**Luann Live Notes:**

My system of keeping notes at a conference to ensure things actually get the attention they need!

**TO DO NOW:**

Quick actionable items that can be completed within a couple of weeks and checked of the list

Examples:

* Setup Meeting with my book keeper to understand my numbers better (Peter Lang and Corey DJ)
* Hire a CPA (Peter and Corey D.J.)
* Change e-mail signature ( Kae Whitaker)
* Change social media and website to third person (Fred and Candy)
* Create “Google my business” page
* Contract Updates (Claire Jefford)

**TO DO LATER:**

Items that will require more time and planning to complete:

Examples :

* Welcome packet with client expectations (Nancy [Ganzekaufer](https://www.facebook.com/profile.php?id=753447770&ref=br_rs))
* Lead magnet (Furniture Budget Guide)
* Website Updates
* Building relationships with trade professionals and realtors

(Example, created a PDF for free design consultation for realtors to

 share with their new home owners as a gift from them to the client)

* Utilizing Project Management Software (Mydoma) to it’s fullest

 potential – using it as a tool to systemize my business

* Existing client follow up (Stacy and Sandra)

**TO BUY OR DOWNLOAD:**

In this section I put any new apps or books that are recommended by the speakers.

Examples: Profit First - book

 Calendly – app/software

**MINDSET:**

 Examples:

* Confidence (Taylor Spellman)
* Trust the organic growth of your business (Kesha Franklin)
* Flat fees and free consultations are A OK!!! (Sandra Funk)
* Go for what you want, not for what you thinks is possible
* DO NOT apologize for your talent! (Corey D.J.)

**FOLLOW UP:**

Sent a hand written note to all the speakers and designers who took the time to personally speak with me and generously shared their experiences!