



EXTREME BUSINESS
GET YOUR YEAR IN GEAR
2020

The intensive 31 day personal and professional coaching programme to kick-start your year. Back by popular demand for 2020.



January
1 Saturday

1-364
New Year's Day

NEW YEAR

WEEK 1: VISION

WEEK 2: TIME

Creating your Vision

By the end of this week you will have a clear picture of how to determine where you are headed - and the enthusiasm to make a start on the journey!

Week 1 includes tasks on the following:

1. Looking back at your highs and lows over the past 3 years;
2. Analysing where you are today – Strengths, Weaknesses, Opportunities, Threats;
3. Creating your 90 day goal list – personal and professional;
4. Deciding which tolerations to eliminate;
5. Identifying your Unique Abilities;
6. Where you want to be in 3 years.

Time & Priority Management

This week you will learn how to effectively avoid overwhelm and fatigue, reduce stress and live a calmer life - and yet still get everything done!

Week 2 includes tasks on the following:

1. How to organise your life and your time;
2. How to delegate effectively;
3. Managing your work/life balance;
4. The 80/20 rule and setting boundaries;
5. Organising your annual personal and professional development retreat;
6. Managing your nutrition.

Hugely positive experience. Stopped me from procrastinating and finally getting things that I had on my to-do list done. Reignited my passion for work. Would definitely recommend it to anyone who wants to kick-start their year.

SAT KELLEY, HEATH DENTAL

FRESH START!

WEEK 3: MONEY

Money and Finances

Week 3 will teach you how to make money your friend — how to stop stressing, have what you want, when you want it — and sleep really well!

Week 3 includes tasks on:

1. Introducing the personal cash flow template and highlighting its importance;
2. Professional cash flow;
3. Learning your way around your Profit and Loss and KPI reports;
4. Knowing your own profitability and that of your other fee earners;
5. Calculating your Operating Cost Per Surgery Per Day (OCPSPD);
6. The Pricing Matrix;

WEEK 4: PEOPLE

Your internal and external Dream Team

By the end of Week 4 you will be able to focus on your best work and play, leaving everything else to other people — who are dedicated to making your life simpler!

In Week 4 we look at:

1. Understanding Leadership and management and the differences between them;
2. Creating your external/personal Dream Team;
3. Creating your internal/professional Dream Team;
4. Agreeing written policies to keep your team accountable;
5. Understanding team communication and the Ideal Schedule;
6. People you need to get rid of.

INVESTMENT

Your investment in the programme will be just £300 (inclusive of VAT) for the full 31-day course.

You will receive daily emails with tasks and resources, weekly videos and a month's free membership to the Extreme Business Academy when you graduate.

RESOURCES INCLUDED

During the month I'll be sharing with you many resources from the Extreme Business Library, accumulated over 22 years of working with some of the best practices in the world. On day 1 you will also download a workbook which you can use to track your progress throughout the month

- Sales aids
- Infographics
- Excel templates
- Powerpoint treatment plan templates
- Patient letters and consents
- Telephony guides
- Scorecards
- Podcasts
- e-Books

A business development toolkit exclusively available to my clients.

In addition, you will have complimentary 1-month membership to The Extreme Business Academy (which you can then renew at either £260 pa or £25 pm), with access to over 36 hours per year of vCPD from recorded webinars, tutorials and interviews with industry leaders. You will also receive 20% off our comprehensive Academy courses for your team as an Extreme Business Academy member.



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