



## Important Program Information

We are thrilled that you will be joining our growth minded group. This document contains important details to get you started quickly. During our time together you will benefit from:

1. **Training.** This program includes valuable training on emotional and mental management and upgrades.
  - a. You will be sent instructions on how to log into the 3 Key Elements online academy. Inside will be modules for you to work through and complete at your own pace.
  - b. The online academy is also where you will find downloadable documents such as the Action Step Tracker, AM/PM Tracker, and the Success & Accomplishment form you will be using during this program.
  - c. You will be provided the information on how to join our weekly live Zoom meetings. Each of our zoom meetings will include training and/or Q&A time.
  - d. Each live session will be recorded and a link to the zoom recording replay will be provided and be accessible for 2 weeks for you to review. It is your responsibility to save a copy of each session for your future review. You will find the option to download in the top right of the replay window.
2. **Facebook Group.** This group is the other place for the facilitator to communicate with you.
  - a. Our team will assist you in joining the Facebook group.
  - b. Assignments. Any homework, assignments, or special tasks should be reported or delivered to the facilitator by posting it in the Facebook group.
  - c. Support (for you and from you): Let the group know where you are stuck in working toward your chosen goal. The group can help brainstorm possible ideas and solutions and share them with you.
  - d. Question: The facilitator will have a Q&A section on the facebook group. You can also ask other participants questions. Questions asked in the Facebook group often spark great answers and discussion that are helpful to all. Each conversation should have it's own thread.
3. **Goals.**
  - a. On a paper write down and pick some 90 and 30 day goals for your personal life and/or business. Make it a wish list of goals. You do not have to take on all of them right now, but make a list of things your future self would thank you for.
  - b. After you have a list of goals, pick just one to focus on during our time together and write it on the provided Action Step Tracker form.
4. **Action Steps.**
  - a. These will be steps you choose daily and that clearly lead to your chosen goal. This helps stop procrastination and increase momentum of progress toward your goal. Pick a step in the morning (or the night before), write it down on the Action Step Tracker. At the end of the day, mark on the tracker form if the action step was accomplished or not.
5. **Accountability.**
  - a. Our team will assist you in getting set up using a messaging app called Voxer.
  - b. You will be put into a Breakthrough Coaching team channel. This Voxer team channel will be used for your accountability tracking. Each morning you should post your action step in the Voxer channel, and then at the end of the day report to your team whether you completed it or not.

You are so wise to take this time for valuable self-development. We are excited to work with you.



## Daily Action Step Tracker

Name: \_\_\_\_\_

GOAL:	START DATE:
	COMPLETION DATE:

Day #	DATE	ACTION STEP	DID	DID NOT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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21				



## My Success & Accomplishments

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2. 

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3. 

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4. 

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5. 

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6. 

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7. 

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8. 

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10. 

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To: \_\_\_\_\_



### AM Routine

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### PM Routine

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### AM Routine

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