

# FREE Workshop

## List Building & Monetization

### PRE WORKSHOP CHECKLIST

**Please read this entire checklist.** The Free Workshop can be a life changing event for you if you're prepared for it and you take it seriously. Please work your way through this entire checklist right now to ensure that you get the most out of the workshop. Tick off each item as you complete it.

**#1 LOCK IN THE TIME**

Set an alarm on your phone and put this in your calendar. Make arrangements with whoever you need to so that you will be uninterrupted for the entire duration of this 90 minute workshop. Allow yourself some set up time and also some post workshop time to jot down some notes and questions.

**#2 SET THE THE PLACE**

Make sure you have a clean and tidy space all to yourself for approximately 90 minutes. We'll be covering A LOT of information and some of it will be very new to you so it's important that you're able to concentrate. Be sure that you are in a STRESS FREE environment and able to focus during the workshop.

**#3 INFORM YOUR PEEPS**

Let the people around you know that you are on an important call and you can not be disturbed. Do this ahead of time. Get a sitter for the kids, tell your spouse to go watch a movie or something. This is study time for you so hang a DND sign on the door and lock yourself in! ALSO... remember that this is a live streaming workshop so be sure to tell family members not to be watching netflix or playing online video games that use up a lot of internet bandwidth.

**#4 GATHER YOUR SUPPLIES**

Make sure that all the devices you'll be using are charged up and ready to go. If you're using powered headphones, mouse or keyboard make sure that you have some extra batteries. Have your chargers handy, in case your laptop runs low. Remember that the call is 90 minutes or so - so if you're in a remote location or a coffee shop you may need access to an electrical outlet.

**#5 BE ON TIME**

If you miss part of the presentation you may feel lost as I move into the more advanced formulas. We always try to record our calls and we'll do our best to have a replay up as soon as possible HOWEVER... please don't use that as an excuse to be late. If the video recording software crashes or

there is any kind of technical glitch we may not be able to have a replay and you'll miss out until we run another one of these workshops.

**#6 HAVE A GREAT ATTITUDE**

This can be a life changing event for you. These concepts have surely changed our lives and allowed us to build a successful business right from our home. I can't promise that you'll have the same exact results as us but It's important that you are open minded to new ideas for making money if you want to get any results at anything. Melinda will be on hand in the chat room to field attendee questions. We expect a full house so **please be patient**, polite and courteous. Live presentations can be nerve racking for the presenter and the staff too because questions are flying in as fast as you can read them. We'll get to you as soon as possible, you can also ask questions at the end or email us if necessary.

**#7 PAY ATTENTION**

Use your worksheet! Follow the slides and take lots of notes, write down your questions and make notes of all your "aha moments". Turn off all your messenger applications. Seriously, we recommend that you turn OFF your phone completely, the world won't end in 90 minutes. Close out, Facebook, Twitter, Skype, Instagram, Voxer, Whatsapp and all those other distracting apps that can pull your attention away from the workshop.

**#8 TAKE ACTION**

Be ready to take action at the end of the workshop. The information you learn is only as valuable as the paper you take notes on unless you TAKE ACTION. Immediately create a plan for implementing the information you just received. This is why we recommend that you allow yourself at least 30 minutes AFTER the call to decompress. Write down your strategy, start listing some action items so you can put a plan into motion immediately!

**#9 FOLLOW THROUGH**

It's important to revisit your notes the day AFTER the event. This is when things are freshest in your mind. If you have any unanswered questions reach out to our support team at [www.HLShelpDesk.com](http://www.HLShelpDesk.com) Being an action taker isn't just about doing something once, it's about relentlessly following through on your plans and your commitments.