



ACTION PLAN



Keeping a “Hands off” Planning Overview

[Business Name:] _____ Date: _____



Instructions:

1. **After you fill in the workboxes on the following page:**

- **Right-click** on the pie chart, above
- **Select “Edit data”** from the drop-down list to change percentages or field designations in the mini MS Excel spreadsheet that will pop up
- **Calculate percentages** by assigning a value of 10 to each component you input
- **Input data for the three fields separately** (e.g. if you use three tools, input 30 in Field B for the corresponding “Planning tools I will explore” field)



Adjust the number of fields in each section by the actual number of resources you use (e.g. if you use six tools and only one expert, input 60 for “Planning tools I will use” and 10 for “Experts I plan to leverage”)

If you end up with more than ten items, adjust the assigned value accordingly. Assign a value of “0” for unused items.

<p>Planning Tools I will use</p> <ol style="list-style-type: none">1. TheBrain or other mind-mapping software2. LivePlan
<p>Experts I plan to leverage</p> <ol style="list-style-type: none">3. A coach4. Affiliates5. JV partners6. Tech help7. VA
<p>Self-Help options I will use</p> <ol style="list-style-type: none">8. GetMoreFreeTime.com9. http://coachglue.com10. Books

TIP: If you enter or correct data, and chart does not seem to reflect your change, close the chart and fully open it again, using “Edit data”. Close immediately. It should flip to showing your new data.

This gives you an overview of **how you are approaching your business planning**. If your leverage of others is 20% or under, **work on increasing this percentage**.

Input new data into your chart.

The more you outsource tasks to specialists, the more you should see your reach and ROI increase.

Duplicate the chart as needed for other areas of your business planning.



Practical Exercise

Your Action Strategy for Module 1 provides you with a list of **proven product creation tools** to further reduce the stress of moving yourself up to a more lucrative level, while avoiding trial-and-error mistakes.

URL	Description	Price
Screenr	Click-and-record tool for creating screencasts (capturing your voice and what you're doing on screen)	Free (Pro versions start at \$19.00 per month)
Camtasia	The industry-standard video recording, screencast and video editing software for Windows and Mac	Free Trial Starts at \$299 U.S.D. (one time license*) <i>*Note: License allows you to use it on <u>2</u> machines</i>
Audacity 2.0.5	Sound recording and editing software	Free
Boxshot King	Creates professional quality graphics (using their galleries or your uploaded photos). Transforms photos into eCovers, "book" graphics, "Binder" graphics, etc., using templates.	\$99 annually or \$66 every six months (U.S.D.)
PicMonkey	Easy Infographics creator, graphics editor, collage maker	Free
PicPlayPost	iPhone app that allows you to create video collages with	Free download



	photos, music, GIFs.	
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URL	Description	Price
Storify	Content curation tool that allows you to quickly collect media from multiple web sources (Instagram, Vine, websites, Twitter, etc.) and publish as an embedded story on your site*. <i>*(BEST TIP: Collect your own content from across the web and put into a story– no copyright issues.)</i>	Free
Gimp	Graphics editor, for those who can't afford Adobe Photoshop	Free
FreeConferenceCall.com	"Free conference call recording, playback and download features, free international access numbers, online meetings plus a free call detail report via email after every call."	Free for up to 1,000 callers; 6 hours maximum recording per call
GoToWebinar	Easy webinar set up technology; recording ability; unlimited webinars allowed; optional toll free numbers, if needed	Up to 100 attendees: \$99 U.S.D. per month (20% annual discount)
Unstoppable Productivity	Desktop scheduler-organizer; picks up where "TheBrain" leaves off. Set alarms and timers. Mix business, personal, medical – every element of real life.	\$27.00 U.S.D. (Software download with easy .PDF manual)



Need more suggestions? Looking for basic tools like Autoresponders and password managers? Check out Melissa Ingold's [Time Saving Tools](#) at TimeFreedomBusiness.com.



Jennifer

I hope you find this guide useful. Here are some other resources that might interest you:

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