

# The TIME CHALLENGE



Making  
Every Moment  
in Life  
COUNT

Teleseminar  
Preview





# The Time Challenge

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Making Every Moment in Life Count!

## Teleseminar Preview



*The Time Challenge – Making Every Moment in Life Count!*



**Congratulations** on purchasing your very own Ready2Go Teleseminar!

You now have at your disposal another product in the extensive suite of completely developed Ready2Go products that you brand as your own and easily implement to grow your business. We certainly hope that you use this product in conjunction with the full suite of communication products, as regular contact with your clients and prospects is the most effective strategy for growing your business.

The full suite of Ready2Go products includes **professionally written, scripted and designed:**

- Pre-written tweets
- Special reports
- Audio training programs
- Success tips
- Speeches
- Teleseminars
- Workshops
- Self-study coaching packages

When it comes to effective ways to gain exposure, and offer a valuable service to your prospects and clients, teleseminars and webinars are a sure fire strategy. They are hugely popular in the industry for a reason. They are a cost effective, convenient, and very efficient way to deliver value to your market.

While we hope that you are using this product in conjunction with the Ready2Go Marketing Solutions Bundle, this product alone is a great tool for growing your business. With your Ready2Go Teleseminar, you are implementing a powerful strategy for growing your business. And the great news is that the Ready2Go Teleseminar topics are completely developed and ready for you to implement. And they are relevant to most target markets, and easily customizable, saving you tons of time and effort. They are also designed to be educational, engaging and fun so that your attendees leave the training feeling that it was time well spent.

If hosting teleseminars and webinars is new for you, or even if you are a veteran, then you have come to the right place, as it doesn't get much easier than with a Ready2Go Teleseminar. If you apply the tips you learn in this Teleseminar Guide, and combine it with a professionally crafted Ready2Go Teleseminar, then you are on your way to great success!

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With this comprehensive suite of products, your prospects and clients will receive quality content, have an opportunity to establish familiarity and trust in you, and get sought after solutions to their needs. And doing professional presentations is one of most effective components of an effective marketing strategy.

Enjoy!

A handwritten signature in black ink that reads "Kim".

Kim Clausen,  
President  
Ready2Go Marketing Solutions, Inc  
Kim@Ready2GoMarketingSolutions.com

P.S. Please be sure to tell us about your experiences. We are excited to hear!



## What You Get in Your Ready2Go Teleseminar® Program

With the Ready2Go Teleseminar, your package includes:

### **Fully developed teleseminar** with:

- Agenda, teleseminar flow, all necessary content, instructions, and scripting
- Participant exercises;
- Activity Sheets for the participants to be emailed or used in a webinar; and
- Follow-up plan which includes:
  - Homework and coaching sessions

**Marketing Guide** with recommendations on how to effectively market your teleseminar including:

- Logistics on how to coordinate a seamless and successful program
- Marketing timeline, and
- Teleseminar checklist.

**Facilitation Guide** which includes facilitation instructions for conducting a successful teleseminar including:

- Knowing your role and moving past initial fears;
- Tips on how to lead a successful teleseminar;
- Connecting with the participants; and
- Preparation for the teleseminar.

**Ready2Go Promotional Guide** with professionally crafted promotional materials including:

- Promotional emails
  - 2 Email invitations;
  - Reminder email; and
  - Follow-up email.

### **ARE YOU A MEMBER OF THE TELESEMINAR OF THE MONTH CLUB?**

If you are a member of the Teleseminar of the Month Club, you get comprehensive training, support, and guidance, all the products listed above, AND these additional done for you products:

- Registration and thank you page copy; and
- Registration and thank you page html files (completely developed web pages ready to put on your website)

The **Webinar** includes:

- Professionally crafted slides to coordinate with your teleseminar, making it a webinar Presentation.

To learn more about the Teleseminar of the Month Club program, [click here](#)

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## Ready2Go Marketing Solutions' Product Offerings

Be sure to check out the full range of products available to you from Ready2Go Marketing Solutions, Inc.

With these products you receive quality content created by industry professionals, plus all the instructions and tips that you need to be successful in your implementation. The Ready2Go products are created on topics that are highly relevant to most target markets, and have valuable content that your prospects will find very educational and informative. Plus they are easy to customize and brand as your own.

That full suite of professionally crafted Ready2Go products includes:

- **Pre-written tweets** to gain awareness and promote your special offers and events
- **Special reports** to use to grow your list or send to your list as a gift
- **Audio training programs** that you record in your own voice
- **Success tips**, which are 200-350 word "mini articles" to send to your list or use as blog posts
- **Speeches** for your in-person presentations
- **Teleseminars and webinars** to engage your prospects and clients through remote training
- **Workshops** to reach more people, generate income and convert more clients
- **Self-study coaching programs** formatted to be delivered as an independent, self-guided coaching program.

To learn more about the Ready2Go products, go to [www.Ready2GoMarketingSolutions.com](http://www.Ready2GoMarketingSolutions.com).

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## **The Time Challenge**

*Making Every Moment in Life Count!*

### **Participant Message**

*You would think that by the time we reach adulthood, we would recognize time as one of our most precious and limited of gifts. Between career demands, family needs, and a slew of responsibilities in between, we are all probably wishing there would be more hours in the day so that we can spend some time doing the things we really want to do.*

*Last anyone checked there still was only 24 hours afforded to us each day. Perhaps a better question we should be asking ourselves is why 24 hours isn't enough? Just exactly what is taking up all our time and why aren't we able to make time for the things that matter most?*

In this very popular training program, you will explore several significant concepts around effectively managing time so you can have the hours you need to pursue what matters most. Remember, it's easy to lose track of the things that really matter in a world full of innumerable distractions. You will step off your "hamster wheel" of wasted time and make a new pledge to dramatically improve your time management strategies. As William Penn once said, "Time is what we want most, but what we use worst."

### **Learner Benefits:**

From this teleseminar you will be able to effectively manage your time by...

- Identifying and committing to the important goals you want to accomplish in your life,
- Prioritizing your tasks and working on what's most important during the times when you have peak energy,
- Naming and handling common time distractors that can keep you from accomplishing what matters most in your life,
- How to identify your high productivity and low-energy periods, and maximize both,
- Your major time wasters, and how to overcome them to get back on track,
- Strategies for increasing your productivity while reducing stress,
- Four Simple Steps to becoming a Masterful Time Manager,
- and much more.

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## **Course Contents:**

### **Introductory Activity – So Much To Do, So Little Time**

- Activity: “Information and Introductions”
- Activity Objective: Participants prioritize which information is most important to share.

### **Segment #1 – Organizing Your Time**

- Activity #1: “Identifying Your Prime Time”
- Activity Objective: Participants assess what times during a 24 hour day they are at their most energetic in order to accomplish important tasks.
- Activity #2: “4 Steps to Being an Effective Time Manager”
- Activity Objective: Participants learn about and discuss what it means to be an effective time manager.

### **Segment #2 – Prioritizing Your Time**

- Activity #1: “Master To-do List”
- Activity Objective: Participants identify tasks they have to do and assign a priority ranking to them.
- Activity #2: “Time Management Grid”
- Activity Objective: Participants learn strategies for optimizing their time with a time prioritization grid.

### **Segment #3 – Eliminating Distractions**

- Activity #1: “One Thing or Another”
- Activity Objective: Participants recognize the power of single-tasking and the ramifications of multi-tasking.
- Activity #2: “Straying From Our Goals”
- Activity Objective: Participants identify the major time distractors in their lives and prioritize the top five that impact them the most.

### **Application – Lock It In**

- Activity: “\$86,400”
- Activity Objective: Participants are made aware of the value of time and time management by comparing it to how they spend another limited resource– money.

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## Teleseminar Schedule

The following agenda is meant to be a guideline and not a hard and fast schedule to keep.

<b>Topic</b>	<b>Time Estimate</b>
Starting the Call	5 min
Introductory Activity – So Much to do, So Little Time	10 min
Segment #1 – Organizing Your Time	15 min
Segment #2 – Prioritizing Your Time	15 min
<b>Make Your Offer Here</b>	<b>5-8 min</b>
Segment #3 – Eliminating Distractions	20 min
Application - Final Thoughts	5 min
<b>Total Time</b>	<b>75 Minutes</b>

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## **Step #1 – Prepare Participants for Learning**

Preparing participants to learn is a critical step. This step arouses interest in participants, generates positive feelings about the learning they are about to experience, and gets them primed to learn.

Create a positive learning environment by humanizing the tele-seminar, letting participants know that they will be successful, and that the learning they are about to take on will be tremendously beneficial.

The importance of getting off to a good start cannot be overstated. What you say and do in the first few minutes of the program can make all the difference in the world between a rich learning experience for participants and a frustrating expectation of what lies ahead for the next hour.

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## **Step #2 – Content Presentation & Practice**

This is the part of the workshop where participants first encounter new knowledge.

True learning means that participants acquire a deeper understanding of a topic by pushing past the boundaries of their own awareness of the concept.

This means participants become conscious of new ideas and possibilities through their own discovery and experience of the topic. In other words, total participant involvement is necessary.

Learning is not passive; it's not an act of consumption. Instead, learning is an act of creation.

What participants think, say, and do is more important than what the facilitator thinks, says, and does. The facilitator's role is simply to initiate the learning process and then get out of the way.

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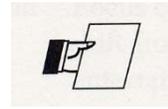
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## Making Every Moment in Life Count

Teleseminar Script  
*(This is one of eight activities in this program)*

Time	Content	Notes
15 minutes	<b>Segment #1 – Organizing Your Time</b>  [Show PowerPoint slide of <i>energetic</i> .]	Materials Needed: Pen or pencil, Worksheet #1 – “My Prime Time”
<b>Facilitator Says:</b>	<p>“Everyone’s energy timetable is different. Some of us are morning people; others are night owls.</p> <p>One secret to effective time management is to find those times of high-energy or ‘prime energy,’ and make sure you are organizing important tasks around these times.</p> <p>It is during times of ‘prime energy’ that you will find yourself to be most alert, most enthusiastic, and most creative.”</p>	
<b>Learners Do:</b>	<p><b>Activity #1: “Identifying Your Prime Time”</b></p> <p><b>Activity Objective: Participants assess what times during a 24 hour day they are at their most energetic in order to accomplish important tasks.</b></p> <div style="text-align: center;">  <p>Directions:</p> </div>	

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Handout –  
Worksheet #1 -  
“My Prime  
Time”

1. Tell participants to take out Worksheet #1 – “My Prime Time” that was sent to them prior to the teleseminar.
2. Ask participants to think of a typical day in their lives with which to graph their energy level. Tell them to place a dot in the box that best represents their energy during each hour.
  - Have participants work quickly on this, not thinking too hard about precisely identifying their energy level during each hour. A general assessment will do.
3. When they are finished, have them draw a line to connect the dots.
4. Have participants then examine their energy peaks and valleys represented by the graph.
5. After, ask for volunteers who would be willing to share their results.
  - Solicit several responses.
6. Debrief by asking the following questions:
  - How aware do you think people are of their prime energy and low energy times?
  - How effectively do you think people manage their prime energy time so they spend it on tasks that are most important?
  - What gets in the way of us using our prime energy time for our most important tasks?



**Facilitator  
Asks:**

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## **Step #3 – Course Review & Application**

Reviewing what has been learned is critical for long-term retention by participants. This step is the culmination, the fulfillment, of all the learning that has gone on during the workshop.

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# Activity Sheets

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## Worksheet # 1 – “My Prime Time”

To identify your times during the day when you are operating with the highest amount of energy, complete the following energy graph.

- 1) Choose a typical day to graph your energy.
- 2) Below each hour of the day, place a dot in the box that best represents your level of energy for that hour.
- 3) Next, draw a line to connect the dots.
- 4) Examine your energy peaks and valleys as represented by the graph. The peaks will be those times during the day when you are likely to be at your best.

### Energy Graph

Energy Level	Morning									Afternoon					Evening					Night				
	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Very High																								
High																								
Medium																								
Low																								
Very Low																								
Asleep																								

My ‘Prime Energy’ times are:

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