

How to
GET BACK ON TRACK *with your creative business*

THREE TO-DO LISTS

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Hey there!

I'm Mikaela, and I'm here to help you start and grow a business of your own.

Are you finding it difficult to start because you're overwhelmed, under-skilled, unsure or unprepared? Are you determined to create a business that allows you more flexibility and freedom in your life and career, but have no idea where to even begin?

I'll help you cut through the bullshit so you can start creating your dream business TODAY. No more daydreaming or procrastinating, it's time to jump in.

How to use these To-Do lists

I like to have three lists. One master list, one for today, and one for right now.

The **Master List** has everything and anything on it that needs doing, and I can write new stuff on this one as new things come to mind. This is great because as long as I write them down, the idea or task won't hound me to pay attention to it right now, because I know I'll come back to it later.

The **Today List** is a list of 2-4 main tasks I'd like to get done today. So for example, I might have "write newsletter", "update page on website" and "schedule IG posts". This might not seem like a lot of things to accomplish in one day, but if I get them done, I can always go to my master list and tick off a few bonus things, which always feels super awesome and productive.

And my **Right Now List** is a working task list... so if I'm working on my website, I'll write down really specific notes on coding or graphic changes that I need to make and mark them off as I go. This list has stuff being added to it continually as I work, and this actually saves me a lot of time - I'm not constantly switching tasks and losing time making my brain switch between each one and then remembering what I was supposed to be doing. It's a similar process no matter the type of task I'm doing.

Use the following tips and to-do lists to get back on track in your business.

Good luck!

GAIN CLARITY AROUND YOUR GOAL

Having a really clear idea about what your end game is (for the next 90 days or 6 months) also makes it so much easier to work out what tasks you should be working on daily. Every single thing you do for your business, should be feeding into that end game, and if it's not, you shouldn't be doing it.

GET INTO A WEEKLY ROUTINE

Find a routine that fits with your lifestyle and how and when you work your best. If you need a tidy desk to be able to work efficiently, factor tidying your desk every morning into your weekly routine!

SCHEDULE YOUR DAY

Categorise the tasks you work on every week and schedule chunks of time to work on these categories (ie, Making, Admin, Product Photos etc). Try to schedule your day so you are working on certain tasks at the best time of day for YOU, and how you work most productively.

WRITE SMART TO-DO LISTS

Make sure your to-do list for the day is logical, and every task is working towards your bigger goals. Don't set yourself up for failure by being too ambitious with your daily to-do lists, 2-4 tasks per day is plenty (and you can always do extra if you get these done!).

Bonus tip:

TAKE ACTION

Just start. It doesn't matter if what you're doing right now isn't perfect, just make a start and refine as you go.

Print my
THREE TO-DO LISTS
to help you get shit done

Master list

GETTING SHIT DONE SINCE 1984

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Want more support?

Too many women are giving up on their creative business ideas because they are overwhelmed, under-skilled, unsure or unprepared. This is why I've created The Makers Academy.

I want to help you escape the daily grind, realise your potential, become your own boss and never look back.

More than 60 percent of small businesses cease operating within the first three years of starting.

I give you the tools and skills to plan, launch and grow your idea into a thriving business so you can become self-employed and stay that way.



GUIDANCE SESSIONS

One-on-one personal business training – only Makers Academy members have the opportunity for my personal guidance



MEMBERS FORUM

A dedicated area within the membership to connect and check-in, giving you the power of shared information



MONTHLY TRAININGS

Regular private trainings for members, covering new skills, strategies and techniques every month



COURSE LIBRARY

The business, blogging, photography and design classes are the backbone of The Makers Academy



LIVE EVENTS

Members-only live events with in-depth training, intensive planning and implementation sessions



MASTERMIND

An opportunity only given to Academy Members, every 6 months just 5 places are available to join the Mastermind

Want to know more?

Email me on info@themakerscollective.com.au
or head to www.themakers.academy

