



ACTION GUIDE

Module 4:

Profit by Building Your
Income-Generating
Community



Complete this action guide and the accompanying exercises to speed up the process of physically creating a website

Your Company Name: _____

Tagline/Slogan: _____

Date: _____

Use this Worksheet to make sure your blog posts convert at every opportunity!

Steps to take	Actions
1. Make a commitment to engaging in list-building activities daily.	<div>1. Look through your social Insights and tracking, and check:<ul style="list-style-type: none">○ Which types of post or share people respond to the most actively○ What their most common demographic characteristics are○ Go back through your Facebook feeds from your Facebook Page, main feed and any Groups you run or belong to. Make a list of:○ What posts or post types get the most interaction and response○ What they complain about or wish they had○ What they ask questions about</div> <div>2. Make notes about your conclusions</div>



Steps to take	Actions
<ol style="list-style-type: none">2. Look over your notes from yesterday.3. Think about your most active social followers and connections. Are they the people you want to attract? If not, who do you want to attract?	<div><div><div>■ Write an ideal subscriber profile, including:<ul style="list-style-type: none">○ Age○ Marital status○ Number of children○ Income○ Level of expertise in your niche○ Motivation○ Big Goal or Dream○ Immediate problems○ Immediate goals</div><div></div></div><div><div>■ Write down the three most important ways you can help your ideal subscriber:</div><div><div>1. _____</div><div>2. _____</div><div>3. _____</div></div></div></div>



Steps to take	Actions
<ol style="list-style-type: none">4. Make a commitment to keep it real: To not “sell”, but to be conversational and focused on what your ideal subscriber needs5. Investigate top autoresponders with good reputations. Make sure they contain all the features you specifically need.	<ul style="list-style-type: none">■ Study reviews about and features of these top four:<ul style="list-style-type: none">○ Aweber○ MailChimp○ GetResponse○ ConstantContact■ Decide on:<ul style="list-style-type: none">○ Features essential to you○ Benefits essential to you○ The number of subscribers you ultimately need to reach○ Your desired monthly maximum budget for your autoresponder



Steps to take	Actions
6. Plan and test your powerful sign-up incentive idea	<ul style="list-style-type: none">■ Make a list of at least six of your best ideas for sign-up gifts or incentives, asking yourself: “How irresistible will my ideal subscriber find this particular gift? How much of a ‘no-brainer’ will it be for her to sign up to get it?”■ Look through contents and products you have already created. See if any of these would make an ideal sign-up gift—modified or unmodified■ ASK your community which idea they would prefer. Run a short Facebook Poll:<ul style="list-style-type: none">■ On your Facebook Page■ In your Facebook Group■ Also ask for sign-up gift feedback:<ul style="list-style-type: none">■ In a forum (if permitted)■ In other social networks■ Directly (clients)



Steps to take	Actions
<p>7. Decide how you will handle maintaining an active autoresponder:</p> <ul style="list-style-type: none">■ Do it yourself■ Hire a VA or delegate autoresponder management to an existing employee/contractor	<ul style="list-style-type: none">■ If you have decided to outsource autoresponder management and/or email content creation, investigate likely contractors■ Check their rates and packages■ Decide on your budget for autoresponder management■ Contact your top contenders, and interview them■ Hire one



Steps to take	Actions
<p>8. Investigate your landing page creation options, including:</p> <ul style="list-style-type: none">■ How you will create them■ Whether or not you want to outsource this■ Pop-up and placement options	<ul style="list-style-type: none">■ Check out and/or contact the appropriate type of contractor, if you've decided to outsource landing page creation<ul style="list-style-type: none">○ Interview and check references for likely candidates○ Check their rates and your budget○ Hire your top choice■ Check out landing page creation options such as:<ul style="list-style-type: none">○ Creating them from within your sales-paged optimized web theme○ Creating them with a plugin or app○ Using a Landing Page creation app, software or service such as LeadPages®■ Check out the following:<ul style="list-style-type: none">○ LeadPages®○ Instapage○ Unbounce○ OptinMonster○ SumoMe○ JustUno



Steps to take	Actions
9. Prepare a strong sharing/content plan	
10. Practice writing calls to action that are clear, specific and confident	<ul style="list-style-type: none">■ Make a list of topics and content types your ideal subscriber would like
11. Assemble your notes and progress to the Calendar that accompanies this worksheet, when you have finished taking all the actions	<ul style="list-style-type: none">■ ASK your subscribers via surveys, polls, direct emails to those already signed up■ Analyze:<ul style="list-style-type: none">○ Your web form buttons○ Your landing page headlines and buttons○ Your follow-up series' emails○ Any posts you've written or articles (past or upcoming).■ Do they contain CALLS TO ACTION?■ Insert calls to action where needed■ Make existing calls to action even more specific and simple

