Mechanics and Practice Program Measures Instructions

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Your Mechanics and Practice Program Contract includes the following specification for the monthly submission of your Mechanics and Practice Satisfaction Metrics. From the web page:

> **Participation Requirements and Obligations**
>
> 3. MAP Measures Submitted Monthly – Participant agrees to submit their Satisfaction Metrics no later than the 15th of each month. Each Member will be sent their own unique link for monthly submission (as is done with FOT and PIP Study papers).

This paper details the logistics, instructions, and FAQ for the submission of Monthly Mechanics and Practice Satisfaction Metrics.

Seven days prior to being due, you will receive an email from our Facilitator with a link that takes you to a document where you will submit your Measures. This document, like our FOT and PIP Study Papers is an online submission form. The form is labeled "MAP Satisfaction Metrics" and includes fields for the submission of your metrics, as well as fields for tracking other Mechanics and Practice Program obligations.

Mechanics and Practice Measures

We are tracking measures that we (and you) use as a means to assess your performance. These measures help us assess both your application of your study in your own offers and the performance of our offer as a whole: we seek an ever-expanding Mechanics and Practice of ambitious adults whose transactions are accepted and whose incomes increase.

The practice of tracking your work, action, and results is a habit we continue in this program.

While the significance and opportunity of measures and statistics is worthy of much study, the following is only meant to produce a baseline in which all participants can share equal statistical comparison – and a means in which to produce a consequential and cooperative environment of ambition.

As such, each Participant agrees to submit their Satisfaction Metrics no later than the 15th of each month.

Six-Month Aims

For Health and Money, we ask that you create six-month aims. These six-month aims coincide with the Annual Member Conference and the Mid-Year Member Conference. Simply, you invent an aim at the Mid-Year Member Conference (July) and track your progress until the Annual Member Conference (January). Then you invent an aim at Annual Member Conference (January) and track your progress until Mid-Year Conference (July), and so on*.

Note: If the time frame between now and any Conference is less than six months, please see the item in FAQ below labeled: How does this work if I start the program (or this process) sometime other than the beginning of a six-month period?

These metrics are collected and distributed monthly as comprehensive reports emailed to the MEM Ecology.

We will track the following Program Measures:

Health
Money
Income

Health and Money Tab Instructions

Aims are neither fantasies nor complicated burdens. They are targeted and focused aims that are attainable with new practices, habits, and knowledge.

We ask that you use the **Program Measures File** to keep, track, and **calculate all three measures**. You may be asked to email the file to the Founders so that they may inspect the accuracy of your thinking. As such, we require that you keep your file accurate and up-to-date at all times.

Please follow the instructions.

We have written this section with attention to the instructions and language. If, after careful study, you are unable to clearly follow the instructions, we ask that you work with a member of your group until these are clear to you.

1. Go to the IE website and log in.

2. From the main navigation, hover your mouse pointer over the word **Programs**, then hover over **Mechanics and Practice** and click the **MAP Study Page** link.

3. From your **MAP Study Page**, scroll down the page to find the orange link labeled MAP Program Measures Calculator. Click the button and allow the Excel file to download.

4. Open the file and save it where you can use it each month. You will use this same file many times throughout your participation.

5. Locate the tabs at the bottom of the Excel window marked **Health, Money,** and **Income.**

The **Income** tab is used to track monthly **Income Earned** – and is **NOT** used in the same way as the Health or Money tabs. Please do not track Income using the Money tab.

6. For the Heath or Money aim, select and click on the appropriate tab, then enter the **Starting Metric** (e.g., 165 lbs.) and the **Ending Aim** (e.g., 155 lbs.).

7. Then, enter the cumulative **Monthly Actual** at the end of each monthly period (the 15th of each month).

The **Monthly Actual** is entered as the cumulative snapshot – of all periods to date – at the time of reporting: total pounds weighed, total invitations made, total dollars saved, etc. See 'Notes on Cumulative Aims' below for more clarification as needed.

8. The file will automatically calculate the **Measure to Submit** shown in the green shaded area.

Notes on Cumulative Aims

Some aims are based on a cumulative set of actions, like the total number of invitations made, miles jogged, or number of days you took a specific action.

Example

If your HEALTH aim were to complete 40 crunches a day, you would count the total cumulative number of crunches that would be completed at the end of six months, then use that cumulative number as your **Ending Aim**.

Example 40 (crunches) x 30 (days) x 6 (months) = 7200 (cumulative crunches)

In the above example, your **Starting Metric** would be 0 crunches and your **Ending Aim** would be 7200 cumulative crunches. After 30 days, you would enter 1200 (if you did them as planned) into the **Monthly Actual.** The **Measure to Submit** automatically calculates 17% as your percent of accomplishment. 17% is the number you would then submit for this month's Satisfaction Metrics submission.

Income Tab Instructions

To track your Income Measure use the **Income** tab**.** Input the actual **Income Earned** (for the same period the prior year) and **Income Anticipated** (for the next six months based on objective facts). As you enter your **Monthly Earnings**, the spreadsheet will then automatically calculate the **Measure to Submit** shown in the green shaded area.

Pay careful attention to the comments on the spreadsheet as they include instructions. You can see a comment box by hovering over any cell with a small red triangle in the upper right hand corner.

1. Find the tab at the bottom of the file marked **Income**.

2. Following the instructions on the file, at the start of the six-month period enter the **Income Earned** (e.g. $50,000) and the **Income Anticipated** (e.g. $52,000).

3. Then, enter the **Monthly Earnings** at the end of each monthly period (the 15th of each month). You DO NOT enter this as a cumulative number, but rather enter only the earnings of that month (from the 15th to the 15th).

NOTE: If you start this process any other time than six months prior to Conference – to make the income calculations work - you will need to enter each month's earnings – and will need to report previous months income.

4. The file will automatically calculate the **Measure to Submit**. (Using $52,000 as an example, if you made $10,000 in the first month, the Measure to Submit would calculate at 15%.)

FAQ

When are my measures due?

By midnight in your time zone on the 15th day of each month.

How do I submit my measures?

Seven days prior to being due, you will receive an email from our Facilitator with a link that takes you to a document where you will submit your Measures. This document, like our FOT and PIP Study papers is an online submission form. The form is labeled “Annual Mechanics and Practice Satisfaction Metrics”.

Are these just like the measures for FOT?

Yes, however, we are measuring aims for six-month periods and submitting them monthly instead of submitting them with a Study Paper.

Can I change my AIM during the process?

We’d like to say ‘no’, but this would not demonstrate accurate thinking; life happens, things change. To request a change, please make a written request to Co-Founder John Patterson at john@influenceecology.com.

What if I need help with my measures?

Use your MEM Study Group to learn from them. If they can’t help you, make a written request to John Patterson at john@influenceecology.com.

How does this work if I start the program (or this process) sometime other than the beginning of a six-month period? NOTE: this only applies to the Increase or Decrease Aim Tabs.

Using the **Program Measure** file, you first input the **Starting Metric** and the **Ending Aim** that account for the duration of the shortened period. Then, you input the **Monthly Actual** beginning with the appropriate months prior to Conference.

Using the chart below, if you start the program in November, 2 months prior to the Annual Member Conference (AMC), you construct your Aim for Nov 15 through January 15, then input your Monthly Actuals in the appropriate columns.

5 Months Prior	4 Months Prior	3 Months Prior	2 Months Prior	1 Month Prior	Conference
August	September	October	November	December	January (AMC)
February	March	April	May	June	July (MYMC)