



Unlocking Opportunities

The benefits of Healers Offering
Online Digital Courses

WEBINAR - Ebook

*How to expand your offerings and access to more people WITHOUT overextending
yourself or burning out.*

Project planner

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OH HEY THERE! I'M SOFIA.

I'm so excited to have you here and I'm so looking forward to working with you and being a witness to you self-publishing your gifts into the world.



The aim of this workbook is to help you plan out your creative process for your project.

We will explore your creative workflow, devise a plan for carving out dedicated project time, and troubleshoot any barriers that can come up.

I will also provide you with the right tools you need to execute your project.

let's jump in and get a start on your journey!

Sofia

BRAINSTORM YOUR WORKFLOW

WHEN WILL YOU WRITE, CREATE OR WORK ON THIS PROJECT?

CONSIDER YOUR ENERGY AND CREATION FLOW. ARE YOU BETTER WITH LARGE CHUNKS OF TIME OR SMALL BURSTS?

TAKE A LOOK AT YOUR CALENDAR, CAN YOU PLACE A BLOCK FOR EITHER A LARGE OR SMALL CHUNK OF TIME?

DIFFERENT IDEAS

- | | |
|---|--|
| <input type="checkbox"/> ADD IT AS AN APPOINTMENT | <input type="checkbox"/> WHILE WAITING FOR SOMEONE |
| <input type="checkbox"/> JOIN A CO-WORKING GROUP | <input type="checkbox"/> GET AN ACCOUNTABILITY BUDDY |
| <input type="checkbox"/> WHEN A CLIENT CANCELS | <input type="checkbox"/> USE A HABIT TRACKER |
| <input type="checkbox"/> WAKE UP 30-60 MIN EARLY | <input type="checkbox"/> COMMIT TO ONLY 5 MIN A DAY |

MY -NOT- TO DO LIST

List all of your biggest responsibilities in the "Everything on my plate" box, and then categorize them in the boxes on the right.

EVERYTHING ON MY PLATE

OTHER PEOPLE'S
RESPONSIBILITIES

STUFF THAT'S OUT OF MY
CONTROL

STUFF THAT DRAINS ME

STUFF THAT DOESN'T NEED
TO GET DONE

STUFF I WILL GET HELP
WITH

ALL YOUR PROJECTS OR IDEAS

Rank the top 10 most important ideas or projects you want to put out in the next two years. Start with the one most meaningful or almost ready to be completed. Add the purpose of this project. Star the one you'd like to get started with.

	PROJECTS	PURPOSE	★
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

REFLECTION NOTES. WHAT DID YOU LEARN ABOUT THIS EXERCISE?

SMART

GOAL #1

When setting goals, make sure it follows the SMART structure. Use the questions below to create your goals.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	



PROJECT PLANNER

PROJECT:

PURPOSE:

WEEK _____
OF:

	TASKS	PURPOSE	DONE
1.			<input type="radio"/>
2.			<input type="radio"/>
3.			<input type="radio"/>
4.			<input type="radio"/>
5.			<input type="radio"/>
5.			<input type="radio"/>
6.			<input type="radio"/>

QUESTIONS TO ASK:

WHAT'S

NEEDED?

Sometimes we're working on multiple projects. that's ok.
Make a plan for them. Make sure to be specific on the small steps that need
to be taken.

	PROJECT	TASK	DONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			

PROJECT CHECKLIST

Single project checklist with a strategies list for reminders of how to carve out time.

PROJECT:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

STRATEGIES TO USE TO CARVE OUT TIME

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

FILLABLE

CHECKLIST

Fill in the checklist spaces below with tasks you can complete if you're feeling overwhelmed. remember to start out small and simple.

GET ORGANISED

TO DO LIST

Writing things down can not only clear your head, but can help your prioritize certain tasks. List your top 10 to-do's for today and check them off as you complete them.

DATE: _____

(S) (M) (T) (W) (T) (F) (S)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

WEEKLY

PLANNER

SCHEDULE YOUR PROJECT IN AS AN APPOINTMENT.

WHERE CAN YOU ADD IT?

LIST IDEAS TO FREE UP SOME TIME TO MAKE SPACE FOR IT.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

STRATEGIES I WILL USE:

NOTES



FINDING

TIME

sample

SCHEDULE YOUR PROJECT IN AS AN APPOINTMENT.

WHERE CAN YOU ADD IT?

LIST IDEAS TO FREE UP SOME TIME TO MAKE SPACE FOR IT.

MONDAY

12-1pm - Work on Robot book

TUESDAY

12-1pm - Work on Robot book

WEDNESDAY

9 am - Virtual Co working

THURSDAY

FRIDAY

SATURDAY / SUNDAY

*Prioritize self-care first.
Body before business*

STRATEGIES TO-CONSIDER

- 1 LATE DAY CARE PICK UP
- BATCH COOK TO SAVE TIME MAKING DINNER
- PICK A UNIFORM WEEK (LEGGINGS AND SWEATERS)
- WORK ON BOOK EVERY TIME A CLIENT CANCELS
- IF NOT URGENT, CONSIDER NOT RESCHEDULING SAME WEEK
- PROTECTED BOOK/PROJECT TIME
- WORK ON BOOK FOR 15 MINUTES. USE A TIMER.
- ASK FOR HELP FOR TIME CONSUMING TASK
- JUST WRITE/CREATE. DON'T EDIT. YOU CAN EDIT LATER.
- LISTEN TO YOUR BODY FOR CREATIVITY CUES.

NOTES

DEFINITELY FIND YOUR FLOW. WHAT WORKS FOR YOU AND YOUR LIFESTYLE/RESPONSIBILITIES?

This is a busy month. Give myself grace. Check in on energy levels



WEEKLY HABIT TRACKER



DATE: / /

PROJECT #1

M T W T F S S

-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT #2

M T W T F S S

-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT #3

M T W T F S S

-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMOVED BARRIES/ASKED FOR HELP

M T W T F S S

-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MONTHLY

PLANNER

MONTH: _____

what do you want to accomplish this month? Block out important dates, time for rest/rejuvenation/play first. Then we carve out project time.
"Body before Business" is my personal mantra.

GOALS

PURPOSE

MON

TUE

WED

THU

FRI

SAT

SUN

WEEKLY GOALS TRACKER

WEEK _____
OF:

	TASKS	PURPOSE	DONE
MON			<input type="checkbox"/>
TUE			<input type="checkbox"/>
WED			<input type="checkbox"/>
THU			<input type="checkbox"/>
FRI			<input type="checkbox"/>
SAT			<input type="checkbox"/>
SUN			<input type="checkbox"/>

7 - DAY

HABIT TRACKER

Keeping track of your habits can help you stay on track and achieve your goals. Fill out your top 12 goals and mark them off each day you successfully complete them.

WEEK _____
OF:

HABIT / SELF-CARE STEP	(S)	(M)	(T)	(W)	(T)	(F)	(S)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFLECTION NOTES



7 - DAY

PROJECT TASK TRACKER

Keeping track of your tasks can help you stay on track and achieve your goals. Fill out your top 12 tasks and mark them off each day you successfully complete them.

WEEK _____
OF:

TASK:	(S)	(M)	(T)	(W)	(T)	(F)	(S)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFLECTION NOTES



DAILY PLANNER

Start your day off right by filling out your daily schedule, to-do's and any extra notes you need to remember!

SCHEDULE

05:00

06:00

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

TO-DO

NOTES

ADDITIONAL RESOURCES

To learn more, click the links for each resource.

[Mending Roots Healing Spaces - Creative Mentorship](#) is one of my offerings. I help holistic entrepreneurs flush their ideas for self-publishing books/journals/activity books, worksheets, and online courses. My mentees have gone on to publish reflection journals that they use to sell on Amazon and different events they speak at, or in conjunction with their accompanying workshop. Others have created therapy worksheets in their new Etsy or other digital shops. Please see my website for more information.

[Business Coaching for Digital Entrepreneurs - WAIM \(Wandering Aimfully\) Coaching Program](#) which gives you lifetime access to Teachery online course platform for free (*if you use this specific affiliate link of mine, you will get a free one-on-one virtual session with me where we can brainstorm your digital creations such as self-publishing books and worksheets or ideas for your online course*). This program is open for enrollment only 2 times/year. If you miss the enrollment period. I have a special link (purple) that allows you to purchase outside the enrollment period.



[Teachery](#) - This is the platform that hosts my courses. Without the coaching membership, the fee is \$49/month. With the WAIM coaching program above, you get lifetime access to host your courses on Teachery for free.

Read here: [Teachery Review indicating pros and cons.](#)

[Mending Roots Healing Spaces - Books.](#) Take a look at the 30+ self-published books I have to give yourself an idea for what's possible.

[Small business lawyer - LegalMiga.](#) She helps with trademarks, contracts and legal agreements.

[Legalmiga Library](#) - a library of legal documents for you to customize.

✧ *I BELIEVE IN YOU & YOUR MEDICINE* ✧

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