

Put "-" to left of steps you want to do.

OPTIONAL: "A" = do soon, "B" = do next,

☆ = read again, "✓" = done.

Phoenix Success Training
STEPS-TO-SUCCESS GUIDE

(Use a pencil)

ENROLL DATE: ____/____/____

Computer Setup __1. Create folders. __2. File names & locations. __3. File types & software needs.

Student Course Checklist __Print this checklist. __Mark items interested in learning more about.

BASIC ONLINE TRAINING

SECTION 1: INTERESTS, DREAMS AND GOALS

CHAPTER 1: Advantages Of Owning My Own Business (2 pages)

__Step 1. Read why it's beneficial to me to have my own business.

__Step 2. Select tax advantages I'd like to use from **Information - Tax Benefits** (4 pages).

CHAPTER 2: Preparing My Tools (4 pages) – Identify my past and present interests to help me create my personal path to success.

__Step 1. Clarify my needs for business-building purposes through a study of my __education, __jobs, __personal experiences and interests, __contacts, and __activities that feed my soul.

__Step 2. Analyze my lists to discover my interests, needs, passions and people who can help me, then place the lists in a file folder.

CHAPTER 3: Dreams And Goals (10 pages) – Create a clear vision of what I want in my future.

__Step 1. Create __"Do List," __"Training Notes," and __"General Notes" sheets.

__Step 2. Watch videos on the importance of having clearly-detailed goals.

__Step 3. __Enter at least 5 main goals in **Form - Personal Goals** (2 pages). Add __details and __dates.

__Determine if I have planned sufficient money to achieve my goals and adjust accordingly.

__Step 4. __Script my goal statements, and __place a copy next to my bed.

__Step 5. Visualize my goals with a strong feeling of achieving them.

__Step 6. Read **Information - Reasons Lists And Empowerment Cards** (2 pages), and create if desired.

__Step 7. Think of ways I can create a positive environment and self image.

__Step 8. Watch motivational videos.

CHAPTER 4: Family Commitment And Support (2 pages) – Establish commitments with my family and friends, to create a strong personal support group.

__Step 1. __Read **Training - Goal Focusing Actions** (6 pages). __Select activities to help me achieve my goals. Use: __**Form - Family Commitment To Success** (1 page), __**Sign - \$100,000 Bills** (1 page), __**Sign - \$100,000 Bill - Large** (1 page), __**Sign - Check** (1 page), and __**Sign - Stick-Up Notes - Goals** (1 page).

__Step 2. Expanding my Support Group.

__Step 3. __Create a Support Group list of people who have positive attitudes. __Rate those on the list.

__Add "A's" to my Do List.

__Step 4. Watch video on how to deal with negative people.

CHAPTER 5: Issues Holding Me Back (3 pages) – Understand and identify negative issues that interfere with my success.

__Step 1. Read **Information - Onion Head** (2 pages) to better understand how my mind works.

__Step 2. Create my own lists of: __"Challenges To My Success," __"Negative Beliefs that are holding me back," and __"Positive Statements." __Create and put up statements to remind me to stay positive.

__Step 3. Watch videos of people who overcame their fears to make their dreams come true.

SECTION 2: CREATE A PLAN OF ACTION

CHAPTER 1: Choosing My Path (2 pages) – Review my current daily activities, and create a schedule that will determine how quickly I can expect to be successful.

__Step 1. Watch videos on procrastination, and on the benefits of planning my activities.

__Step 2. Print two forms of **Form - Weekly Business Schedule** (1 page).

__Step 3. __Fill in the form. __Analyze it. __Erase things I no longer wish to do. __Add the times I want to use to build my business. __Write "Business" in times I want to work my business.

__Step 4. __Fill out a second copy. __Talk to my family. __Place it where they can see it.

__Step 5. Print **Sign - Stick-Up Notes - Commitment** (1 page), and put notes up to remind me of what I will do to achieve my goals.

CHAPTER 2: Setting Commitments (5 pages) – Select my Personal Success Coach; create written commitments to myself and others.

__Step 1. Select my Personal Success Coach(es).

__Step 2. Print copies of **Form - Personal Commitment To Success** (1 page).

__Step 3. Fill in the form: __My #1 Goal and Reason. __Income I need to quit my current job. __Weekly time estimates. __Trainee estimates. __Profit goals. __Open **Spreadsheet - Income Estimates** (1 page); estimate how much money I can earn. **My time is worth \$ _____/hr.**

__Goals at 1-6mo, 7-12mo, 1-5yrs. __Sentence for if I say "I'm quitting."

__Step 4. __Transfer information to additional copies. __Date and sign copies. __Place where needed.

__Step 5. __Print **Sign - Goal Setting Affirmation** (1 page). __Tape up and repeat often with conviction.

SECTION 3: BUSINESS SELECTION AND FUNDING

CHAPTER 1: Researching Business Choices (4 pages) – Identify important factors in selecting a business, and the money I will need to build it.

__Step 1. Create "Benefits" and "Drawbacks" pages for each business I am considering.

__Step 2. Read: __**Information - Weaknesses In Business** (4 pages), __**Marketing - Global Needs** (1 page), __**Marketing - Success Factors In Business** (1 page), __**Information - How To Recognize An Illegal Business Opportunity** (3 pages).

__Step 3. Read __**Marketing - Fastest & Easiest Way To Wealth** (8 pages), __**Information - Network Marketing** (5 pages), and __**Information - Network Marketing - Business** (7 pages) to understand the strengths and weaknesses of Network Marketing compared to other types of businesses.

__Step 4. Calculate money I need using **Information - Calculate Needed Capital** (5 pages).

__Step 5. Read **Information - Possible Sources Of Funding** (15 pages).

CHAPTER 2: Analyzing Potential Business Choices (1 page) – Determine which business best meets my needs.

___Step 1 Analyze potential businesses using ___ **Information - Choosing A Business** (4 pages), and ___ **Information - Preliminary Business Analysis** (14 pages).

___Step 2. Select my business and ___start planning what I need to do.

SECTION 4: HEALTH AND PRODUCT SELECTION

CHAPTER 1: Product Selection (2 pages) – Learn about health issues and toxins in products.

___Step 1. Read and add Signature File to: ___ **Report - Acid pH And Poor Health** (2 pages), ___ **Report - Dangers Of Plastic** (2 pages), ___ **Report - Destructive Effects of Toxins** (1 page), ___ **Report - Food Additives** (1 page), ___ **Report - GMO Dangers** (2 pages), ___ **Report - Heavy Metals** (2 pages), ___ **Report - Minerals - Vital Importance Of** (1 page), ___ **Report - Stay Young And Healthy** (2 pages), ___ **Report - Sweeteners and MSG** (4 pages), ___ **Report - Toxins In Personal-Care Products** (1 page), and ___ **Report - Vegetable Oils** (2 pages).

___Step 2. Create “Marketing” folder. ___Print copies of reports.

___Step 3. Watch MSG video.

CHAPTER 2: Health Issues (6 pages) – Identify health needs of myself and others.

___Step 1. Look at product labels and identify toxic ingredients. ___Download chart of manufacturers opposing MSG labeling.

___Step 2. Print and fill out **Form - Health Questionnaire** (1 page) for myself and my family.

___Step 3. Take photos of health issues to enable recognition and proof of improvements.

___Step 4. Print and fill out **Form - Lifestyle Questionnaire** (1 page).

___Step 5. Read **Training - Muscle Testing** (3 pages) for an understanding of Kinesiology and how to use it.

___Step 6. Practice muscle testing with several products.

___Step 7. Study the company website and product descriptions for the business I have chosen.

SECTION 5: BUSINESS SETUP AND TAXES

CHAPTER 1: Name Selection And Affiliate Setup (7 pages) – Select my business name and buy/configure website URLs to earn money through affiliate programs.

___Step 1. Select a name for my business, and register it with my state (if desired at this time).

___Step 2. Set up an affiliate link to my product/service company’s website. ___Test the link. ___Record link.

CHAPTER 2: Office Setup (8 pages) – Set up my office space and phones.

___Step 1. ___Select office location. ___Take office photo. ___Measure office. ___Sketch home w/office space and place with tax records. ___Comfortable chair. ___Prepare for backups. ___Surge protector / UPS.

___Step 2. Cell phone(s).

___Step 3. Answering machine for phone used for business.

___Step 4. Buy/place phone message pads and instruct family on use.

___Step 5. ___Create message for answering phone. ___Become aware of questions people ask when they call, script answers, and place by phone.

CHAPTER 3: Bookkeeping And Tax Management (10 pages) – My recordkeeping system.

___Step 1. Read **Information - Bookkeeping Hints** (2 pages).

___Step 2. Place calendar(s) in car(s) to be used for recording business mileage and expenses. ___Select which vehicle deduction format I will use in my business.

___Step 3. Begin using day planner. ___Enter most important goals. ___Enter future activities.

___Step 4. ___Print documents I will need from **Form - Tax Forms USA** (37 pages). ___Begin recording tax information on forms. If needed, print ___**Form - Order Tracking** (1 page), and ___**Form - Product Use Tracking** (1 page).

CHAPTER 4: Create My Business Binder (3 pages) – Create a binder for printed documents.

___Step 1. ___Open **Business Binder - Materials** (1 page). ___Purchase materials.

___Step 2. Print **Business Binder -Cover** (1 page), ___**-Edge** (1 page), ___**-Tabs And Contents Sheet** (2 pages), ___**-Do List** (1 page), and ___**A-TS0 Index** (6 pages), **A-TS0G - Steps To Success - Guide** (12 pages), and **Form - Steps To Success - Trainees** (1 page).

___Step 3. ___Put binder together and insert previously-created documents; including your notes pages, and the PST emails I print when I get a new Trainee.

SECTION 6: BRANDING AND EMAILS

CHAPTER 1: Branding Statements (4 pages) – Create branding statements and Signature File.

___Step 1. Create my Business-Branding Statement.

___Step 2. Create my Personal-Branding Statement.

___Step 3. Create my Signature File.

CHAPTER 2: Emails (9 pages) – Select and customize pre-written emails, or design my own.

___Step 1. ___Open **Form - Email Addresses** (1 page) to help ___create business email address(es).

___Step 2. ___Edit **Form - Business Data** (1 page) if not already completed (accessed through "For New Trainees" button at top left of Office page). ___Save with my initials.

___Step 3. ___Edit **Email - Introduction To Trainer** (1 page).

___Step 4. Select emails I want to use and add my Signature File to them. ___**Email - New Prospect** (1 page), ___**Email - New Prospect - Simplified** (1 page), ___**Email - Introduction To Experienced Marketers** (1 page), ___**Email - Fastest And Easiest** (1 page) [___Edit and attach **Marketing - Fastest And Easiest Way To Wealth** (previously opened)], ___**Email - Introduction to Product Company** (1 page), ___**Email - Product Company Compensation Plan** (1 page), ___**Email - Reports** (1 page), ___**Email - Product Parties - Thank You** (1 page), ___**Email - Sharing Opportunity With Warm Market** (1 page), ___**Email - Sharing Products With Warm Market** (1 page).