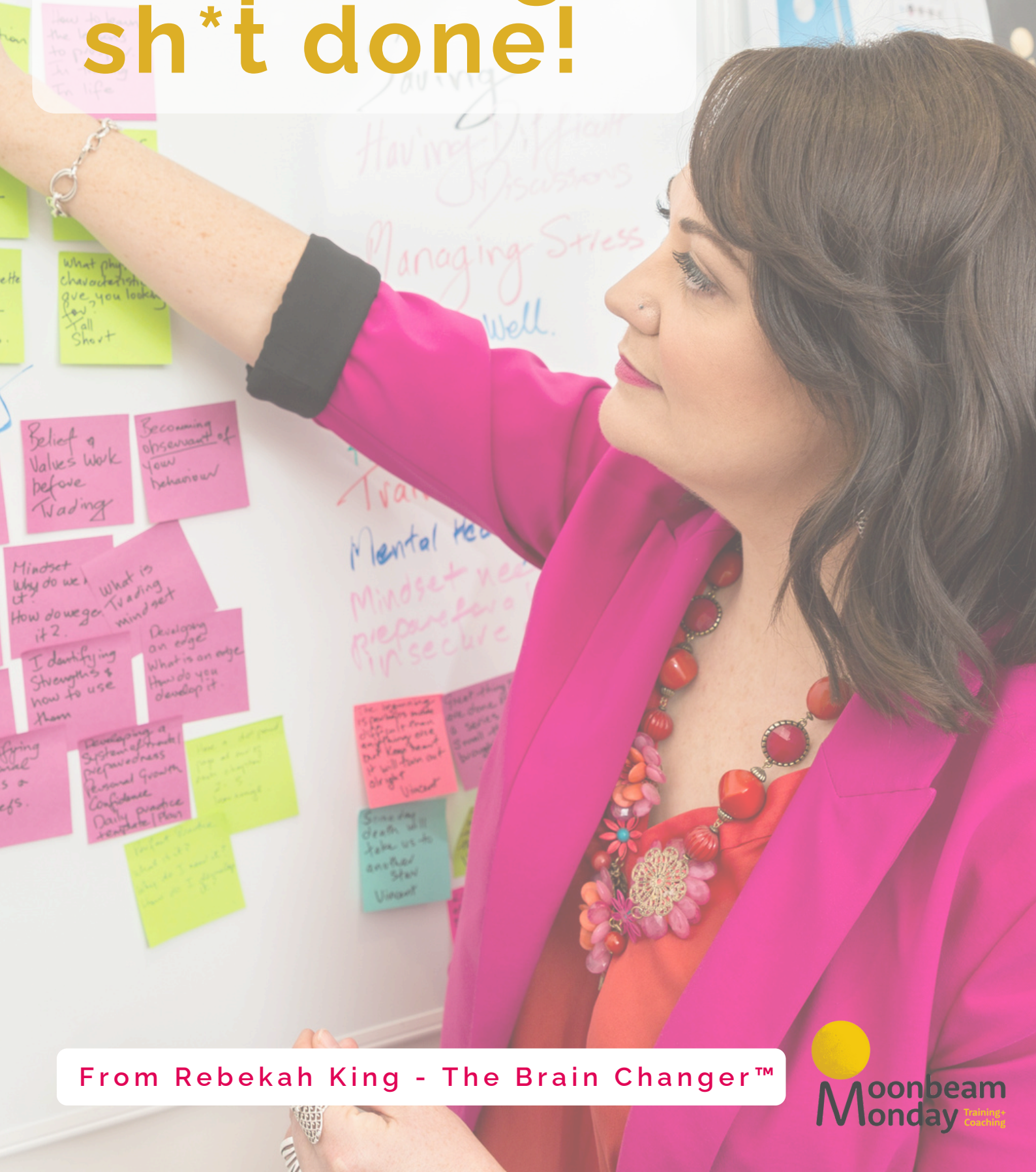


7 simple steps to get sh*t done!



From Rebekah King - The Brain Changer™



Hi. We're Rebekah + Yvonne King.

Co-Founders of Moonbeam Monday Training + Coaching

Yep! We're a mother-daughter duo.

As Master Practitioners of Neuro-Linguistic Programming (NLP) and Hypnotherapy, we specialise in working with the unconscious mind of people and workplaces to eliminate stress and create calm environments.

We work with you to retrain your brain in real-time, providing immediate transformational change in thinking patterns, and habits, leading you to discover and live your true purpose.

NLP has changed both of our lives completely and positively. We know it can do the same for you and we want to share the full benefits of this with you.

We love hearing from you, and welcome your questions and success stories when implementing these tools. We're here to help!

Hey there.

If you've found your way to this tool, you're likely someone who identifies as a procrastinator.

Procrastination is a HUGE problem in so many people's lives, and it's costing us big time... not only financially, but emotionally and physically, too.

And you're not alone. Approximately 20% of Australia adults identify as a procrastinator. That's about 5.6 million people, or more than the current population of Melbourne!!

The thing about procrastination is that it usually occurs because of stress. When you're under stress for a prolonged period of time, you're doing damage to your body so it's time to get clear and take charge.

Stress is something we can help you with when we work together.

In the meantime, to help you gain clarity, we've put together these 7 simple steps to help you get sh*t done so you feel like you're winning!

We've added some detail so all you need to do is answer the questions in each step and you'll complete your task in no time.

We look forward to helping you move things from that ever-growing to do list, to the 'done' pile!

Let's begin!

With gratitude,
Rebekah 🙏



The best way
to get
something
done, is to
begin.

7 simple steps to get sh*t done!

1 Ask why | Understand the purpose

- Be clear on the overall purpose / objective
- Ask questions
 - Is this still important to me/the team/the organisation?
 - Is this the most important thing right now?
 - What would happen if I didn't do this?
 - What would happen if I did do this?

2 Clarity | Be clear about the details

- What is the objective of the project and what will the outcome be?
- What tasks am I specifically required to complete?
- Who can I go to for the information I need?
- Is there a budget I need to stick to?
- What are the deadlines for each task?
- Do any of my tasks rely on another person completing their part of the project?
- Am I the person best suited to completing this/these tasks?
- Where does this task's importance rank? (Eisenhower quadrants from step 4)

3 Timeframes | Be sure they're realistic!

- Be clear on how long the goal/project/task is going to take to achieve.
- Schedule time to complete the task.
- Be realistic with your scheduling.
- Treat it like an appointment, or like brushing your teeth. I.e., it's non-negotiable.

4 Important Vs. Urgent | Know the difference (Credit: The Eisenhower Quadrant)

DO - Urgent + Important

- Tasks with clear deadlines and consequences if not completed now

DELEGATE - Urgent + Not Important

- Tasks that need to get done but don't need your expertise to be completed.

SCHEDULE - Important + Not Urgent

- Tasks with no set deadline but that bring you closer to your long-term goal.

DELETE - Not Urgent + Not Important

- Tasks that distract you, and don't add measurable value.

7 simple steps to get sh*t done!

5 Resources | know what you need to achieve the goal

- Am I the right person to tackle this task?
 - Is there someone more suited to complete this task?
- Do I have what's required to succeed?
 - Skills
 - Materials
 - Time
 - Equipment

6 Need help? | Accountability

- Be dependable. Deliver what you say you will, when you say you're going to.
- Take ownership from the start to the end of the project.
- Ask for help.
- Provide explanations about results where necessary.
- Don't place blame. Instead ask, *"What can I do/could I have done differently to change or rectify the situation/solve the problem?"*
- Communicate more effectively.
- Be open to questions to clarify, and feedback, from others.
- Be honest about how you are tracking.
- Trust that you are in a safe environment.

7 Address Limiting Beliefs and fears

Limiting beliefs are the stories, excuses and reasons we tell ourselves that hold us back from realising our full potential.

- Develop awareness
- Reframe the limiting belief
- Take action - challenge your limiting beliefs and explore ways to achieve your goals and ambitions.

Work with me



Mind Masters
Membership



Mind Masters Membership

The membership helping you take back control of your own mind, reclaim your calm and make lasting changes, by teaching you how to retrain your brain... in non-sciencey speak.

[Join now](#)



Private Coaching
with Rebekah King



Private Coaching with Rebekah King

Retrain your brain through private online coaching to help you eliminate anxiety and empower you to live the life you've dreamed of but never believed possible.

[Learn more](#)



The Brain Changer™
2-day immersive in-person event



The Brain Changer 2 Day Immersive in-person event

Understand the mechanics of your mind and create a roadmap to get what you always wanted, but never believed possible.

[Learn more](#)



www.moonbeammonday.com.au



hello@moonbeammonday.com.au



[@moonbeammonday](#)



[@moonbeammonday](#)



[Connect with me here](#)