

# **From Idea to Action:**

## **Your 7-Point Do the "Thing" Checklist**

This 7-Point Checklist turns your goals into action by connecting them to your purpose, breaking tasks into manageable steps, and setting clear deadlines. It focuses on progress over perfection, taking immediate action, and using techniques like Pomodoro to stay on track. Celebrate small wins and reflect on your process to improve future efforts.

### **1. Connect Your Content to Your "Why"**

- Identify your deeper purpose for the "Thing" You want to do
- Write down how this content aligns with your long-term goals
- Visualize the impact this will have on your life

### **2. Break Down It's Requirements**

- Figure out the Main Steps Required to do this
- Identify any research or resources needed
- Estimate the time required for each section

### **3. Set a Non-Negotiable Timeline**

- Choose a specific date and time to start creating
- Set a realistic deadline for completion
- Add both start and end times to your calendar

### **4. Build a Project Plan**

- With the End Goal in Mind. Break Down Task into the Smallest Possible Pieces
- Organize it By Dependency's and Prioritize the Bigger Task First
- Identify any Possible Roadblocks and Build a Plan of How to Beat Them

### **1. Connect the "Thing" to Your "Why"**

### **2. Break Down It's Requirements**

### **3. Set a Non-Negotiable Timeline**

### **4. Build a Project Plan**

### **5. Embrace "Done is Better Than Perfect"**

### **6. Take Immediate Action**

### **7. Celebrate and Review**

### **5. Embrace "Done is Better Than Perfect"**

- Set a Hard Start Date for each Task
- Treat it with Absolute Importance – No Rescheduling
- Focus on Completion, It will NOT be Perfect

### **6. Take Immediate Action**

- Complete one small task related to your goal right now
- Try using [The Pomodoro Technique](#): to keep you from feeling overwhelmed
- If you feel stuck, Identify Which Psychological Reason is tripping you up so you can make a plan around it.

### **7. Celebrate and Review**

- Acknowledge your progress, no matter how small
- Identify what worked well in your process
- Note any challenges to address in your next Action Plan