



## Sample Outline for a Live/Virtual Private VIP Day

### **Section 1 (90 minutes) From 9 am to 10:30 am**

Welcome

Expectations

Agenda Overview

Teach Step 1

Give Assignment and Worksheets to Reinforce Steps and Complete Together

*15-minute Break from 10:30 to 10:45 am*

### **Section 2 (75 minutes) From 10:45 to 12:00 pm**

Q and A Segment

Teach Step 2

Give Assignment and Worksheets to Reinforce Step and Complete Together

*60-minute Lunch Break 12:00 to 1:00 pm*

### **Section 3 (60 minutes) From 1:00 to 2:00 pm**

Q and A Segment

Teach Step 3

Give Assignment and Worksheets to Reinforce Step and Complete Together

*15-minute Break from 2:00 to 2:15 pm*

### **Section 4 (45 minutes) From 2:15 to 3:00 pm**

Q and A Segment

Summarize Day

Create Implementation Plan

Review Where They Started and Where They Are Now

Make Next Level Offer to Continue Working with You

**TOTAL TIME IS 6 HOURS**