

Rapid Start Class

Develop and Execute a Plan to Get It DONE

Presented by Janica Smith and Michelle Mack



InstructionSMITH

PROFESSIONAL AUTHOR AND SPEAKER ASSISTANT TRAINING & CERTIFICATION

Things we will cover today

- **Setting SMART Goals**
- **Developing a plan to complete the course that fits your needs**
- **Identifying potential roadblocks**
- **Establishing accountability plan**



Setting SMARTER Goals

- ❖ **S**pecific
- ❖ **M**easurable
- ❖ **A**chievable
- ❖ **R**elevant
- ❖ **T**ime-Bound
- ❖ **E**valuate
- ❖ **R**e-Do



How Much Time Will It Take?

- ❖ Course and Practice Exercises
18-21 hours
- ❖ Review for Certification Test
1½ hours
- ❖ Certification Test
2 – 3 hours (includes retakes)



Let's Break It Down

Section 1 – Manuscript Services

- ❖ Allow for 5 hours
- ❖ 3 hours of study
- ❖ 66 minutes of video
- ❖ 2 hours for practice exercise



Let's Break It Down

Section 2 – Publishing Services

- ❖ Allow for 9 hours
- ❖ 6 hours of study
- ❖ 153 minutes of video
- ❖ 3 hours for practice exercise



Let's Break It Down

Section 3 – Book Marketing Services

- ❖ Allow for 6 hours
- ❖ 4 hours of study
- ❖ 78 minutes of video
- ❖ 2 hours for practice exercise



Pick Your Pace

- ❖ **Slow and Steady**

Regular schedule - small increments

- ❖ **Eager to Finish**

Block several 1-2 hour blocks each week

- ❖ **Total Focus – Get it Done NOW**

Dedicate 3 – 4 full days to the course



Pick Your Pace

❖ **Slow and Steady**

2 hours x 2 days/week = 5 weeks

❖ **Eager to Finish**

6 hours/week = 3-4 weeks

8-10 hours/week = 2-3 weeks

❖ **Total Focus – Get it Done NOW**

6-8 hours/day = 3 days



All Paces are VALID

**The important thing is to
commit to a schedule
and follow through!**



Pull Out Your Calendar

Based on your chosen pace, block the times you will focus on the course on your calendar.



Slow and Steady

- Pick 2 days a week that you can commit 2 hours each day
- 4 hours/week will take 5 weeks
- Bump to 3 days a week to accelerate to 3.5 weeks



Eager to Finish

- Look at your calendar for the next 2-3 weeks.
- Block as much time as you can for the course.
- Allot at least 1 hour at a time until you have 20 hours set aside.



Total Focus – Get it Done NOW

- Find 3 – 4 days that you can dedicate to the course
- Block these days to be completely focused on the course
- Another approach is to block $\frac{1}{2}$ days for a week



Schedule the Modules

- ❖ Use the course plan to schedule the times you will complete each block
- ❖ Send us an email with your schedule
- ❖ Let us know what level of support and accountability you will find helpful



What Support do You Need?

- ❖ Talk to family to enlist their buy-in
- ❖ Set up a reward for yourself when you complete the certification
- ❖ Don't over-reach – plan for what you can actually do
- ❖ Have a plan for when you stumble



Plan for Obstacles

Anticipate things that might cause you to miss your goal.

What strategies will you use to overcome the challenges?



Let Us Know

**We want to support you!
Send us an email with your plan.**

Info@InstructionSmith.com



**Thank You for Joining Us --
Cheers to
Your Success!**

