



Getting It Done

**Finish What You Start and
Start Only What You Can Finish While
Starting-Up Your Energy Healing Business**



JAN ANDERSON ~ ENERGY HEALING BUSINESS COACH



Finish What You Start and Start Only What You Can Finish

While starting-up your healing practice, you'll have a lot of plates in the air that you'll need to keep spinning or they'll all come crashing down. If you've tried project management or planning systems and found they don't work for you, you might have one of two action types (based on the Kolbe A test) that causes you to struggle with traditional planning systems:

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- 1) low follow through; and
- 2) high fact finder

Traditional planners don't work well for people with either of these two action styles, because once they've setup their planner they tend not to look at it again. These people are very visual and need a system they can't avoid seeing.

If that sounds like you, there's a planning system made just for you!

It's based on the book *Personal Kanban* by Jim Benson and Tonia DeMaria Barry. The Kanban system was developed from Toyota's project management system, and was further developed within the software development industry. It's also





known as Agile project management.

To set it up, you'll need some space on a wall, door, whiteboard, or window. Then setup the space as follows:



A) There are 4 main sections:

1. Options - all the items on your personal and professional ToDo lists go here - you make a "ticket" using a black marker on a sticky note.

2. Ready - At the start of the week (Sunday pm or Monday am). You transfer tickets from Options to Ready. You're making a commitment to finish these items by Friday so only move items to Ready if you really think you can finish them by Friday.

Look at a calendar, or create a week chart, and decide how many 50 minute time blocks you have during the week. Use that to guide you in selecting your tickets for the week.

As you transfer tickets to Ready, decide whether the item on the





ticket can be completed within 50 minutes. If the ticket item can't be finished in 50 minutes, it's called an "epic". Break epics down into several parts that can be done in no longer than 50 minutes and make a ticket for each.

3. Today - Move items from Ready to Today at the start of each day. You're making a commitment to finish these items today. Again, decide how many 50 minute blocks you have and use that to guide you in your selection of tickets. As you transfer each ticket to Today, ensure that you can reasonably finish the item in 50 minutes. If not, break it down and make a ticket for each part.

4. Done - Every ticket you finish from Today gets moved into the Done column. As you do so, rate each ticket by using a smiley face: Happy Face - you feel a sense of accomplishment, even just a little, for having completed it, Sad Face - something about the ticket item was difficult, boring, you had to force yourself to do it, etc.

Also, if something unplanned came up during the day and it had to take precedence over other items in your Today list - it also gets a sad face - even if it was very enjoyable. It gets a sad face rating because it disrupted your plans.





B) Extending the System (Optional):

1. Pen - is for tickets that need follow-up from someone else, ex. you've completed a brochure and have sent it to be proofed. The ticket goes into Pen while you're waiting for the other person to finish. Once the other person is finished with it, the ticket goes into Ready if there's more for you to do, or into Done if it's finished.

2. Rituals - these are things you want to do every day like exercise, meditation, etc. Most people don't need this reminder but low follow through types find this helpful.

C) Completing the Week

Tracking your results:

When you're ready to reset your board at the end of Friday, count how many tickets are in your Done column. Then count how many were actually to do with your business. Keep track of these 2 numbers each week (can be done in a spreadsheet).

Also track how many Happy and Sad faces you have. For the Sad face items, just track what was Sad about it - unplanned, boring, didn't want to do it, etc.

Finally, if applicable, track how many tickets are in your Pen at the end of the week.





After a few weeks you will start to see patterns in your spreadsheet:

1. The average number of business tickets you can reasonably finish in a week.
2. The kinds of work that get Sad ratings - can these items be outsourced, modified.
3. How many disruptions in a week - is there a way to anticipate these better at the beginning of the week.
4. How many items are in the Pen - do you find that it takes a long time for this work to be returned to you? How can this process be facilitated faster?

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D) Advantages over other Project Management Systems

1. If something happens (health or family crises) and your life becomes so disrupted that you can't work on your projects for days or weeks, most project management systems have to be completely redone from scratch. Personal Kanban lets you reset your project tickets quickly.
2. For people who are low follow through types - it works great for you because it's a visual system, there's a left to right flow of tickets where you physically move the tickets across the board (this flow is very important so don't change the location of the sections), and there's a little reward when you complete each ticket (smiley face).





3. For people who find they do a ton of research, but never complete projects, this system encourages you to only do what research you can do in 50 minutes. You've made a commitment to finish that ticket in 50 minutes when you put it into Today.

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4. If something's been in your Options section for several weeks and you never commit to putting it into Ready, you can ask yourself why it hasn't been a priority. Then decide to discard it, outsource it or make it a smaller project.





About Jan



I began my healing career very young when I would listen to people's troubles. And I discovered that very often all that somebody needs is to know that someone is listening. Listening to them in a deep, connected way. This inner listening was needed in order to help them move forward past their challenges.

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The first form of healing I studied was dream work. The energy within a dream is very much like fairy energy. While there are many dreams that are mundane, I've experienced profound healing and energy within the dream state. By learning how to unlock the meaning within my dreams I was able to heal my own personal challenges.

Thus began a lifelong search for effective energy healing techniques and the desire to share them with other people. I've conducted dream work sessions, hypnosis, tarot reading and such energy healing techniques as *EFT*, *Quantum Touch*, *Matrix Energetics*, *Reiki* and the *Yuen Method*.

After I took Doreen Virtue's *Fairyologist* course I realized how many energy healers are facing challenges in establishing a healing practice that provides them with an abundant living. Without a solid





financial foundation, most energy healing practitioners only have the time and resources to make a difference in a few people's lives. As a teacher and business coach I realized that I have the skills and the desire to help energy healers startup and grow their energy healing practice.

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As all energy healers begin to put themselves forward in their communities, I believe that, not only will more people find the healing they need, but that our communities and our relationship with the natural world will also be healed.

The mission of ***Your Healing Business*** is to help energy healers build a business that is aligned with their Inner Being that will give them an excellent financial return, where they'll be in constant, steady demand.

You can contact Jan at: info@YourHealingBusiness.com





Next Steps You Can Take

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Congratulations on completing *Getting It Done!*

Are you ready to become passionately successful in your healing practice?

Energy healers are needed more than ever. With your alignment to your Inner Being, spiritual practice, an open Flow State, and energy healing skills you can help so many more people return to health, startup a successful healing practice that you're passionate about, and live a life you LOVE.

Every month there are more and more people becoming gifted energy healers and Reiki practitioners, however, so many of them startup their energy healing practice and quickly feel overwhelmed, and out of alignment with their Inner Being.





Just like one of my clients who came from a career as a corporate accountant. She had learned the business skills of control and judgment so well, that when she tried to develop a marketing plan for her healing business, she absolutely hated thinking about it.

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But you can be successful in your energy healing practice AND in alignment with your Inner Being by developing business awareness skills, rather than business control skills.

In fact, learning how to be aware of your business environment, without judgment or trying to control outcomes, will help make ALL your business activities soul nurturing.

And to help you I'm offering a safe haven so we can talk about:

- * Creating a clear vision for your healing business.
- * Uncover the factors that are disrupting your inner alignment and holding you back from starting your energy healing business.





Contact me at info@YourHealingBusiness.com and I'll make sure you get a session.

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There are only a few free slots available each month so message me right now.

And to further your business awareness

Taking the Inner Leap: Tap into Your Inner Being While Starting-Up Your Energy Healing Business workbook will help increase your awareness of how you want to structure your healing practice and is designed to take you through the pre-startup business process within four to eight weeks.

Click here for immediate access: [Taking the Inner Leap](#)

Janet Anderson

Jan

Your Energy Healing Business Coach

