

# How to Rank Advance in 5 Simple Steps

with Melissa Martin



Melissa has developed a formula to guide you on your journey to rank advance. Follow the steps below and check out the other [LevelUP](#) courses as you build out the skills required to take your business to the next level. 🚀

## What is your WHY?

Step number 1... *Write down exactly why you want to rank advance. How is it going to change your life?*

*(Rank advancing takes hard work, perseverance and dedication, knowing your why is fundamental for keeping you motivated!)*

## What are your numbers?

Step number 2... *Melissa's top tip is to start with the end in mind and work backwards.*

Write down:

- ★ How much you want to be earning
- ★ When you want to be earning it by
- ★ The major milestones you need to hit before this goal

Where do you want to be?

- 1.
- 2.
- 3.

When do you want to achieve it?

- 1.
- 2.
- 3.

What are your milestones for achieving this goal?

- 1.
- 2.
- 3.

*Top tip: Every month assess where you are and if you need to adjust your goals!*

### **What skills do you need to develop?**

Now, looking at what you've written above, think about what is holding you back from achieving your next rank. Make a list of the skills you need to develop so you can reach this goal. Get specific and write down how you're going to develop the skills and when you're going to carve out the precious time for personal development.

1. Skill ✨

When? 🕒

How? 🤔

2. Skill ✨

When? 🕒

How? 🤔

3. Skill ✨

When? 🕒

How? 🤔

4. Skill ✨

When? 🕒

How? 🤔

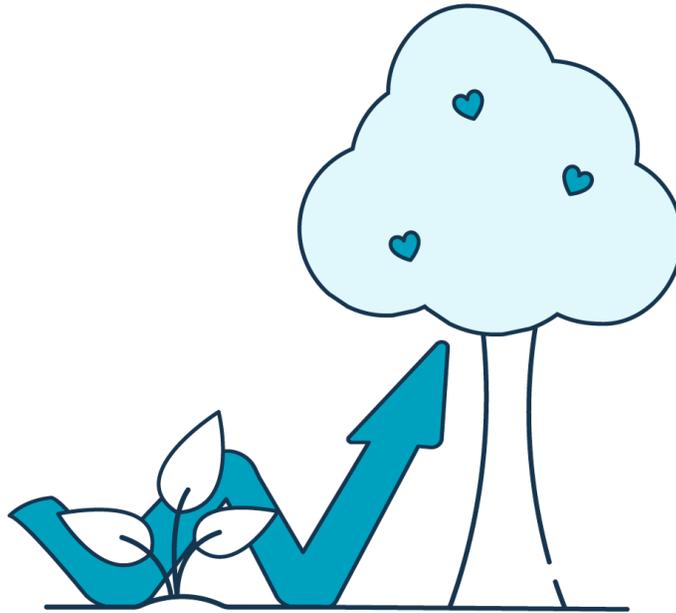
5. Skill ✨

When? 🕒

How? 🤔

*Top Tip: Check out the other [LevelUP](#) courses to help support your professional development!*

## Decide on Who You're Becoming



Melissa firmly believes that the key to achieving your goals is to start acting like the person you think you will become once you've achieved your goals.

*Reflect and write down how you can start embodying and showing up for your future self now.*

## Refine your Process



Melissa's final step to help you achieve your next rank is to develop a mindset of constant improvement.

Month over month you need to gather feedback from yourself and your team on how you're progressing and adjust accordingly with accountability and honesty.

*How will you gather feedback? (Monthly survey, in person catchups, weekly journal, etc)*

Schedule your feedback loop in your calendar now so you don't forget.