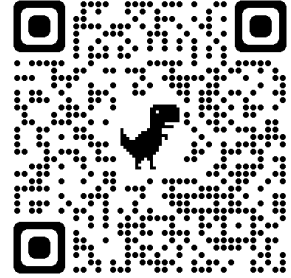


# BUSINESS BREAKS AND MISTAKES TO AVOID

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## 1. LEARN TO STOP REACTING

- a. The question to ask: ego, erratic, emotional
- b. What is the difference in fads, trends, and longevity?
- c. Speed versus cautious creation

## 2. CREATE SYSTEMS

- a. A system is a proven process
- b. Low tech, high tech, and everything in between
- c. Consistency is key

## 3. ASK FOR HELP

- a. How do you decide what tasks you need help with doing?
- b. From those tasks, how do you determine what to delegate?
- c. What resources can help you support your clients while staying in your scope of practice?

## 4. SAY NO, NOT ME, NOT NOW

- a. The power of NO
- b. You have three options when saying “no.”
- c. Work/Life balance is not a real state of being.

## 5. FIND YOUR SUPPORT SYSTEM

- a. Attend educational seminars, conferences, and workshops to find your national support.
- b. Join local organizations to find your local support.
- c. Don't forget to find hobby organizations - life is not all about business.

## 6. MOVE ON

- a. Slow down to speed up
- b. Establish your purpose
- c. Name your values and vision
- d. Educate yourself
- e. Hire a coach