



## Success Through Time and Project Management

Use this checklist to guide yourself through the inventRight process and towards success!

For a detailed webinar on why it's important to use this checklist and how to use it, watch the training video we did in the membership site. Trainings > 10 Step Guide > Step 1 > "inventRight Success Through Time and Project Management"

Step 1  **Coaching Session**

Step 2  **Determine Next Steps With Your Coach**

Step 3  **Recap Email** - After your coaching call...

**Write down your next steps in an email and send them to your coach and copy yourself.** Put the following into the email: **Define** Your Activities For Your Next Step, Put Them In **Sequence**, **Estimate Time Needed** For Each Part Of The Activity. **See page two of this document for an example of what this re-cap email would look like.**

Step 4  **Print the email** you sent yourself and put it on your desk, in your purse or **wherever you will be reminded that THIS, nothing else is your NEXT STEP.... just what's written in the email!**

Step 5  **Schedule** not one, but **two or more dates and times during the next week to TAKE ACTION.** As little as 25 minutes is fine if that's all the time you have, but more is good as well. So this might be four, 25 minutes sessions, or two, 2 hour sessions or more.

Don't be hard on yourself if things take longer than expected. Taking action every week is what's most important.

**ALSO, schedule one date on your coaches online calendar for your next appointment.** If you think you can get the work your coach done in six days, then schedule now, so you are accountable to have your work done by then.

If you really aren't sure how long something will take you, then you can schedule with your coach later, but always think ahead and book before you get your work done, so you don't have to ever wait for your coach. For example, if you think you are going to get your list of companies done in five days, go ahead and book now. Don't wait until you are done and then book.

If you don't get your work done and you've booked an appointment, you can always click on Cancel/Re-book in the email reminders you get from the inventRight coaching booking system. Again... don't be hard on yourself if you need to change a date. Just keep plugging away every week.

Step 6  **SET a reminder mechanism** that ensures you won't forget, ignore or not take action at the time you've scheduled to do the work.

This reminder mechanism could be a note on your steering wheel, on your google calendar, a reminder alert on your phone, a post it note, the email you printed up with action steps on your pillow or on your fridge.

Figure out what works for you, but you must set a reminder ensuring you TAKE ACTION on the date and time you've scheduled.

Step 7  **At scheduled time...Refer back to the RECAP EMAIL** you printed up and **do the work.** You shouldn't waste any time figuring out what to do as you've already laid out a plan of action with clearly defined steps in sequence. Before you do the work, **remember the advice your coach gave you and watch the videos inside the membership site** for the step you are working on.

Step 8  **Check off that you acknowledge this fact.** Remember, you don't have to get something done 100% perfect. Getting it done 50% or 80% and then checking in with your coach is fine.

Step 9  **Coaching Session:** Review what you've done and your coach will help you get it fixed up.

Step 10  **Determine Next Steps With Your Coach On Same Session.**

[Go back to step 3](#)

Print 10 of these checklists up and put them on your desk to use every time you do a session with your coach or take action on your own. If you are taking action on your own, just think of yourself of your own coach and check off the coaching steps.

Keep a DONE stack of printed emails with all the ACTION STEPS you've completed.

You can refer back to this stack remembering personal experiences from your first project. Be proud and celebrate what you've accomplished.

These experiences will be much more clear and real than for for you now that you've experienced them. This will make your second project flow much more naturally.

The image shows a screenshot of an email interface. The email header includes the following information:

- To: mycoach@inventright.com
- Cc:
- Bcc:
- Subject: RECAP WITH ACTION STEPS - Step 1 Sell Sheet - complete rough draft for coach to review
- From: Andrew Krauss – andrew@inventright.com
- Signature: Andrew Sig

The main body of the email contains the following text:

Hello Coach,  
RECAP WITH ACTION STEPS -  
Step 1 Sell Sheet - Complete rough draft for coach to review

- 1) Watch all videos marked as BASIC under Trainings > 10 Step Guide > Step 6 Sell Sheets  
(2 Hours)
- 2) Refer back to research done for other products so I have a general idea of what the product shots are and marketing copy (words) are for products in this category. Decide on a layout, such as before or after, standard or maybe a storyboard.  
(30 Minutes)
- 3) Make a crude first draft sell sheet in Microsoft word with pictures and text. Pictures can be place holders if i don' have them yet. Makes sure to save my first draft as a sell sheet and send it to my coach as a PDF before the next meeting stating that this sell sheet is for us to review on our next coaching call.  
(2 Hours)
- 4) Show coach my first draft sell sheet on next coaching call for them to review and give suggestions for improvement.  
(30 Minutes)

At the bottom of the email, there is a signature block:

Kindest Regards,  
Bob Smith  
Product Developer  
  
Bob Smith Designs  
bobsmithdesigns@gmail.com  
555-704-5942

Red arrows point from the following text to specific parts of the email:

- "Big picture next step" points to the subject line.
- "Define each activity and sequence" points to the list of tasks.
- "Estimate Time Needed" points to the time estimates in parentheses.

NOTE: You will most likely be wrong. That's ok!  
Think of it as practice. You will get better.