

BY AMY PORTERFIELD

How I Overcame 'Busy Business Overwhelm' and Transitioned My Team To A 4-Day Work Week

*A Behind the Scenes Look at My 3 Most
Effective Systems to Reclaim Your Time,
Creativity and Sanity*

Hey there! I'm looking forward to connecting with you soon. This masterclass will give you insight into what it takes to add systems to your business so that you can go from feeling overwhelmed, stressed, and constantly "out of time," to feeling organized and confident with more free time in your life and ultimately more money in the bank.

I'll be sharing **the exact systems and processes that I've used in my own business** to create a shorter, easier work week, while still building my team and revenue. These 3 simple strategies, and a bonus mindset tweak, will give you the momentum you need to get your business organized and running like a well-oiled machine.

To get the most from this masterclass, here are three helpful suggestions:

SHOW UP LIVE

If you make the time to show up live, you'll get more from the masterclass experience and gain the clarity you need to make BIG strides in your business, so mark your calendar now!

PRINT THIS WORKBOOK

Print this workbook in advance and use it during our time together to stay fully engaged and take notes on the actions you want to implement quickly.

I've specifically given you just a few hints throughout this workbook as to what we'll be covering. Once we're on the live masterclass together, you'll be able to fill in the blanks as well as answer the questions, No need to fill in the blanks now -- I'll walk you through all the details soon!

JOT DOWN YOUR QUESTIONS

To get things started a little early, what questions would you like me to answer? (Since we'll be together in real-time, I'll be answering a BUNCH of questions at the end about systematizing and scaling your business.) Think of your question in advance and write it down!

The 5-Minute Boundary Bootcamp

Your _____ - _____ are the things you
_____ and _____ do while on your journey of
creating a wildly successful business you love.

Let's create some breathing room and much needed freedom. Thinking about the how, when, where and why you work, what are a few boundaries that you are committed to putting into place?

Behind-the-Scenes System #1

The "Never Waste Another _____ Searching for a Google Doc Again"

Virtual _____

WHAT TO FILE IN DROPBOX	WHAT TO FILE IN GOOGLE DRIVE

Ideas & Insights:

“Clutter is no more than postponed decisions.”

- BARBARA HEMPHILL



Behind-the-Scenes System #2

Effective _____ Strategies and “Never Miss
a _____ Again” Project _____ System

What is _____?

The process of planning, organizing, executing, and completing a project.

What is _____?

A digital project Management tool that allows you to easily manage individual and team projects and tasks in an organized and systematic way.

What is _____?

A channel-based messaging platform that can be used to communicate real-time with your team or contractors, either as a group or individually.



Ideas & Insights:

“A Good Plan Today is Better
Than a Perfect Plan Tomorrow”

- GEN. GEORGE PATTON

Behind-the-Scenes System #3

Your _____ Business Blueprint:
Build _____ and _____ That Seamlessly Streamline
Your _____ Operations

What is a _____?

A set of step-by-step instructions, in written or video format, to complete a specific task or procedure.

Ideas & Insights:



3 Ideas to Scale Your Business

In order to cultivate a scaling _____, it's critical to have a mindset of _____ rather than _____.

What does it mean to scale your business?

#1: _____

#2: _____

#3: _____

#4: _____

Based on what you've learned about the three different ideas to scale your business, which one is best for you and your business?

SCALING STRATEGY #1: AFFILIATE MARKETING

SCALING STRATEGY #2: GROUP COACHING

SCALING STRATEGY #3: DIGITAL COURSES



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