

Success Manual

ambitious creatives
Booked Solid®

Hey there Ambitious Creative,

Welcome to the program! As we embark on this 6-month journey together, I wanted to share with you that I'm genuinely invested in your success as if it was my own. I want you to be able to make the most of our time together, and to help you as best I can, to achieve your goals (be it that double the money, double the free time, or both). That's why we created this success manual for you, to help us all make the most of our time with each other.

Please take a moment to read through it, and thank you once again for trusting us in guiding you on your creative professional journey.

Already celebrating your future success,
Joana Galvão

Setting yourself up for success.

“If it’s not scheduled, it won’t get done.” One thing you’ll learn about me during the time we’ll work together, is that I believe in scheduling everything, as otherwise, it’s easy for other things to creep in and take their priority. Working on your business is IMPORTANT, but it’s not always urgent, and that’s why a lot of things get in the way. By scheduling that time in, to show up for you and your business, you’re minimising the risk of letting another week go by without doing the important but not urgent tasks.

Besides [getting our calls in your calendar](#), I recommend blocking out a bit of time before and/or after our calls. Blocking timeout before is good to take a break, recollect your thoughts, prepare your question for our call and show up ready to absorb the coaching. Blocking time after gives you a buffer to implement the ideas that you’ll be inspired to take action on during the call.

I also recommend, if possible, blocking another additional 2 hours in your week (can be broken up into 30 mins each day if you want) to work ON your business and to take action.

As for time to go through the resources? I’m making most of them audio lessons so you can consume them on the go as you walk your dog, clean your house etc. so you shouldn’t have to schedule those in.

Hot Seat Coaching Calls

This is your time to share what's the one thing you need help with in your business, to get 1-1 live coaching with Joana. Remember, there are no dumb questions. Nevertheless, the quality of your question will determine the quality of the advice so think about how you can distill it down to the most important thing. This way, not only will we improve the quality of the conversations we're all having, but you're also developing the skill of asking great questions, which is an essential skill for every entrepreneur.

The key thing to remember is that this is an intimate group where everyone who joined has been accepted by Joana for being on similar levels in your entrepreneurial journeys. So chances are, whatever your question is, it's also your peer's so make sure you stick around for the whole duration of the coaching session, to get the most out of it.

All calls will be recorded and be uploaded to the hub in case you miss one, or want to revisit the coaching that was given to you to take notes.

We do ask that you submit your question in advance using [this form](#), to guarantee that your question is answered during the call.

Access to Joana

Joana will be available for your questions during the weekly Hot Seat call as well as in the **#askjoanasandhenrique** channel in slack. If there is a question that requires back and forth, make sure you save that for your hot seat time on the coaching call.

Use slack for follow-up questions that can be answered in one or two sentences.

Please do not message Joana directly unless you really need to, as most likely, whatever question you have will also bring value to someone else in the group.

Confidentiality

We want this to be a safe space for everyone. It is of the utmost importance that you understand that everything we talk about during our calls is confidential. Just as we won't be sharing your business behind the scenes with anyone, we expect you to do the same about ours and your peers'.

What's shared in the group should stay in the group.

How to use Slack!

When you join, make sure to introduce yourself in the **#intros channel**. Let us know:

- Where you're from;
- What services you offer and to whom;
- Share your website and socials if you feel called;
- Why you joined the program and what you hope to gain from it;
- Bonus points for sharing fun facts.

In the **#accountability** channel, we'll post a thread every Monday asking you what's the one important thing you want to accomplish by the end of the week and we'll check-in again with you on Friday.

The **#announcements** channel is where we'll communicate all announcements like call changes, should they happen, or when a new resource or call recording becomes available on the hub.

The **#askForFeedback** channel is your place to ask for feedback from your peers on your creative work, since it's always a good idea to get some fresh eyes on your work to help take it to the next level.

The **#askjoanasandhenrique** channel is where you can ask us questions that you want our direct input on.

#businessLounge is where you can discuss all things business, vs. the **#creative lounge** where it can be more focused on specifically all things creative.

If you come across any resources or tools that you think the group might also enjoy, post them in the **#shareyourresources** channel, so we keep them all in one place and use **#coolcontent** for sharing any podcast episodes, books or other content that you're enjoying.

How to use Slack!

The **#it-crowd** is for anything tech related, like asking the community for suggestions for the best next laptop to buy.

The **#waterCooler** channel was created for random informal conversations. Need a break from work? Feel free to use this channel to chat to the community about anything that might be on your mind.

Last but not least, please share all your small and big victories in the **#wins** channel so we can celebrate with you and cheer you on along the way!

Have something to say/ask but not sure where to post it? Feel free to use the **#general** channel for that.

And finally, if you have any trouble with logging into the hub, finding a resource, or any issues with payments, feel free to message Joana A. directly.

Community Guidelines

1. Be Kind and respectful

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

2. This is a judgment free zone

Even though I've curated this group with like-minded creatives who are at similar points in their careers, everyone's journey is different, and so is everyone's version of success. And it's all perfect. We're here to help you get to where you want to go, and not judge where that is, or where you are now.

3. There are no dumb questions

I'll repeat, there are no dumb questions. We want you to feel that this is the place to come when you have a question, no matter big or small.

4. Cheer each other on

My favourite thing about running group programs is when I see members cheering each other on during difficult times, or when they're stepping out of their comfort zone. It's what makes group programs even more powerful and help you get results faster, because you feel like you have a team of people behind you, supporting you along the way, so don't forget to be there for your peers, as you'll love it when they'll be there for you!

5. Don't be afraid to show up even when it gets hard

This is not so much a community guideline, more like an invitation to show up even when it gets hard. Growing is never comfortable, and chances are, that there are days where things might not feel as rosy. Sometimes seeing other members get wins, when things might not be going so well for us can be even harder, but there is great power in that. Not only will you feel supported, but it's a great way to show up for yourself, to find opportunities and strength to grow during difficult times. Chances are, we've also been there one way or another.

6. Don't forget to celebrate your wins

And finally, one thing I'll encourage you to do during this program, is to keep sharing your wins no matter how big or small. This is not only so we can celebrate it together, but to also help keep your mindset in a "growth mindset".

That's all for now.
Here's to your success!