# Worksheet design checklist



1. Focus on your client
   * The client is
2. Problem/desire focused
   * Front of mind issue is
3. Outcome
   * After completing this worksheet you will be able to
4. Action focus (only one per worksheet usually)
   * Steps
   * Checklist
   * Table to complete
   * Menu planner and shopping list
   * Exercise planner
   * Journal reflection questions
   * Meditation mantras matched to need
   * Blank or partially completed mind map or decision tree
5. Avoid paragraphs
   * Use headings and subheadings
   * Bullet points
   * Lists
   * Tables
6. Template design
   * Logo
   * Footer –© date, business name
   * Colour scheme consistent with product
7. Sequence and location
   * URL or course name
   * Module name
   * Factsheet name

Bonus

1. Does the learner need to identify something in themselves before they consider a new possibility?
2. Is there something they need to unlearn?

What will you do now that you’ve seen this video and completed the worksheet?

1. ..
2. ..
3. ..

Schedule it now to make sure it happens.

Like it? Share it. I’m thrilled for you to share this with your colleagues and friends.

Together we can teach from the streets (or computers as it happens) and change the world.

Boring time wasting training kills good will and repeat clients. You can help your clients to blossom.

Together we can make online learning powerful and profitable.

Yvette Wright