

Welcome Lit by Mary Oquendo



PRINT OUT AND ADD TO A BINDER OR FOLDER ALONG WITH EACH SESSIONS WORKBOOKS AND BONUS TEMPLATE.

USE YOUR BINDER OR FOLDER TO KEEP ON TRACK AND TO SHARE DURING BOTH GROUP AND PRIVATE COACHING.

SIGN AND DATE YOUR COMMITMENT CERTIFICATE.



#### **COMMITMENT CERTIFICATE**

I Am Ready To Commit
To Create That Program.
I Know My Commitment
Will Change My Life And
I'm Ready To Do The
Work To Achieve My
Goals. I Won't Hesitate
To Ask For Help When
Needed.

# ntroduction o The Program.

### SESSIONI

This session is all about getting started on the right foot. There is a great deal of work that goes into setting up any type of program. Just as you would not build a house on a shaky foundation, preparation and organization is key to your success.

### SESSION 2

You will learn all the different styles of learning and how to incorporate them into your program to account for both neurotypical and neurodiverse students. You will learn how to set up your students for success.

#### SESSION 3

It's more than creating content for your programs. You need a way for your students to consume your material.
You will get a better understanding of what technology you need and what will work for you.

Each live session is followed by a live one-hour group coaching call. Recordings of each will be uploaded to the website: https://www.pawsitiveed.com/create-that-program/. The program is over the course of 14 weeks. There will be 2 by weeks to allow extra time in the event of unforeseen delays. Plus 3 one-hour private one-on-one coaching sessions that must take place within 6 months from the start of the program.

Join The Private Facebook Group www.facebook.com/groups/createthatprogram

# ntroduction to The Program.

Let's discuss setting your brand messaging. Even if you decide to outsource and hire a marketing or copy professional, this module will help you decide what your messaging is and who it reaches.

SESSION 4

This session is all about the tangibles. Those items that supplement and complement your educational material.

Everything from powerpoints to manuals and

everything in between.

SESSION 5

All about the business side of educational. Run this new opportunity for you as a business. Ne that makes money. Learn how to set pricing to accommodate your expenses and provide a living.

SESSION 6

The days and times of both the live workshops and group coaching calls will be determined after a survey of attendee's best times to attend live. Private one-on-one calls will set upon the convenience of both student and myself. In the welcome email, there will be directions to access a copy of this welcome packet along with how to download and access the workbooks and other bonus material, including access to the private Facebook Group.

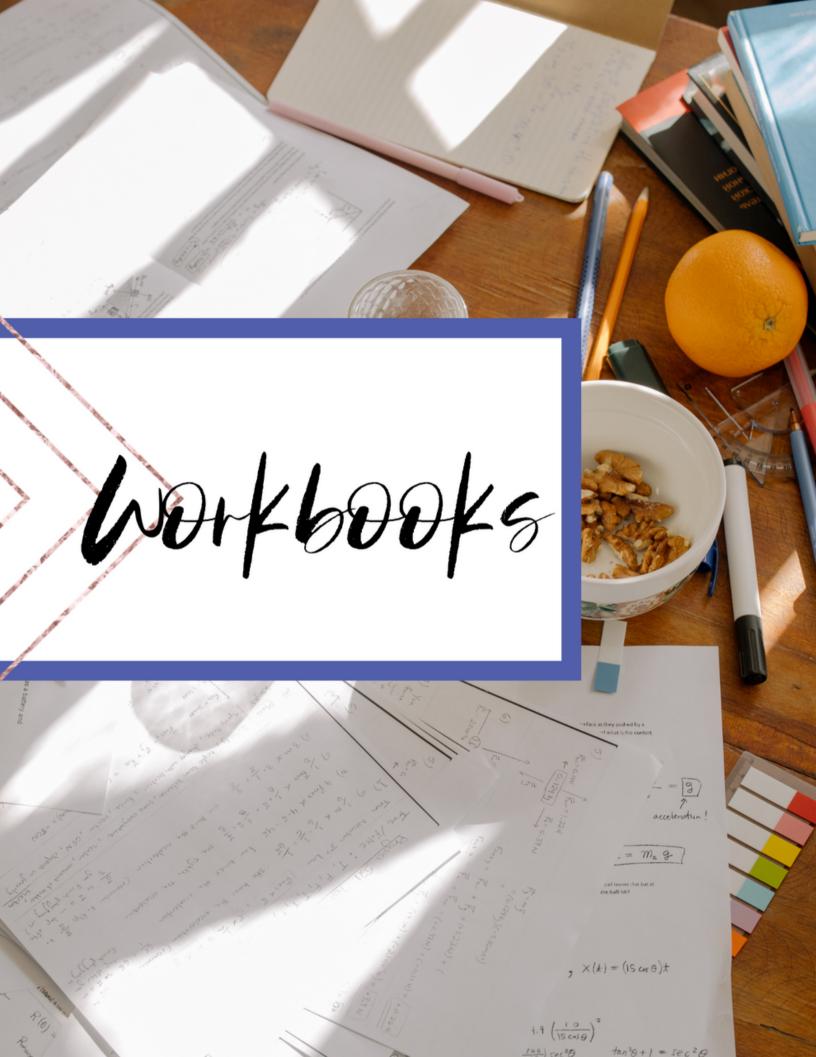
Join The Private Facebook Group WWW.facebook.com/groups/createthatprogram

## The Details

DATES AND TIMES FOR THE LIVE
WORKSHOPS WILL BE POSTED IN
BOTH THE PRIVATE FACEBOOK
GROUP AS WELL ON THE WEBSITE. IF
YOU MISS ANY OF THE LIVE
WORKSHOPS OR GROUP CALLS, YOU
WILL HAVE ACCESS TO THE
RECORDINGS.

THE LINK TO SCHEDULE ONE-ON-ONE SESSIONS WILL BE SENT WHEN REQUESTED. YOU WILL HAVE 3 ONE-ON-ONE CALLS WITH ME. YOU WILL HAVE 9 MONTHS FROM THE DATE OF START TO COMPLETE THE 3 ONE-ON-ONE CALLS WITH ME.

YOU WILL HAVE ONE YEAR TO COMPLETE THE PROGRAM .FROM DATE OF START.



## Getting Ready

**SESSION ONE** 



## LET'S GET TO WORK

**SESSION HOUR** 





### MARY OQUENDO

2011 LAUNCHED THE FIRST PROFESSIONAL PET INDUSTRY LIVE MEMBERSHIP

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NOMINATED EVERY YEAR SINCE 2012 IN SEVERAL BARKLEIGH HONORS CATEGORIES

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- **18** Time Management
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### **MINDSET**

## SET YOURSELF UP FOR SUCCESS



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#### Recommended supplies:

- 1. 3 ring binder
- 2. Loose leaf paper
- 3.3-ring hole puncher
- 4. Color stick on tabs



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Fill out each workbook and complete all assignments.

### MINDSET

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur

Why is it	important?		
What do	es your subcoi	nscious have to d	lo with it?
Who's yo	our support ne	etwork?	
Who are	your crabs?		

### MINDSET

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur

What is decision fatigue?	
Make a snap decision on some	thing.
Name a role model?	
Why is journaling important?	

# WHAT ARE YOU APPRECIATIVE OF AND WHY

1.			
2			
2.			
3.			
4.			

## HOW DO YOU TAKE CARE OF YOURSELF?

1.			
2.			
<b>∠.</b>			
3.			
_			
4.			

## IDENTIFY AND EXPLAIN YOUR EXCUSES

1.							
2							
2.							
3.							
4.							

2

### TIME MANAGEMENT

# WHAT COULD YOU DO IF YOUR TIME WAS BETTER ORGANIZED?

1.			
2.			
<b>∠.</b>			
3.			
4.			

## HOW CAN YOU IMPROVE YOUR WORKSPACE?

1.											
	 	 	 	 	 . – –	 	 	 	 	 	 
_											
2.											
2											
3.											
4.											
••											

### TIME MANAGEMENT

Lorem ipsum dolor sit amet, consectetur Lorem ipsum

2.Explain time chunking.
3. Why is scheduling time to work important?
4. What are some productivity tools you might use?

### MAP OUT A SHORT TERM GOAL

### MAP OUT A LONG TERM GOAL

3

### **VISION AND GOALS**

31

## EXPLAIN THE POWER OF WHY

### WHY-HOW-WHAT

## WHAT PROBLEM ARE YOU SOLVING?

### WHAT'S YOUR GOAL?

#### LET'S PUT IT TOGETHER

Who you help ( )
What you help them with ( )
What you want them to achieve ( )

Your assignment is to go over to Canva and make a PDF to download, print out, and hang up in your office. Add it to your binder as well.

### **VISION AND GOALS**

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur

1.Why do you do what you do?	
2.What was your defining moment that lead you to want to do this?	
3. What are you most excited about creating in the next year?	
4. What are your long term goals? 5-10 years.	

4

### **YOUR CLIENTS**

#### QUALITIES YOU WANT IN A CLIENT

Pick 5-10
<a href="https://www.compatibilitycode.com/">https://www.compatibilitycode.com/</a>
<a href="book-resources/personal-qualities-list/">book-resources/personal-qualities-list/</a>

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# Pick 5-10 <a href="https://www.compatibilitycode.com/">https://www.compatibilitycode.com/</a> <a href="book-resources/personal-qualities-list/">book-resources/personal-qualities-list/</a>

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1. <b>Geographical locati</b>	on 
2. Age/gender	
3. Education/job	
4. Business income	

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur

1.Where do they want to be in life?
2. What fear is preventing them from achieving their goals?
3. What is important to them?
4. What is their pain point?

# OTHER THINGS TO CONSIDER

#### WHAT ARE YOU GOOD AT?

Lorem ipsum dolor sit amet, consectetur Lorem ipsum

WHAT PRACTICAL	
SKILLS ARE YOU	
TALENTED AT?	
WHAT SOCIAL	
SKILLS ARE YOU	
GOOD AT?	
HAVE YOU WON	
ANY AWARDS?	
LIOW CAN VOIL	
HOW CAN YOUR	
DEVELOP YOUR	
TALENTS?	
WHAT DO YOU	
EINID EACY TO DO2	

# WHICH TALENTS WILL HELP YOU ACHIEVE YOUR GOALS?

## WHAT DOES THE WORLD NEED?

WHAT PROBLEMS DO YOU WANT TO SOLVE?

\_\_\_\_\_

ARE THERE ISSUES THAT TOUCH YOU EMOTIONALLY?

\_\_\_\_\_

ARE THERE ANY
VOLUNTEER ORG'S
THAT ALIGN WITH
YOU?
IF YOU WERE TO
ASK OTHER
PEOPLE, WHAT
WOULD THEY SAY
YOOU STAND FOR?

HAS ANYONE EVER SAID YOU'RE GOOD WITH PEOPLE OR ANIMALS?

# HOW WILL YOUR IMPACT HELP YOU ACHIEVE YOUR GOALS?

## WHAT DO YOU LOVE TO DO?

WHAT TASKS DO YOU GET LOST IN?

\_\_\_\_\_

WHAT WOULD YOU
DO IF MONEY
WASN'T AN
OPTION?

WHAT DO YOU
LIKE TO DO IN
YOUR SPARE TIME?

\_\_\_\_\_

WHAT GETS YOU REALLY EXCITED?

\_\_\_\_\_

IF YOU WERE TO PRESENT ANY TOPIC TO AN AUDIENCE, WHAT WOULD IT BE?

# HOW WILL YOUR PASSION HELP YOU ACHIEVE YOUR GOALS?

## WHAT ARE YOU GETTING PAID TO DO?

DO YOU FEEL YOU'RE DOING ENOUGH

\_\_\_\_\_

IS THERE ANY
OVERLAP IN THE
OTHER ASPECTS?

\_\_\_\_\_

DO YOU USE YOUR TALENTS AND PASSION?

WHAT

PROFESSIONAL
DEVELOPMENT DO
YOU HAVE
PLANNED?

PLANNED?

WHAT RESULTS BRING YOU SATISFACTION?

# HOW WILL WHAT YOU CURRENTLY DO HELP YOU ACHIEVE YOUR GOALS?

## WHAT ARE YOUR CORE VALUES

Pick Top 12 Then Narrow Down To 3

https://contentsparks.com/16896/fre e-download-big-list-of-core-valuewords/

Your assignment is to go over to Canva and make a PDF to download, print out, and hang up in your office. Add it to your binder as well.

#### LET'S PUT IT TOGETHER

**YOUR 3 CORE VALUES YOUR PASSION YOUR MISSION** YOUR VOCATION YOUR PROFESSION **DESCRIBE WHAT** YOU'RE MEANT TO DO

## Teaching Techniques

**SESSION TWO** 



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## **TEACHING STYLES**

### PRIMARY LEARNING

Lorem ipsum dolor sit amet, consectetur Lorem ipsum

VISUAL		
AUDITORY	 	 
7.0011011		
VERBAL	 	 
LOGICAL	 	 
HANDS ON	 	 

### **SECONDARY LEARNING**

1.Social	
2. Intrapersonal	
3. Neurodiverse Challenges	
	:==:

# WHY IS IT IMPORTANT TO ACCOMODATE ALL THE STYLES?





#### Curriculum Merit Checklist

#### Introduction

#### Purpose

The Curriculum Merit Checklist (CMC) is a tool to help educators evaluate curriculum. The purpose of the CMC is to evaluate the merit of a lesson or set of lessons. The merit of a lesson is the value of the written lesson (without teaching it). The CMC was created to be used as part of a curriculum evaluation or as a guideline for including best practices during curriculum development. The CMC is meant to be a flexible and helpful guide. There are terms and concepts throughout the checklist that are explained in the descriptions section, with links to high-quality Web resources, where available.

#### Intended for:

- The CMC is intended for informal educators evaluating or developing curriculum. The CMC can
  be useful at any point in the process, and can be applied to curriculum from the lesson level to
  the unit level.
- It is also intended for use with curriculum developed for κ-12 classrooms as well as informal
  education settings.

#### NOT intended for:

- Teaching and classroom evaluations are not the intention of the CMC. The CMC is intended for written curriculum only.
- This list of best practices and lesson components does not represent a comprehensive list of
  everything a lesson or curriculum needs to be effective.
- The CMC is not intended as a "how to" guide on writing curriculum.

#### Development

The CMC was developed using a variety of sources and modified from a lesson evaluation guide developed by Dr. Shawn Rowe for his course Communicating Ocean Sciences to Informal Audiences at Oregon State University. This CMC was developed as part of a master's thesis project on middle school marine-science curriculum development and evaluation. The CMC was used to evaluate curriculum available on the Internet on the topic of marine debris. Items included in the CMC are grounded in theory and teaching best practices, developed from primary education and evaluation literature.

#### How to use the CMC

Using the CMC should be easy! Check the boxes that apply to the curriculum you are evaluating and make notes where you think it's appropriate. If something does not apply or the answer is not clear, don't worry. Use the parts that are helpful. A lesson or curriculum does not have to have *all* these components to be effective.

Green words or phrases in the checklist can be found in the descriptions section (page 5) of the document. For more information, double-click orange headings and green links within the descriptions section to link to websites that are not affiliated with the CMC.

#### Curriculum Merit Checklist

Click to enter notes.

Curriculum Information
Title: Click to enter title.
Topic: Click to enter topic.
Author: Click to enter author.
Date: Click to enter date.
Is the curriculum evaluated?  \( \sum \text{Y} \sum \text{N} \)  Evaluation criteria: Click to enter evaluation criteria.
Is this curriculum free? $\square$ Y $\square$ N
Target Grade(s) or Age(s): Click to enter grade(s).
Number of lessons: Click to enter number.
Curriculum Organization (outline, essential questions, goals of curriculum, etc.): Click to enter text.
NOTES: Click to enter notes.
Theoretical Foundation
Learning cycle: Problem-centered  ☐ Use of real-world problem solving
Activation  ☐ Activation of prior knowledge
Demonstration  ☐ Learning objectives are demonstrated instead of told as information  ☐ Learner guidance is built into the experience
Application  ☐ Practice and assessment are aligned to learning objectives ☐ Problems are scaffolded
NOTES:

Addresses multiple learning styles (includes multiple methods of teaching and learning)
☐ Verbal
□ Visual
☐ Kinesthetic
☐ Collaborative
NOTES:
Click to enter notes.
Developmentally appropriate
□Developmentally appropriate
NOTES:
Click to enter notes.
Engagement
☐ Contains a hook
☐ Minds on
☐ Metacognitive
☐ Includes several levels of questioning (scaffolded to higher-order thinking)
☐ Hands on
☐ Relevant to students (students can make a personal connection, the content is clearly
important to their lives, etc.; the relevance should be explicit for students)
NOTES:
Click to enter notes.
Accuracy
☐ Content is accurate
☐ Content is accurate
<ul> <li>□ Content is accurate</li> <li>□ Activities are aligned to content (engaging with the learning activities will allow students to</li> </ul>
<ul> <li>□ Content is accurate</li> <li>□ Activities are aligned to content (engaging with the learning activities will allow students to access the content)</li> </ul>
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□ Content is accurate □ Activities are aligned to content (engaging with the learning activities will allow students to access the content)  NOTES: Click to enter notes.  Structure Objectives: □ Clearly written (specific, measurable, easy to understand)
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Relevant practice
☐ Activities are aligned to objectives
NOTES:
Click to enter notes.
Assessment  Assessment is authentic (assessment allows students to demonstrate their knowledge and
skills in a way that is meaningful outside the classroom)  Assessment criteria is provided (includes the level of performance required to meet the
learning objective; for example, a rubric)
<ul> <li>Formative assessment(s) included (informal assessments of student learning built into the activities)</li> </ul>
☐ Summative assessment included (final assessment of student learning) NOTES:
Click to enter notes.
Flow
☐ Lesson activities flow logically from one to the next
NOTES:
Click to enter notes.
Usefulness
Flexibility
Able to be adapted for various settings/learners (lesson can easily be adapted to different regions, physical spaces, learning styles, ages, etc.)
☐ Easily differentiated (the educator can easily add more structure or complexity to the lesson)
NOTES:
Click to enter notes.
Structure
☐ Clear (easy to read, navigate, and generally use)
☐ Comprehensive (contains all lesson plan pieces necessary to teach it)
NOTES:
Click to enter notes.
Materials
☐ Students materials are included
☐ Additional materials need to be provided by the educator  NOTES: (What is the nature of the materials; are they expensive, difficult to obtain?)
Click to enter notes.

2

### **EXPECTATIONS**

# WHAT WILL THEY LEARN OVERALL?

## WHAT WILL BE THE STEPS TO ACCOMPLISH THIS?

# WHAT WILL THEY LEARN IN EACH SESSION?

# WHAT WILL BE THE STEPS TO ACCOMPLISH THIS?

3

## LEARNING MATERIALS

#### LEARNING MATERIALS

1. <b>Slide Deck</b>	 	 
2. Transcripts		
3. Workbooks		
4. Manuals		

#### LEARNING MATERIALS


#### LEARNING MATERIALS

1.Practicals	 	 
2.Close Captioning		
3. Checklists		
4. Homework		

#### LEARNING MATERIALS

#### **BECOME THE EXPERT**

#### BE THE EXPERT

1.Podcast
2. Blog/Posts
3. Facebook Groups
4.Free Materials/Mini Lessons

## HOW WILL YOU BECOME THE EXPERT?

#### **PROFESSIONALISM**

#### **PROFESSIONALISM**

1.Being Prepared	 	 	
2.Appearance	 		
3. Demeanor			
4. Timing			

#### **PROFESSIONALISM**

.Tips	
2.Eye Contact	
3. Handling Questions	
4 Surveys	



# Create A Program Checklist

Name the program
Set goal/expectation
Create overall brain dump
Organize brain dump into topics
Create outline
Flesh out each topic
Create presenting materials
Create supporting materials
Decide on how students will access
Decide on accountability

#### IF YOU HAVE ANY QUESTIONS, TAG ME IN THE PRIVATE FACEBOOK GROUP



### ALL THE TECH

**SESSION THREE** 



WWW.CREATETHATPROGRAM.COM





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Where Will Your
 Program Live
 Payment

10 Automation

Supporting 13 Technology

SupportingEquipment

# WHERE WILL YOUR PROGRAM LIVE

#### **PROS**

#### **CONS**

Lorem ipsum dolor sit amet, consectetur Lorem ipsum i dolor sit amet iconsectetur

Membership	
Kajabi	
Site Builders	
Facebook	

#### **PROS**

#### **CONS**

Lorem ipsum dolor sit amet, consectetur Lorem ipsum

Google Drive Folder	
Email	
Lve Workshop	
Event Platform	

#### **PAYMENT**

#### **PROS**

#### **CONS**

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#### **AUTOMATION**

#### **PROS**

#### **CONS**

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur

Drip	
ConvertKit	
Constant Contact	
Website System	

#### AUTOMATION TIPS

1.	
2.	
3.	
<b>J</b> .	
4.	

#### **SUPPORTING TECHNOLOGY**

#### THE TECH

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ademarks			
	ademarks	ademarks	ademarks

#### WIFI

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet. consectetur

1. <b>Cable</b>	
2.Fiber Optic	
3. Mobile Hot Spot	
4. Co-Op Working Spaces	

## YOUR COMPUTER SYSTEM

### SUPPORTING EQUIPMENT

### SUPPORTING EQUIPMENT

1. <b>Backgrounds</b>	
2. Microphone	
3. Cameras	
4. Lighting	



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Decide on accountability

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**CALL TO ACTION** 

WWW.CREATETHATPROGRAM.COM

### Your Messaging

**SESSION FOUR** 



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#### **BRAND MESSAGING**

## SET YOURSELF UP FOR SUCCESS



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#### **CHRIS**

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet. consectetur

CLEAR		
HEARTFELT		
RELEVANT		

### **CHRIS**

INTERESTING		
SPECIFIC		

### 8 BELIEFS YOU DISAGREE WITH AND WHY

1.	
2.	
<b>4.</b>	
3.	
4.	

### 8 BELIEFS YOU DISAGREE WITH AND WHY

5.			
6.			
0.			
7.			
_			
8.			

## 8 BELIEFS YOU AGREE WITH AND WHY

1.					
2.					
3.					
<b>J</b> .					
4.					

## 8 BELIEFS YOU AGREE WITH AND WHY

5	
6.	
7.	
8.	

#### My Truths

- Be who you are. You do not have to conform to anyone version they have of you.
- 2. I am committed to help those who are willing to do the work necessary.
- 3. All businesses should be run with the eye towards success.
- 4. What I say I mean. My word is my bond.
- 5. I want to leave my impression on the professional pet industry.
- 6. I will always create a new program when the need exists.

  Or simply I decided the need exists.
- 7. I want to inspire both the upcoming as well as the established professionals in my industry.
- 8. I will adapt to whatever life throws my way.
- 9. There is always room for improvement. I will continue my own continuing education on a regular basis.
- 10. I will be mindful of including everyone.
- 11. I will acknowledge those who can before me to make my life easier.
- 12. My programs help everyone no matter where they are on their journey.
- 13. I have the foresight to see trends and act upon them.
- 14. I want to inspire the next generation of groomers.
- 15. Checklists make my world go round.

2

### STATE OF AWARENESS

## WHO IS AWARE OF YOUR PROGRAM

1. Most Aware	
2 Knows But Doesn't Want	
3. Doesn't See Your Solution	
4. Doesn't See A Connection	

3

### **CORE MESSAGE**

### **CORE MESSAGE**

What Do They Want	
Their Fear	
Think They Want	

### Core Message

Problem From Clients Perspective

### QUESTIONS

### **MY CORE MESSAGE IS**

### **CORE VALUES**

_	



### Core Values



**Unapologetic.** We unapologetically present as ourselves. We are the leaders in the professional pet industry who pave the way for others to easily follow.



**Inclusivity.** We feel everyone has a right to learn no matter how they learn. We set up for success by providing the right tools.



**Adaptability**. The world changes. We are on the forefront of new ideas.



**Sustainability**. We create sustainable professional pet businesses. We help prepare for the inevitable ups and downs.



**Inspiration.** When it looks impossible, we inspire confidence and fortitude.



**Commitment.** We are committed to the success of our students.



**Creativity.** We pay attention to the problems facing the professional pet industry, then create the programs to solve them.



**Imagination.** We believe in the value of innovation. We dream it, we make it happen.



**Recognition.** Those that came before us deserve to be honored and for those following need encouragement.



**Altruism.** We have a duty to help those in our communities.

### **NAME YOUR PROGRAM**

4

### **CLIENTS JOURNEY**

### **CHANGES**

1. <b>Before</b>		 	 	
2.After N	umber			
3. Before	Event			
4. After				

### **HOW WILL THEY FEEL**

Before			
After			

5

## FLESH OUT YOUR PROGRAM

# NAME OF YOUR PROGRAM STEPS

1.		
2.		
3.		
4.		

# NAME OF YOUR PROGRAM STEPS

5.			
6.			
7.			
8.			

## NAME OF YOUR PROGRAM STEPS

9.	
10.	
11.	
12.	

### **COMPETITOR ONE**

1. Like	
2. Dislike	
3. Pricing	
4. Offer	

### **COMPETITOR TWO**

Lorem ipsum dolor sit amet, consectetur Lorem ipsum


### FRAMING THE PROGRAM

1. What Is Your Program 2.Why Is It Special 3. Why It Works 4.Who's It For

#### FRAMING THE PROGRAM

5. How Much Time Saved Or Money Made 6. What Results Will They Get 7. What Is Your Method 8. The logistics Of How They Can Work With You

### **OPENNN DISCUSSION**

1. Outcome	
2. The Past	
3. Epiphany	
4. Next Step	

### **OPENNN DISCUSSION**

5. New Reality	
6. Next Step CTA	

6

### **COLORS AND FONTS**

### **COLORS**

### **FONTS**



## Create A Program Checklist

Name the program
Set goal/expectation
Create overall brain dump
Organize brain dump into topics
Create outline
Flesh out each topic
Create presenting materials
Create supporting materials
Decide on how students will access
Decide on accountability

### IF YOU HAVE ANY QUESTIONS, TAG ME IN THE PRIVATE FACEBOOK GROUP



**CALL TO ACTION** 

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# The Tangibles

**SESSION FIVE** 



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#### 2011 LAUNCHED THE FIRST PROFESSIONAL PET INDUSTRY

LIVE MEMBERSHIP

2012 DAVID SALZBERG AWARD FOR OUTSTANDING ACHIEVEMENT IN THE PET INDUSTRY

NOMINATED EVERY YEAR SINCE 2012 IN SEVERAL BARKLEIGH HONORS CATEGORIES

2020 PET INDUSTRY EDUCATOR
OF THE YEAR AWARD

### MARY OQUENDO

I have been teaching online since 2011 when I first launched Pawsitive Educational Training. That's not just 12 years of experience online, but I continue to teach and keep up with the ever-changing landscape of the internet so that you don't have to. Add in that I have been teaching in person since 2006 and keep up with the latest teaching methods. Over the years, I have been recognized by my peers for leadership and contribution to the industry.

## SET YOURSELF UP FOR SUCCESS



This session is all about getting started on the right foot. There is a great deal of work that goes into setting up a program. Just as you would not wantt to build a home on a shaky foundation, preparation and organization is key to your success.



#### Recommended supplies:

- 1. 3 ring binder
- 2. Loose leaf paper
- 3.3-ring hole puncher
- 4. Color stick on tabs



Print out each workbook in color if possible. Use the hole puncher to add it to your binder. Add extra loose leaf paper after each workbook for brain dumps and extra notes. Use the color tabs on the first page of each workbook to easily locate information.



Fill out each workbook and complete all assignments.

## **CERTIFICATES**

### **WORKBOOKS**

### **CHECKLISTS**

### **TEMPLATES**

### **SLIDE DECKS**

### **MANUALS**

### **VIDEOS**

### **COLOR CODING**

### **TRANSCRIPTS**

### **CLOSE CAPTIONING**

### **TESTS**

### **DELIVERY**

# GROUP/INDIVIDUAL CALLS

### **FACEBOOK GROUPS**



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## All Business

**SESSION SIX** 





## MARY OQUENDO

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### **WHY PLAN?**

# WHY IS OVER PLANNING A PROBLEM

### **SWOT ANALYSIS**

STRENGTHS	WEAKNESS
OPPORTUNITIES	THREATS

# WHAT ARE THE ELEMENTS OF A BUSINESS PLAN

07

### **MONTHLY BUDGET**

GOAL EXPENSES			
INCOME -1	MONTH		
INCOME -2			
OTHER INCOME		BUDGET	
TOTAL	INCOME	Bosci	
BILL TO BE PAID	DUE DATE	AMOUNT PAID	
	MONTHLY SUMMARY		
TOTAL INCOME	TOTAL EXPENSES	DIFFERENCE	
	NOTES		
	NOTES		

### EXPENSE TRACKER

#### MONTH OF

DATE	DESCRIPTION	CATEGORY	AMOUNT

TOTAL

# Budget Planner

Date:

#### **Starting Balance:**

List Item	Budget	Actual
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total:		

## BUDGET

tracker

DATE	DESCRIPTION	AMOUNT	TYPE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

# IMPORTANCE OF CHECKLISTS

### MONTHLY PLANNER

MONTH / YEAR:

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							

TO TO LIST

NOTES

### PRICING ONE HOUR COACHING/WORKSHOP

### PRICING SERIES COACHING/WORKSHOP



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