I want you to say sorry, and then take note of how good you are at this start to notice, you'll get better, you'll get better at it over time, okay, and you'll learn from the practice. And it really is a very valuable life skill to be good at knowing how long it takes you to do different things. Okay, so after you've done this piece, and possibly move some things, because you realize that can't possibly do all of these things today. Okay. Then you prioritize them.

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Why do it in that order? Because what's the point in prioritizing them and that's only then to find out, you can't do them all, like, let's get let's be realistic. What you can do, now, I'm nothing is done interact, when you're making the decision. Let's say you're realizing I really can only have time, I only have room to do four of these things. I need to move some, there's a little prioritization happening right there, and you're deciding what to move, right? Because you're not going to move something that you know, actually has to happen that day. Right. So, but generally speaking, make sure you're assessing that before you're prioritizing. And you can refer to your top three list of categories, right from the time in America to help you and your priority, like what is the really most essential, what's actually not nearly urgent, but also vital. And also, you know, what's urgent?

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Look at what's most urgent, look at what's, what's more time sensitive. Okay, so prioritize them, and then actually schedule them for the day, leaving what you think is the appropriate amount of time to complete each chart. Makes sense, right? So instead of it still just being a list of things to do, now, they're actually scheduled in your calendar. Now, is it always gonna go that way? Yeah.

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Just tell you do not, do not, do not beat yourself up. If it doesn't then go that way. It won't always. But sometimes it will.

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And sometimes it'll just be kind of close to that, in either more is going to actually get done when you do it this way. The bottom line, okay. So the other thing we have a tip I'll give you is whenever possible schedule the most impactful and or the one you don't like doing earliest in the day, right? So if it's something that it's like, you find it boring and tedious, or it's confronting for you, but you know, it needs to get done. If you can schedule that for 9am or whatever, get it done. And then the whole rest of your day is like so much better. Because it's all that piece is already done. Versus it's like

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it's I'm tired, it's 630 I still didn't do it. I'll do it tomorrow, which is what usually happens, right? Really just like get just get it done. It's done. It's over

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or find somebody did

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they really your whole day will be better. You know that feeling right? When you feel so much better when you got something onerous damages done, and then you're just like, okay, now I get I get to more have more fun the rest of the day and

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I'm having difficulties because, like one of the things I need to get done, the two things I need to get done. One of them is pure enjoyment, and when I get aren't gonna cramp in my leg, ah, one of them is enjoyment. It takes time and when I get into a groove, I can't

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Stop. So that's, that's fine. But it means that everything else get, I don't get my sleep or whatever I'm translating like crazy. And oh, and then it feels so good when I'm done.

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But the other one is to actually do the official stuff of starting my company. And, and I have it as a reminder in my calendar every single week.

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Every day I wake up, and it's a start.

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So they did, I went out, I started filling in the forms. And then I got to the place where I was told to categorize my company. And I can't find a casting, right? It's like, Oh, I just bumped into a wall right there. And I mean, I just, I just did something else.

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Yes, sometimes there's things like that there's, there's pre chosen categories, usually they have some kind of other category that you can choose, in terms of, if you if you're because obviously don't want to say your medical doctor or anything like that. If there's something in the realm of health or wellness or a good a good catch all is whatever the Swedish version would be for consulting. Yeah, yeah.

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Yeah, if you can't find anything else, just use that. No one's gonna really care. Not so as long as you don't say that you're like, a medical professional or something. Someone might care about that. And even that, but yeah, so again, but doesn't it feel? You know, it's like, yes, it really, really helps. It's no fun. That experience, you say like, every day, we've all done that, right.

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You know, and we keep putting it off. And it's, it is draining your energy to do them. Okay. So it's sometimes it's just like, just get it. Right, just do it. Yeah. And and then you're like, done with that. You don't have to set up your company. Again, you set it up? It's done. Yeah. So quick, little summary of this piece of what we've done right is, how much time a great finding in business, what structures and agreements need to be put in place? I'm looking at the time, you know, what are you spending your time on? That's really what that is? And how can you use your top three to schedule your time in the most effective way,

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looking at what needs to be done, and what is it that actually needs to be done by you, and what can be done by others.

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effectiveness is doing the right thing and efficiencies, doing it the right way. Making that practice of like making that distinction for yourself.

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Capture tools, find one or more and just start using them for your whole life. Start practicing emptying it

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directly into your calendar into a task list into a scheduled meeting agenda, I'm going to do the task list thing for you a little bit more for you guys.

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On a list for a person into the future projects or travel, I want to do trainings, I want to take list, and you will come up with some other ones for yourself as well. And then for the daily tasks, pick those six or so estimate the time, see how well you did at that, then prioritize them, and then actually schedule them into your day? As much as possible. Okay, so

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what

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did you notice? What questions do you have? How, where are you guys with all of this?

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This is all good. If you use it.

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And don't

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don't like you're not supposed to be like using all of this all at once. I what I really recommend you is pick one or the most two and really start engaging with it. And then as you get better at that, you can start to add in more. Okay, because this is literally about how you spend the time of your life. Right? And that's not going to change all at once, for all kinds of reasons, right? I'm gonna stop sharing so we can see each other.

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And this is the stuff that that works, that makes a huge difference to shift how you're spending your time what you're spending your time on, so that you can create the results that you want because as we've said before, right, our lives are perfectly set up for the results to produce the results we already have. We have to structure them differently to produce the results that that we want but don't have yet right. So and I like I also want to hear like if you're like if anybody if you're if you're feeling confronted or frustrated or anything like that, that's let's you know, let's talk about that too. Right? We made it we need to do some clearing

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because it's It isn't easy to make change

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or at least me habit like it's not easy, right?

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I

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do feel

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it's an underlying,

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what is my priority right now is my priority.

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starting my business, and then which business? And also,

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you know, I put all of the stuff, you know, there's so many courses that I bought that I wouldn't love to study. And so, but I put all of that aside, I dropped some things, and

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I think looking at the things that are

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what's really going to support

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what I'm doing, what are the things that are gonna support and so that's,

1:36:15

uh, you know, I have some lifestyle things that I'm doing, but also things that support me on a different level, I'm taking up a course a year long course as well about using creativity to

1:36:32

bring who I am into my

1:36:37

business. Awesome. No. And so it's like, oh, my God, that's the thing that gets thrown under the bus. No, I don't I don't

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you know, I just go to the meetings, and I don't do anything in between. And so

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anyway, yeah, no, I got that. So what you want to do is look at these, these different tools that we've talked about, and and

1:37:07

even just one of them to support that, like, that's something you know, you want to do you want to be engaged in that program? So how could either whether it's using our capture tool, or daily task list or blocking your time there, how could that be used to support that goal for you? Right? Like, don't get, you know, it all seems so big. So you want to break it down a little thing? Like, okay, how could How could I? What could help me do that? Right. Right. And, and then as you and that's how you're going to build the skill of setting your whole life up in it's in so many different way where this in the me, so it's like anything, there's a learning curve, right? So right now you have to learn how to use your capture tool. But once you've really learned that you've gotten good at it, it's not it's just something that supports you have an amazing life.

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And the learning curve, I can definitely see how this could be effective.

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It's it's

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it you use it in conjunction with the calendar. And I've been I think I've been using the calendar fairly effectively.

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But I think prioritizing is a whole other.

1:38:21

It's a whole other elements. Yep. So yeah, anyway. So

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I don't actually don't remember that I don't think I showed you guys this.

1:38:34

So I'm gonna show you how I or if I did it, we'll just review it again. Okay. But I want to show you how this is what I recommend. It works really well for me for how I manage, like just the individual tasks of my life. So

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let me second,

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I just need to

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pull up a cat on. So I'm going to show you how I use the task function on Google Calendar. And you can do the same thing with Outlook. I think you can do the same thing. I think there's a task function for Mac calendar if you use that. So let me share my screen.

1:39:15

This is something that really will make a big difference.

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Okay, so this is a Google Calendar, right? You'll notice there's nothing in it. This is not a Google calendar that I use for my life. That's why I'm showing you that because you know, you know my clients names if we

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want palata actually is, but every every gmail account you have has its own calendar. So you have if you have more than one gmail account, you have access to a bunch of calendars.

1:39:44

Right? So and there's this task function. So over here, there's a few different things lose like map the, you know, the Google Maps thing. This is not sure what that is actually keep. Oh, it's like a note taking thing so you can use that. I don't use that.

1:40:00

And then there's this tasks thing. Okay. So if you click on that, it will pop out. And you can do tasks. So you click Add a task. So let's say, I've captured something in my capture tool. That's something that I should do this coming Friday.

1:40:22

Let's say I've spoken with someone, and I need to follow up with them. In a couple days, they're thinking about whether they want to do something or they're going to get information. So what I would do is, I would open up this task, and it would not be follow up with Sue. Okay.

1:40:39

How I do it, is I name the task the day that the task is happening. So I would name it seven, two for America, we do my first

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and then I go on date, time, and I

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seven, two, so that I put it in the calendar thing by doing that, because just by naming, I could have named it call suit, right.

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All right, and then in details than that, I would put in our follow up.

1:41:14

Oops.

1:41:16

And if it made sense, I might put her phone number right there. She's in my phone, I wouldn't bother. Okay. So

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then that's done. Okay. Why do you do that? Okay, why do you date the seven as the TAs, because

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anything else that I also want to do that day also goes in the side the same task. So let's say I also want to do,

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I also need to work on my new marketing campaign, I'm looking at that. And I'm like, you know,

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I'm saying that.

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So that way, there's only one task each day.

1:42:01

And

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they're all in one place, but they're separately listed. So then I could add in that, so it's, it just organize things, it organize it in such a simple way. Because if I had is created as a, as a task for follow up, so a task for Canada, marking paint, and a task, and I had 66 different tasks that day, and there's like, you know, the 1000s of tasks there were time. Whereas this way, it's only one task with these sort of subtasks. And it's much easier for, like, partly just visually, it's pretty easy to it's really easy to handle it that way.

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So another thing might be, let's say as I'm, so if you were looking at my real calendar,

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actually, let me a second.

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I'm gonna just, I think it'd be good if I can show you this. Okay, we can do this.

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I don't want to show you my calendar calendar, right. It's like kind of a joke confidentiality thing. But I forgot if as long as I have this appointment open, and that's all you'll see. Okay. So this is my real calendar, it's just this appointment that we're in right now is what's open. So you're not seeing my calendar, but see the task list. Okay, that's my task list. I just got stuff going out to that's like,

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I didn't put it into that. And so, so let's say I'm working on something.

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And I realized, you know, three weeks from now, I need to, I need to go look at that. Again. I would just open this up. And I might already have a task for three weeks from now, which because I would just open up an ad this or if I see I don't Yeah, I don't Well, actually, that's about three weeks from now. And I feel like yeah, that's because sometimes it's like, I just need to do it around that time. I just don't forget it. And other things like no, it has to happen on that day. But then that task is just there. Right? And it's just all this stuff. It's like I haven't had to think about any of this since I put it there. But then when 630 comes up today, there's stuff that it's just like, oh, okay, that's the day I said I would do this. So making sense.

1:44:08

Yes. And I just want to let you know, I forgot my cord for my computer and it's low so I might just disappear. Okay, so you know, okay.

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All

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right, well know that that wasn't you choosing really so yes. And so I recommend this if you I know it might seem a little weird as I go credit but don't know it's like just it's a task. If this is you're essentially creating your it's the task, it's your task list for that day, and just put everything in there. So I just named it the name of the day and then you do have to

1:44:46

sorry, that you do have to go in under that and select the DAG in order for it to pop up. The reason this is showing today

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is because I did that

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You know, see, I was looking now there's like, oh, why is that way? This is because I did I made a mistake and I put it on, I put that in for 711. And then I didn't do this, I didn't

1:45:10

do that part. And now when I do that,

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now, it's here. That makes sense.

1:45:18

So you have to say what day, you can actually do not just a date, but a time. But to me, that's what the calendars for. So I don't bother doing that this is just a way for me to organize my task list for each day. So and how did you do that? How did you make it, put it on this specific day, I clicked on this, and then selected the day. So So is that underneath all of them. So when you create a task, so just like that, you go add a task. Okay, and so it will do this, and it starts out.

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So it has, there's three things you can take into.

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So that's where I would put, you know, some date, some I would, you know, yeah. 13 or something, then details is where you would put your individual things. Unfortunately, you can't bullet them. So I just always make sure I started with like a

1:46:14

letter, or you could do a dash, I just, I usually just make sure it's a capital letter just that way. So I'll see it's the beginning of a new thing. But also, again, let's do and so that's where you would name it. That's where I put it things, I can it now.

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And we select that date,

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right, click Cancel, because I don't actually have to call Sam that day. And then when you're done with it, you can market companies to different things you can do, you can just delete it when it's done. You could do if you click here that marks it complete, and then it saves it and you have all these in a separate, you know, below all these saved, completed tasks. I don't do that. I don't feel like it's what I need. I just delete it once I'm done with it. But you can do that if you want to. If you feel like you want to have a record of what you did when, for example. Yeah, for example, if somebody says, but you didn't send that to me, and I can say, Well, you know I did?

1:47:10

Yeah, exactly. I mean, not that it's really proof because you obviously cannot just know, but it couldn't be a way that you can check for yourself.

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So you may want to do that I don't but absolutely feel free to do that, if you think that's gonna work out for you.

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But it's just it's sort of like so, in doing this. This is probably the number one thing I am doing my capture tool into. Ah, okay, so that's what I'm going to show you, between, or between the calendar itself, like sometimes I'm scheduling, call that person at 930 in the morning, whatever, or the task list, call that person sometime that day, just like casue. between those two things, that's probably 80% Plus, or more than probably more than that, where I empty my capture door into.

1:48:03

Okay, I'm still wondering, when does it means you actually have to go in and look at the tasks. You have to open it up. Yeah. Yeah. So you begin your morning or your evening? I look what are my tasks for the day? And it'll be right. So yeah, today, it's right there. Right. Okay. It also, if and again, this is Google, I use Google Calendar. But I you know, the same basic functionality is definitely an outlook. I think it's in you know, Matt calendar if you use that, but it's also so I have Google calendar on my phone. So I just want to show you this. So at the top, so this is my, you know, like my schedule for the day, right? I mean, there's, there's more, you know, my schedule, but here's our appointment, and there was one client, it's fine. But see at the top, that red band. Yeah, that's the tasks. So on my phone, if I'm out and about, and I'm wanting to check, when I pass out for the day, all I do is click on that, and it'll open up and show me what my tasks are. I love it. Okay, so we'll be doing

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pretty much rocks, honestly, it's just so because then and then you can create appointments, you invite people, you can set the reminders, right, we talked about that. And it's, it's just a super, super

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functional thing. It just, it really allows you to organize your life in a really great way.

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So clear, and you may decide you know, like that the way that that I set up my daily tasks, but I recommend that you try it and do it for like a month or two or something and you'll either be like, this is perfect, or you'll come up with your own variation of it. Or maybe you'll decide that you don't like it and that's

1:49:43

okay. But it is

1:49:47

just things. It's so rare in my life now that anything falls between the cracks. I mean, it happens. Nobody's perfect, right? But it's just so rare that anything really does fall between the cracks or that things get put off.

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for months and months and months, occasionally that does happen just because it's not maybe there's, you know, there's some reason or I just I keep deciding something else as a higher priority. Right? But, but it still doesn't get lost, right? That just thinks things just don't get lost. And they're theirs. They're there. Everything's been put somewhere for safekeeping.

1:50:22

Right, question, Google calendar is gmail account? Yes, it's Yes, it's a it's a part of your Gmail account.

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And it comes with it. So every so if you have more than one gmail account, you have more than a Google Calendar, I recommend that you I also a big fan of only one calendar, you put your whole life in one calendar, because otherwise you end up right double booking or whatever, you can do all kinds of stuff with a Google Calendar. Let me share and if you want to share a portion of something, how do you do that? Like, my husband wants to share?

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Some things that I do in the evenings? How do I do that? Alright, so you can, so he'll know, you know, yeah. So you can you can create see over here. So this is, this is a calendar, I don't use. That's why I'm using it for as an example. But it'll give you some sort of default.

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So there's my account. This is like Ann Hession my calendar, it kind of gives you a default birthdays, because a lot of people want to just say birthdays, I guess kids reminder, every like, and then reminders and pass or something different. So you can create inside of any given Google Calendar, you can create some new ones. Yeah, they usually have one like this holidays. So you can create a new calendar that you could call, for example, I don't know, what would you call that calendar of stuff that he wants access to?

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events that I need? Yeah, just put events down to work. And you can put a description, right?

1:52:00

You can create it. So now, I have this new calendar called events. And I can go in there. And you can, by the way, you can let me create an event to see us. So

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I don't really use that. You can export the whole calendar, so you can put stuff in there.

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Have something in there.

1:52:31

You can share it with specific people. So that's one thing. I guess we wanted what I wanted. Okay, sorry. We live duplicate, like if I, if I have things that, you know, are already my calendar, but I just need to let them know when they are. Right. Yeah. If you do this, right, so if I had got set so that I wanted to only

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So right now, it's only showing that events calendar, right. So we created something about some great events,

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right by the zoom, like, put all this stuff in there. And then you could say, and then you, one thing you could do is you could add him to it. Okay, his email address, and that was him, and then it sends an invitation to it.

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That's one thing, just send them an invitation. And he has all the information he needs. Because you could put, if it's a zoom event, or it's a location, it's a, you know, a physical event, whatever, you could just put all of that in the description, I don't see this thing where it says location, don't put links in there, because it's really hard. It's attached to Google Maps. So when you put a link in there, it thinks you need a physical location. So if it's a physical location, like address, you can put it there. If it's more like a zoom link down here in the description, otherwise, it just gets funky.

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So but you would put, you know, like, yeah, you can put the zoom and all that stuff in there.

1:54:01

And then again, so you could add his address. And that's one thing, since she's going to show up, he just needs to accept that it'll show up in his calendar. Another way is if you have a button if you want to have a bunch of events, and you put them all in just your events calendar, right? So you want to then you can what you can do is go in there and go to settings and sharing. And then you could

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you can share it, click get shareable link, and then you send that to him. And that basically works. And when these events would show up, it would be like kind of like an overlay on top of his Google Calendar.

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there and I've tried doing this with my partner as well and down so

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yeah, so it would show up in his calendar is kind of like an overlay so it would have all the information but it wouldn't actually when you share the calendar. What happens

1:55:00

is on there and is the appointments will show up in their calendar. And there'll be like this late kind of color. And so all the information would be there, like a zoom link or an address or anything, but it wouldn't actually mark them as busy. So if they really if they want to attend that event, and they want to make sure no one else like, can book with them, like if they have a booking calendar, they would need to create kind of a another event in their calendar at the same time, but they might get busy. Does that make sense?

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Yeah. Okay, it's not enough to just accept it. And you would accept it? What if you send them an invitation to that specific event?

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Then that would mark them as busy automatically?

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Yeah, is there anywhere? i?

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This is probably a silly question. I don't know. But is there anywhere where you can actually read? You know how Google Calendar works? Because I'm sure I would, honestly, I would just Google. Yeah, Google Calendar, right, because it also changes. So I'm sure there's tons of pages that are actually you know, get into that. But those are, that's a good place to start. So that's something I need to capture. Simple thing and it's in the recording, so you can go back and listen to it. And it's a simple way. simplest thing is just invite them, right. And then they just tell them that tell them to accept it. And that way, you can also set up reminders for it. But if they just want to have the information, and not something more like anabella was talking about where it's like maybe a bunch of things, and he just kind of wants to know when they are but he doesn't necessarily always want to attend them, then better thing would be to create the separate calendar and then share the calendar with him. And then it's like he has the information, he can choose whether he wants to block out that time for himself or not. But you've shared a calendar with me. So I have when I open my calendar, I have an Ann Hession calendar, but when I click on it, it just goes away. I have

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never, I'm not, I didn't think I'm not sure how that happened, because I think I did share that with the calendar with the Ann Hession calendar, wow, to look and see, like, what I how I handle these calls, like our mastermind calls, I don't handle those by sharing the calendar. Instead, I create the recurring event. And I invite you to it because that way, it's blocking it out on your calendar. Yes, you guys want. And you could always cancel any given one, if you need to do something, just cancel it for yourself, but you want to have a blocked out so you don't be like Oh crap, somebody booked a session with me, you know, when I want it to be at the mastermind meeting. So Alright, so I'm going to stop sharing, because we should probably

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wind up now, we've heard a lot of stuff, aren't you glad we didn't really cover a whole bunch new.

1:57:49

Just a little bit in there, like the daily tasks thing. And I don't want you guys to be daunted by this, okay, these are things to support you and actually make your life easier. And it won't occur that way. If you try to do them all at once, like don't do that, okay? Pick one or two, engage with that, play around with it, get a little better at it, when it's not working for you Come to me, and I will promise I will be able to tell you why it's not working, I'll be able to tell you the piece that you forgot, or that you left out, because I'm really really good with this stuff at this point, because I've been using it for so long. So don't get like as you're frustrated Promise me you won't just stay frustrated just you know, brand to the next minute. And they'll be like, what's going on? I can't figure out what this is thing. Am I talk can't put it anywhere. It's like, Oh, well, we could create this for it.

1:58:38

Okay, so you got to promise me, you'll let me know. And,

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and we will get you guys this, this will really start to make a shift and a difference in your life. Okay.

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And, and so a couple things before we wrap up, so and you still need to schedule your one on one with me. You know, I?

1:59:00

That's one of the things I haven't been able to get wrong too. Because I keep forgetting where do I do it? I'll send you I'll send you the link for it. Thank you.

1:59:11

I'll do that I just showed you the ages ago. It's just every time I'm about to do it. It's like oh, and then something else happens. I do something else. I'm gonna put it in the chat right now. And you're gonna grab it out of the chat.

1:59:24

I think you need to email but I can let me see here.

1:59:29

You type it there and I'll get it. Right. I'm gonna put it in the chat. You're going to use your snippet. I actually didn't use this snippet. I just grabbed the link from the thing, but that's the step if you want to do that.

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And I can email it to you. If you want me to.

1:59:45

I'm in there. Oh, okay.

1:59:49

Okay, you got it. Okay. Yeah. Thank you. That's my thing. All right. And then let's talk a little bit about what's next. So we don't have a meeting next week. The next meeting was

2:00:00

It'll be Monday, July 12. Okay. And that meaning you'll be that's so that's, that's, that's when we're starting our regular calls on the second, third and the fourth Monday of the month, right. So you'll be in there on that Monday with also the people that are currently in the mastermind. So you'll get to kind of meet them a bit more, some of them are continuing for another year. Some are, you know, are not we're in some are still trying to decide, right, but everyone will be Israel for that particular one. So you'll have a chance to meet some of them. And then we'll have to do like a little graduation call for those that are, that are not, but that's that'll be out of a separate time. So I will be sending you in the next week or so I'll be sending you calendar invites will actually be three of them, because there'll be one for the second Monday of the month, one for the third Monday of the month, and one for the fourth Monday of the month, going across the whole next year. Okay, so just accept all three. And that way.

2:01:07

And let me just repeat that for Annabel because I don't know what you heard. So our next our next meeting will be Monday, July 12. Okay, and that's what the whole mastermind. And so between now and then for the next few days, I will send you three calendar invites, okay. So there'll be one will be a calendar invite for the second Monday of every month, another one for the third Monday of every month and another for the fourth Monday of every month, okay, so just accept those. And that will mean that those will automatically go into your calendar, and the zoom information will be there and everything will be there. So it's just you'll be set for the year on all of our regularly scheduled calls. And then there's other calls that will be at other times, like the guest speakers and things like that. Okay. And we'll also be

2:01:57

let's see, there's some, there's, I do have a logistical question. And that is that, what I find is that these things tend to populate my

2:02:09

I have a, whatever the apple calendar is. Okay, summary. I don't know if I can deactivate that some same thing. I haven't found a way to do that. So I just did. So it populates that. And then I don't know how to bring it in.

2:02:27

Oh, it doesn't go to your Oh, shoot. You lost her.

2:02:33

Alright.

2:02:34

I'll just have to help her with that. That must have been the computer

2:02:39

at night.

2:02:40

I'll help her with that. Is anybody else having an issue with it just going into your whatever calendar you're using?

2:02:48

These meetings will go into my Google. Yeah, yeah. She got it. She go into other ones as well. I'm just worried about the the time and and you know, the reg? Because I'm, I'm on holiday? Not sure. Always be able to be there. Yeah, absolutely. And they are all recorded. You know, they're all recorded. And they usually get posted very quickly. Okay. So and any clearing we do you're always included in and all that good stuff. Yeah. Oh, that's cool. Enjoy your holiday. We have a whole year together. So. So what time What time? Will it be on Monday? Is it is there always at one o'clock eastern time, which is usually 7pm your time?

2:03:31

Yeah, so there might be a week or two in the fall in the spring where it's a little different when because we don't usually usually US and Europe don't make the switch on and off daylight at the same time. So there might be a week or two when it's five hours or seven hours, something like that. But most of the time, you're six hours. So most of the time, it'll be 7pm your time.

2:03:53

And I'll also reach out to you guys, probably next week to get you connected with Sherry. So you can start your weekly touchdown calls with Sherry, who you will love. She's awesome. So these are just like quick, like 10 minute calls to just, you know, it's kind of like a little reality check and touchdown, like, it's basic. The basic questions are, what happened, what didn't happen? What are you taking online, like over the next week and what support you need? It's really just that right? And it's just it's it's partly to help you realize what you have accomplished.

2:04:28

Also, what you're up to end what matters and being able to listen, you know, have a committed, supportive listening ear. So I think you guys will really love this house with her. Okay, so I will I'll send you each an email to connect you with her and then you'll schedule those calls with her. Yeah, I don't I'm not involved in the scheduling it just do it. You set up times that work for you and her. What I highly recommend is that you pick a time that you at least that most of the time any of you can do the same time every week, right? It doesn't mean obviously there might be some

2:05:00

Some ways you can or some weeks you need to move that. But you don't want to be where every week you're figuring out when it will be next week. Instead, it's good to have a regular time that you then sometimes need to change. Okay, so that's what I recommend that you will really love this call. She's people just rave about them.

2:05:17

All right. So I think that's everything. I'll go ahead and I'll let you know when the actually you can assume that this will be posted no later than tomorrow. If you want to go review it. And

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let me know if you have any questions between now and the 12th. I am here for you. And I'll see that if not before. All right.

2:05:40

All right. Bye, everybody.