

IMMEDIATELY

- WEEKS 1-2 - READ MREA (10 HOURS)
ESPECIALLY THE LEVERAGE MODEL ON PAGES
 - CREATE YOUR NOT TO DO LIST (60 MINUTES)
 - TAKE THE KPA (45 MINUTES)
-

IMMEDIATELY

MONTHS 1-2

- ATTEND CAREER VISIONING (3 DAYS)
 - ADD TALENT GOALS TO YOUR CALENDAR (10 MINUTES)
 - GET A SOMEONE (PREFERABLY A COACH) TO HOLD YOU ACCOUNTABLE
 - REFINE YOUR JOB DESCRIPTION
 - DEFINE YOUR VISION
-

MONTHS 1-2

MONTHS 3-5

- LEAD GENERATE FOR TALENT DAILY (ONE HOUR DAILY BY PHONE+EVERYWHERE YOU GO)
 - MEET WITH ONE TALENTED ADMIN PERSON DAILY (60 HOURS FOR MEETINGS, 60 HOURS FOR LEAD GENERATION)
 - POST YOUR JOB DESCRIPTION AKA YOUR NOT TO DO LIST ON FACEBOOK (DO A VIDEO), AND ON [INDEED.COM](https://www.indeed.com).
 - ASK EVERY PERSON YOU MEET “WHO DO YOU KNOW THAT IS LOOKING FOR AN OPPORTUNITY?”
-

MONTHS 3-5

MONTH 6

- TAKE AT LEAST 3 PEOPLE THROUGH THE FULL HIRING PROCESS
 - YOU MUST END UP WITH 3 CANDIDATES (45 HOURS)
-

MONTH 6

MONTHS 7-9

- CREATE A 90 DAYS TO SUCCESS TRAINING CALENDAR FOR YOUR NEW ASSISTANT
 - SEND YOUR ASSISTANT TO THE PERFECT ASSISTANT CLASS THROUGH MAPS COACHING
 - YOUR ASSISTANT WILL FOLLOW YOU AROUND FOR THE FIRST MONTH AND DOCUMENT ALL YOUR SYSTEMS
-

MONTHS 7-9

MONTH 10

- SEND NEW ADMIN PERSON TO CAREER VISIONING
 - TAKE CAREER VISIONING AGAIN
-

MONTH 10

MONTH 11

- LEAD GENERATE FOR TALENT (THIS NEVER ENDS)

MONTH 12

- TAKE AT LEAST 3 PEOPLE THROUGHOUT THE FULL HIRING PROCESS AND END UP WITH 3 CANDIDATES
-

MONTHS 11-12