

Preparation Tips + Info

May 7-9
2 to 4pm-ish Eastern Time (New York)

Your People Plan info, schedule, join links, recordings, and downloads are all in our learning center. Bookmark this page:

<http://my.artbizsuccess.com/courses/peopleplan/>

Your login was emailed to you, but please let us know immediately if you haven't received it or are having difficulty.



TIP #1: SCHEDULE OUR SESSIONS

Here are the dates and times of our sessions. If you can't attend live, please set aside time on your calendar to watch the replays and do the work.

<i>Tuesday May 7</i>	<i>Wednesday May 8</i>	<i>Thursday May 9</i>
INTENTION FOR THE DAY IDENTIFY CONNECTIONS	INTENTION FOR THE DAY MAKE YOUR PEOPLE PLAN	OPEN OFFICE HOURS GET QUESTIONS ANSWERED
2 pm Eastern Time (New York)	2 pm Eastern Time (New York)	2 pm Eastern Time (New York)
Get clarity about who the most valuable connections are that you can make, identify as many as possible by name, and assign authoritative locations for keeping their information.	It doesn't do you any good to identify connections and not do the work to reach out to them, follow up, and nurture the relationship. Let's get you a plan.	Drop in for clarity about your People Plan. Ask questions and get my best answers.
<i>Est time: 90-120 minutes</i>	I will also show how my learning center and community can help you find answers and implement your plan.	Recorded and available to all as soon as possible.
	<i>Est time: 90-120 minutes</i>	<i>Est time: 50-75 minutes</i>

TIP #2 REVIEW THE SPECIAL REPORT

Start your preparation with my [Your Artist Mailing List special report](#). It is an overview of the 3 lists every artist has, followed by a 3-page assessment of how you're using your list.

TIP #3: CAPTURE OBLIGATIONS

Make sure all of your obligations, with special focus through August 31, are on your calendar or task list.

EVERY obligation. This includes studio time, exhibitions, writing, teaching, marketing, travel, family gatherings and caretaking, travel, exercising, holidays, self-care, and down time.

TIP #4: ADD UP THE HOURS

Now, look at the work you did for Tip #3 and **add up the hours that are already obligated** through the end of August.

If you have something on your task list for which it is hard to guess the time commitment, go high. Tasks always take longer than we allow for them.

An alternative (or addition) to the above is to schedule your tasks on your calendar before adding up the hours. For example, if you want to have a new website by September 1, block off multiple website working sessions on your calendar. You don't even have to know what you'll do during those sessions. Just save the time.

When you are planning, you need to be realistic about the time you have.

TIP #5: CREATE SPACE

Planning takes a lot of focus and energy. You can't plan effectively when you're multitasking. (You can't do anything effectively when you're multitasking, but I digress.)

The space I'm talking about creating is mental, digital, *and* physical. Between now and the start of our sessions, make space by doing the following.

- Clean off your desk.
- Purge computer files and your inbox, if necessary.
- Put things in their proper places and recycle what you no longer need.
- Straighten up your physical space so that you have minimal distractions. Make it a place where you look forward to spending time.
- Extra credit: You have 2 hours for each of our sessions already on your calendar (Yes?). Now, block off an extra 30 minutes before each session so that you're not in a rush when you arrive.
- Extra extra credit: Add a place in your calendar following each session—an extra hour or two in the evening or on the following day. This is for you to process what you're learning and do the homework.

Sometimes we don't have enough brainpower to do deep work like planning if we're distracted or unhappy in our spaces.

Do your best to eliminate every possible excuse for not doing this work.

TIP #6

Your final tip is to gather the tools you know you'll need for this process.

- If you're like me, you keep all of your notes in a single journal. Make sure you have that handy. While I'll be sharing handouts, you want to be able to keep notes *your way* so that they are useful to you later.
- I also suggest paper for doodling during the sessions. There's scientific evidence that doodling helps with learning.
- Suggestion from previous participant: Make sure you have plenty of ink in your printer, paper, and a small 3-ring binder. You will need to print off the handouts and worksheets and then want a place to keep them neatly. Speaking of ink ...
- Make sure your favorite pen has plenty of ink in it and that you have pretty colors to add to your notes. Or ... *oh oh* ... washi tape!

That oughta do it. See you soon!