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WoDiLab

LAUNCH & CONSISTENCY

Prepare your email marketing system for launch.

ACTION CHECKLIST

☐ **Step 1 – Choose Your First Email Date**
Set a real date to send your first email.

☐ **Step 2 – Decide your sending rhythm**
Choose a schedule you can maintain.

☐ **Step 3 – Choose your email setup method**
Decide how you will collect subscribers and send emails.

☐ **Step 4 – Check Everything Before You Send**
Make sure everything is ready.

☐ **Step 5 – Make your commitment**
Turn your plan into action.

Step 1 – Choose Your First Email Date

A plan without a date is just a wish.

Set a real date to begin your email journey.

My first email date:

_____

My first email time:

_____

Why did I choose this date?

_____

_____

How confident do I feel about this date?

☐ Very confident

☐ Mostly confident

☐ Unsure

If unsure, what would help me move forward?

_____

_____

_____

_____

Notes

_____

_____

_____

Step 2 – Decide your sending rhythm

Consistency builds trust.

Choose a rhythm that feels realistic for you.

What feels manageable?

☐ Once a week

☐ Twice a month

☐ Once a month

☐ Other: _____

My chosen rhythm:

_____

Why does this feel realistic?

_____

_____

When will I usually send my emails?

_____

Notes

_____

_____

_____

Step 3 – Choose your email setup method

There is no perfect system.

Choose the option that feels right for you now.

☐ Manual
I will send emails myself.

☐ Simple Form
I will collect information using a form.

☐ Automated System
I will use email marketing software to help automate some tasks.

My chosen method:

_____

Why did I choose this option?

_____

_____

If I need help with the technical setup, where can I find support?

_____

_____

Notes

_____

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_____

Step 4 – Check Everything Before You Send

Before launching, check each item.

☐ My lead magnet is ready.

☐ My Welcome Email is ready.

☐ My links work.

☐ I tested the sign-up process.

☐ I sent a test email to myself.

☐ I checked the email on my phone.

☐ I checked the email on my computer.

☐ My email plan has a launch date.

☐ My email plan has a sending rhythm.

Which item still needs attention?

_____

_____

Notes

_____

_____

_____

Step 5 – Make your commitment

This is the moment where your plan becomes real.

Complete the sentence:
I will start sending emails on:

_____

_____

The next action I will take is:

_____
_____
_____

I commit to taking this action by:

_____
_____
_____

Signature (optional)

_____
_____
_____

Your Next Action

Send a test email.
Review your email system.
Prepare everything for your first email.

Your Points

- 1 XP – Watch the lesson
- 2 XP – Complete the worksheet
- 2 XP – Choose your first email date and test your email system

Total: 5 XP

✨ Your first email doesn't need to be perfect.
It simply needs to be sent.