Organizing Checklist for the Create Your Course Program

With Christina Hills

Mod 0: (Getting Started) Checklist

"Create Your Course" Training Modules Checklist

Welcome to the Create Your Course workshop! This document contains an overview of the entire program with checklists that you can use as you go through each module.

Use this document to help you go through the program, as you go through a module, check it off the list, and keep notes here of where you are at with your work. The main purpose of this document is to help you get organized.

MODULE 0 - "Getting Started in the Program"

❏ Watched the Overview of the course video of this Module

❏ Downloaded/Printed this Checklist

❏ Saved my username and password to the course in a place I can remember

❏ Put the schedule of coaching webinars on my calendar

❏ Filled out the incoming survey

❏ Joined the Facebook Group for this program (Optional)

❏ NOTES_____

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MODULE 1 - "Picking Your Topic" (PICK)

Description: Your goal for module 1 is to have selected your topic for your course, have a working title for your course, a target price, and a general idea of who your target market is. Once you have this you can move onto Module 2. Don't worry, you can refine this later.

- ❏ Watched the Video Presentation for this Module
- ❏ Downloaded/Printed the Coursebook
- ❏ Downloaded/Printed the Workbook
- ❏ Downloaded/Printed the Target Market Exercise
- ❏ Downloaded/Printed the Resources
- ❏ Completed the assignment for this Module
- ❏ NOTES_____
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MODULE 2 - **"Designing Your Course" (PLAN)**

Description: Your goal for module 2 is to have a first draft of the outline of your course. That means to have written the goal of your course for your students, and to have written down all the steps of your process, and then to come up with a first draft of your module titles. You will probably change things a bit once you get into creating your course content, so don't worry about your outline being perfect.

- ❏ Watched the Video Presentation for this Module
- ❏ Downloaded/Printed the Coursebook

❏ Downloaded/Printed the Workbook

❏ Downloaded/Printed the Resources for this Module

❏ Downloaded the Outline Template

❏ Completed the assignment for this Module

❏ NOTES_____

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MODULE 3 - "Creating Your Course Content" (CREATE)

Description: Your goal for module 3 is to create the actual course content for your program. Your course content can be pre-recorded or delivered live during the run of your course. Use the media formats that are the easiest for you to execute. You can create PDFs, videos, videos, coursebooks, workbooks, checklists, calendars, etc.

❏ Watched the Video Presentation for this Module

❏ Downloaded/Printed the Coursebook

❏ Downloaded/Printed the Workbook

❏ Downloaded/Printed the Video Recording Checklist

❏ Downloaded/Printed the Resources for this Module

❏ Downloaded/Printed the On Camera Basics Coursebook (Optional)

❏ Completed the assignment for this Module

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MODULE 4 - "Building Your Members Area" (BUILD)

Description: Your goal for module 4, is to have selected the membership platform you want to use to build your online members area. We will go over the most popular course delivery platforms and you will learn how to choose the best one for you. You can do this with WordPress as we have. But there may be a choice better suited to your skills and unique personality. (NOTE: You do NOT need to know WordPress in this program). And you will learn about the different Community support platforms you can add to your online course: Facebook Groups, LinkedIn Groups, or an online forum.

❑ Watched the Video Presentation for this Module

❑ Downloaded/Printed the Coursebook

  (Note: this Module does NOT have a Workbook)

❑ Downloaded/Printed the Checklist

❑ Downloaded/Printed the Resources for this Module

❑ Completed the assignment for this Module

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MODULE 5 - "Setting Up Your Online Sales System" (SELL)

Description: The goal of module 5 is to have a solid understanding of the sales process of selling an online course. You will then look at what you already have and decide which systems you may need to add. You will also decide on which order form "Cart" system you are going to use to take credit cards online. You will also have created your "Sales Letter" webpage to sell your online course. Because there are so many options to sell an online course, each person in this program may choose a different path.

❑ Watched the Video Presentation for this Module

❑ Downloaded/Printed the Coursebook

❑ Downloaded/Printed the Workbook

❑ Downloaded/Printed the Checklist

❑ Downloaded/Printed the Resources for this Module

❑ Completed the assignment for this Module

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MODULE 6 - "Launching Your Course & Getting Customers" (LAUNCH)

Description: The goal for Module 6 is to prepare you to launch your new course and get students into your program. You will also learn to launch your course using free webinars and email sequences.

❑ Watched the Video Presentation for this Module

    ❑ Watched the Video Presentation on Launch Timelines

    ❑ Downloaded/Printed the Timeline Coursebook

    ❑ Downloaded/Printed the Launch Timeline Excel File

    ❑ Downloaded/Printed the Launch Checklist

    ❑ Watched the Video Presentation on Webinars

    ❑ Downloaded/Printed the Webinars Coursebook

    ❑ Downloaded/Printed the Webinars Workbook

    ❑ Downloaded/Printed the Webinars Checklist

    ❑ Watched the Video Presentation on Emails

    ❑ Downloaded/Printed the Emails Coursebook

    ❑ Downloaded/Printed the Emails Workbook

    ❑ Downloaded/Printed the Emails Checklist

❑ Downloaded/Printed the Resources for this Module

❑ Completed the assignment for this Module

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MODULE 7 - "Delivering Your Course & Nurturing Happy Customers" (DELIVER)

Description: In module 7 you will learn how to deliver your online course to your customers. You will learn how to manage your customer service, and how to run things on a day to day basis during the live delivery of your course. Note that your delivery may be all pre-recorded materials. You do not have to deliver a live interactive course if you do not wish to do so.

❏ Watched the Video Presentation for this Module

❏ Downloaded/Printed the Coursebook

❏ Downloaded/Printed the Workbook

❏ Downloaded/Printed the Checklist

❏ Downloaded/Printed the Resources for this Module

❏ Completed the assignment for this Module

❏ NOTES_____
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