

CHECKLIST THE 4-WEEK PLAN:

What Happens When You Leave
Your 9 to 5 Job for Your
Entrepreneur Dream Life?

Week 4

Presented by Dexter and Pamela Montgomery



THE 4-WEEK PLAN: How to Leave Your 9 to 5 for Your Entrepreneur Dream Life!

- I have created my plan and I am going to do one of the following:
 - Quit my 9-5 job completely within the month
 - Phase it out in stages, setting up my business on the side, part-time
- I am ready **TO ACT** and get started—today!
- I have identified my key:
 - Milestones
 - Goals
- I know how much I need to:
 - Cover my expenses
 - Invest back into my business
 - Make a profit
- I have determined what software, tools and services I need
- I understand I will have challenges but I am ready to meet them with a positive, proactive attitude
- I have a plan and a roadmap that will help me deal with issues like discouragement or challenges
- I have set up and planned a rock-solid foundation for my business, with everything set up in place
- I have planned for growth and expansion to the best of my ability and research right now

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- I am re-framing fearful thoughts, and learning to view fear as excitement
- I am going to keep a central notebook or journal for the initial stages of my business set up, with everything in one place
- I am cultivating the habit of **ACTING** every day
- I am avoiding the traps of:
 - Perfectionism
 - Procrastination
- I am taking my planned steps—one after the other
- I understand that being fearless is not a feeling, but a decision
- I understand that consistency in my business practices and habits is vital to success
- I understand I need also to have:
 - A list-building plan
 - A social media plan
 - A content plan
 - An outsourcing and automation plan
- I am planning an entire, cohesive sales funnel rather than just one offer or package
- I am tailoring that sales funnel to the steps my ideal client or customer is going to need to take after each offer

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- I am using automation to create consistency in my practices, speed them up and ensure that tasks are performed efficiently
- I am semi-automating my content and offerings to ensure they are of top quality and consistency
- I am automating tasks and functions that do not depend directly on my personal involvement
- I have determined:
 - What to automate
 - Which system, method or tool to use
- I have listed the functions I may need automated, and properly researched the best choice in automation options
- I am planning for outsourcing in my business
 - Immediately
 - In the future
 - Task by task—starting soon
- I am planning one day to have a powerful team that can function well in my absence
- I am doing careful research in finding the right outsourcing contractors and always checking references
- I understand that both automation and outsourcing should be considered and allowed for at the initial planning stage

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- I understand that the right outsourcing and automation can also help in generating more leads, tracking and finding, and increasing my visibility and reach
- I am using pre-scheduling and auto-distribution as part (NOT all) of my social visibility strategy
- I am consistent and regular with content creation and social outreach
- I am being assertive and proactive about planning (and taking) time for my own:
 - Rest and relaxation
 - Personal development
 - Social life
 - Family time
 - Other _____
- I have built flexibility into my business and personal schedule
- I have allowed time in my schedule for:
 - My business
 - My clients and customers
 - Networking with peers and influencers
 - Exercise and regeneration (spiritual or otherwise)
 - My health and rest

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- My team
- My family
- ME
- I understand that the best type of entrepreneurial schedule:
 - Is realistic and proactive
 - Has a certain amount of flexibility built in in key areas I have chosen
 - Is not reactive
 - ENERGIZES ME and keeps the flame of your business passion burning
- I have made a commitment to outsourcing, delegating or dumping situations that tend to knock me flat
- I have detached myself as much as possible from toxic people
- I am claiming my right to state my truths and be assertive with toxic or demanding people I cannot avoid—WITHOUT offering explanations or excuses
- I have found solid sources of positive support
- I am celebrating my successes
- I have started to create my perfect business ... today!

**Join us every Wednesday at 6:30 p.m. (Eastern) for
My Biz Dream Team: Opportunity Wednesday Training Series
Dial in #: 712-775-7035
Participant code: 930599**

About the Authors



We are Pamela Montgomery and Dexter Montgomery, authors, entrepreneurs, and speakers. We are a married couple and business partners.

We help busy people looking to leave their 9-5 job, to achieve uncommon results in their new online business and in their life. We work to help new entrepreneurs avoid the massive mistakes that keep you struggling and feeling overwhelmed. Through our weekly teleseminar training seminar series, My Biz Dream Team: Opportunity Wednesday Training Series we discuss topics relevant to the new entrepreneur as you build and grow your business.

As online marketers for the past few years, we create information products, teach classes online, host a weekly teleseminar training series about online marketing, produce a podcast series, and mentor new entrepreneurs looking to get out of the rat-race.

Prior to starting our online business, we were a typical two-income couple living in the suburbs outside of Washington, D.C.

Dexter has over 30 years of experience in business and finance in the public and private sectors.

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Pamela has over 30 years of experience as an attorney. During her career, she served six years on active duty as an officer in the U.S. Army Judge Advocate General's Corps. For 15 years, she was the chief spokesperson of a federal agency and responsible for the educational programming. She has made hundreds of presentations as she traveled across the country representing the agency at numerous meetings, seminars, and conferences. I (Pamela) just love to teach!

We were each working 65-70 hours a week in office jobs and wanted to find a way out of the rat race. By owning an online marketing business focused on helping other entrepreneurs and investing in real estate, I (Pamela) could retire from my office job.

Now we are just that much closer to fully living the life of our dreams!

Pamela is now able to work from home or anywhere in the world. We both love to travel and explore new places and interests. Now we have more time for travel and to work with the non-profit organizations that we support.

Our Motto: Do What You Do Best and Let Your Team do the Rest

We would love to talk to you about the issues that you face as a new entrepreneur. You can use the information below to contact us.

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Or you can follow us on social media or respond to one of our emails. We would love to hear from you!

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