





**Amanda Moxley © 2013-2015**

****

****

# F’in Focus

# Intentions for this week:

* Fully Commit to F’in Focusing for the next 90 days
* Clearly identify and get in 100% present day reality about what has stopped YOU from focusing in the past in claiming your desires. You will be amazed at how powerful this process is!
* Courageously create a clear plan of action and intention to remove these success blockers from your life!
* Learn my 6 Figure Time Management Secrets to get out of running your business like an expensive hobby and into a thriving EMPIRE!
* Discover what your time is really worth and start acting, delegating and BEING a 6 figure biz woman
* Implement and take massive action on Amanda’s F’in Focus tips to get Gold Medal results

Ready, set, GO!

**Fully Commit to F’in Focusing for the next 90 days**

Are you ready to rock these next 90 days together, or what? I am so excited to officially welcome you and to kick off our powerful journey together! We are going to have an amazing journey filled with many highs and maybe even some lows because that is the way it goes. I am requesting your commitment right here and right now to totally give the next 90 days and our time together, your 110% focus, energy, passion and heart.

Do I have your commitment to f’in focus?

I see you succeeding. I see you flourishing and laying down the groundwork and foundational core for your life’s mission and vision. Building the CORE foundation is NOT a walk in the park all of the time. You are going to go through lots of interesting twists and turns and I want to prepare you for that. What is going to separate you from other people who just DREAM about creating a business and actually building your most amazing dream business is F’IN FOCUS. Are you willing to pay the price to realize your money and business goals?

I am requesting your 110% focus in building your business for the next 90 days. I desire your 110% commitment. I know and I get that life gets in the way (I am a mom and up at night too!) but I really am unavailable for any excuses whatsoever. I want you to focus like your LIFE depends on it. Can you do that?

**Yes** or **No**
*(circle the answer that fits you)*

Because your LIFE really does depend on this! What will happen if you do not achieve your heart’s desires to POP your biz?

|  |
| --- |
|  |

How will it feel if you do not make it?

|  |
| --- |
|  |

I believe that your SOUL will not let you NOT claim your dreams. So you might as well just go for it now rather than keep putting of your soul’s purpose and calling. You can crank this out!

**Clearly identify and get in 100% present day reality about what has stopped YOU from focusing in the past in claiming your desires. You will be amazed at how powerful this process is!**

What do you perceive may stand in your way of f’in focusing? In the space below, brainstorm all the things that could stand in your way.

Here are some common examples… my partner doesn’t believe in me or my business, lack of time, lack of money, lack of knowledge, poor scheduling, not prioritizing, doing everything BUT your business…. Meaning doing the laundry and housekeeping during “work time”, lack of support, too much facebook, obsessively checking email, numbing out with food, tv, alcohol, internet, sugar, feeling overwhelmed, being on every free call and never implementing, taking everybody’s $297 class and not integrating, going to every event but still unclear about who you are and what you do and being confident, indecision, lack of persistence, fear of most things, fear of what others will think, fear of being seen and heard, insecurity, lack of confidence, comparing yourself to others, making it about you and the list goes on and on and on….

|  |
| --- |
|  |

This is your place to GET IT ALL OUT. Let’s take a BIG LOOK at what COULD stand in your way.

|  |
| --- |
|  |

**Courageously create a clear plan of action and intention to remove these success blockers from your life!**



Next, what is your plan for removing these biz and money blockers? Examples, lovingly express to the key people in your life your intention and vision for your business and ask them for their support and respect. I’ll share more examples on the live call!

For each perceived BLOCK you listed above, write out your PLAN and your intention for removing this obstacle from your life.

**Problem #1 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #2 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #3 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #4 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #5 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #6 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #7 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #8 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #9 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Problem #10 is…**

|  |
| --- |
|  |

My plan and intention for removing this obstacle is….

|  |
| --- |
|  |

**Learn my 6 Figure Time Management Secrets to get out of running your business like an expensive hobby and into a thriving EMPIRE!**

**Time is all YOU have**



As an entrepreneur you are not being paid for your hourly time as if you would if you were in a job. Therefore, it’s vital that you learn how to use your time efficiently, effectively and in a smart way!

Everybody works differently and it’s important to determine how you like to work while learning how to work SMARTER not HARDER.

In the beginning of your business, you will most likely be spending A LOT of time building your internet structures and it might feel like busy work. I want to teach you how to use your time efficiently so that you can feel utterly fulfilled in every moment of your business day.

You may already be a time management wizard but if you’re not, lean in and learn some of my best strategies!

With so many hats to wear as an entrepreneur learning to “chunk” your time is crucial.

**There are 3 ways to look at your time. I use the 3 F’s model.**

1. Flexible time

2. Focused time

3. Free fun family time

**Flexible time** is time spent on activities that have or will bring you income such as coaching your existing clients, running your group programs, managing your team, responding to and writing emails to clients, or joint venture partnerships and affiliates, doing strategy sessions with potential clients, attending networking events, going to live events, speaking on stage, being on social media (with a strategy), reaching out via phone or email to potential collaborative soul partnerships and affiliates, following up with prospects, booking speaking gigs and anything else that is getting YOU out there in a big way.

Most successful online entrepreneurs devote one to two days per week to “working in” their business and the rest of the time is spent in “FOCUS” time “working on” their business.

I recommend following the same pathway. I recommend booking all of your client calls and group program days and free call offers all on one day. Doing so will help you stay focused, stream lined and in the flow of your business. Pick one day that is YOUR coaching day and stick with it.

Chunk a 3 hour block of flexible time throughout the balance of your week so that you can accomplish everything you desire.

It’s easy to get sucked into answering emails and checking social media but those activities are not producing income so be strict with yourself so that you can actually make money and spend your free time doing what you really want to do!

**Focused time** is devoted to only working on income generating activities such as brainstorming a new coaching program, writing a sales page that will produce income eventually, writing copy for your site, creating your free offer to help build your list, writing an e-book that will generate income, planning your marketing calendar, creating content for your clients or group programs, writing your ezine, writing for your blog, writing articles, doing videos, preparing for and writing speeches for live stage time, preparing content for your free calls, writing copy for social media (Tweets, Facebook posts) to build your list etc.

It’s VITAL to block out 3 to 4 hour chunks throughout your work week devoted solely to FOCUSED time. You do not want to spend all of your time working with clients, networking, getting coaching or on the phone with potential clients. I recommend blocking off 2 to 3 days for focused time each week. You need to protect your energy and your time as an entrepreneur.

**Fun Family Free time.** This is the FUN part of owning your own business. You must schedule in YOUR time to keep yourself balanced, nourished and fresh! Be sure to schedule in massages, journaling, yoga, nature time, joyful movement, home cooking, family time and ample down time every week if not daily so that you can have it all.

**Handling your “to do” list.**

I’ve experimented (like you, I’m sure) many different ways to handle my “to do” list and this is my favorite system. I really like pen and paper because I’m a visual and touchy person. You could use this method on your computer as well.

**1.** Obtain an 8x10 notebook from the store.

**2.** Brainstorm the different categories for your “to do’s”. Your list will be totally unique to you and it can change every week.

Here’s an example:

Clients

Marketing

Follow Up

Social Media

Website

Money

Delegate

Videos

Branding

Affiliates

Writing

Calls

Emails

**3.** Turn your notebook sideways and write out your different categories at the top of the page, draw lines down in between each category.

**4.** Under each category, write down your action list of what must be done that week in every category. Get everything you need to do out on this sheet and keep adding to it as a new “to do” pops into your mind. It’s a good idea to get your calendar organized and planned out at the start of your work week. Getting in this habit will be helpful for life. Repeat this step at the beginning of each week so that you start your week off organized and with a plan. This is smarter than working on default or by reacting to what comes your way.

**5.** Using your online calendar or a separate sheet of paper. Chunk your master list into little bites and calendar when you will work on each task.

**6.** Batch your list every day.

Example:

Calendar when you will respond to emails - write the list of emails you must respond to and send.

Calendar your focus time for the week. When will you write your ezine or client materials?

Batch everything into the time slot it must be down in.

**7.** After you have completed anything from your master to do list, use a YELLOW highlighter and cross it out. Seeing how much you’ve crossed out will inspire you to keep up the great work!

**8.** After every work day, sit with your master list and calendar your next day’s work so that when you wake up and start work again you will know exactly what you are doing and when.

**9.** Guard your time as your most sacred asset.

**If You Knew What YOUR Time was Really Worth**

Here’s a FUN exercise to help you grasp the value of your time.

Do you know your hourly rate? Let’s figure this out!

|  |  |
| --- | --- |
| How much money do you want to make per year/this year? | $ |
| Then divide that number by 12 to get your monthly income:  | $ |
| Divide your monthly number by 4 for your weekly income: | $ |
| Then divide that by 5 to get your daily income number: | $ |
| Then divide that by 8 (or however number of hours you work a day) to get your hourly income: | $ |
| Then divide that to get what your minute is worth: | $ |

I definitely do not recommend charging by the hour or offering only one hour sessions but I want this to give you an excellent idea of how to think about your time and what your time is worth. This will help you think BIG and help you STOP doing low income and NO INCOME producing activities.

**Now, what is the hourly rate you will charge?\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Going forward before you do anything, ask yourself would a woman who makes \_\_\_\_\_\_\_\_ amount per hour do this?

And, in the bigger scheme of things… would a woman who makes \_\_\_\_\_\_\_ amount of money per year spend her time doing this?

Start thinking what kinds of things you can delegate. Actually make a list right here of all things you could delegate and that you would LOVE to delegate.

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7** |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
| **11.** |  |
| **12.** |  |
| **13.** |  |
| **14.** |  |
| **15.** |  |
| **16.** |  |
| **17.** |  |
| **18.** |  |
| **19.** |  |
| **20.** |  |

**Amanda’s F’in Focus Tips to help you In Bring in Gold Medal Results**

**1. Put an Autoresponder on your email** asap … such as this…to support you in getting OUT of email and into ACTION on income generating activities.

*Thanks so much for your email.

Due to high work load I am currently checking email at 3 MST Monday through Thursday.

If you require urgent assistance - please make sure that it is urgent:) - you can contact me via phone at 801-733-4162 between the hours of 10am and 3:30pm MST.

I hope all is well with you! Thank you for understanding this move toward sustainability and efficiency. It supports me in serving you better.

Love and Radiance,
Amanda*

**2. Unsubscribe** to as many email lists as you possibly can so that you can really focus on learning and implementing this content into your reality. And to better support you in hearing your own inner voice and intuition.

**3. Cleanse and declutter your outer space** from any distractions. Declutter your working environment, get rid of everything that no longer serves you.

**4. Keep your work environment clutter free.**

**5. Get organized.**

**6. Create set business hours** **and times.**

**7. Get a grip on your schedule** **and stick to it.**

**8. Chunk your time.**

**9. Breathe deeply and allow yourself to succeed.**

****

# Complete this week’s form entirely taking time to answer each question and doing every exercise.

🞎 Fully Commit to F’in Focusing for the next 90 days

🞎 Get on the private facebook group and come clean about your BIG time wasters and how you are planning on changing them now. Chances are your big waisters are similar to others. Let’s all do this together!

🞎 Clearly identify and get in 100% present day reality about what has stopped YOU from focusing in the past in claiming your desires.

🞎 Courageously create a clear plan of action and intention to remove these success blockers from your life!

🞎 Begin to implement and take action with the F’s. Get ahold of your schedule.

🞎 Put an autoresponder on your email immediately notifying your peeps of your email hours.

🞎 Stop waisting time on social media and facebook. Unsubscribe from almost everything!

🞎 Start being, acting, thinking and feeling like the woman who makes \_\_\_\_\_\_\_\_ amount per year. Consciously choose to spend your time as a woman who is making \_\_\_\_\_\_\_\_\_\_ amount per year. Delegate the rest!

🞎 Implement and take massive action on Amanda’s F’in Focus tips to get Gold Medal results

🞎 Complete this form entirely taking time to answer each question and doing every exercise.