

# 4 DAYS TO FEWER REVISIONS + HAPPY DESIGN CLIENTS

*Ditch extra (annoying) revisions and  
end web design projects with happier clients*

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# WELCOME!



I'm so excited that you're joining me for **4 Days To Fewer Revisions + Happy Design Clients!** I know that revisions can be a stressful and frustrating part of design projects. It's enough to make a project that was previously going well feel like a failure.

But it really doesn't have to be that way. I'm always looking for ways to improve parts of my process that cause frustration for me and my clients and that's exactly where the idea for this event came from. Over the past year, I've done a lot of tweaking this part of my process and have finally found something that works...at least most of the time. ;)

In this training series, I'll teach you tips and strategies you can begin to put in place that will make revisions easier on both you and your clients. Each day you'll also get a quick action step to help you move forward. The questions in this workbook will follow right along with each day's video, so keep it close by as you tune in.

Ready to dive in? Let's do it!

# CUT DOWN CHANGES AND REVISIONS THROUGH YOUR CLIENT PROCESS

1. When it comes to revisions, what tends to leave you the most frustrated?

2. Do you currently help your clients understand the reason between changes and revisions?

YES

NO

2a. If not, what parts of your process and welcome material will you update to help them understand?

3. Do you allow changes at any point of your process? Or once you start a project is it revisions only?

If changes aren't allowed once a project begins or are only allowed up to a certain point, be sure to indicate that in the pieces of your process and welcome materials you update from question 2a.

4. How many rounds of revisions do you allow clients?

5. How quickly should your clients respond with revision requests once you've let them know it's time?

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6. Do revisions include making updates based on information you weren't previously given? Or things that have changed since your project started?

7. What will happen if the limitations in questions 4-6 are exceeded? For example, if you allow 3 rounds of revisions and they need a 4th or want an update made based on information that has changed since your project began.

8. What parts of your process and welcome material will you update to ensure your clients understand the "rules" of the revision process outlined in questions 4-7?

9. When you're ready for revisions, how would you love for your client to deliver their feedback? Example: A bulleted list, organized by page, in a Google Doc

9a. What can you add to your process to make it super easy for them to give you revisions in that format?

# CUT DOWN CHANGES AND REVISIONS THROUGH YOUR CLIENT PROCESS

10. Write a quick script to send your clients or add to your client management software that lets your client know you're ready for revisions, what those revisions include, the "rules" of revisions, and what they can expect if they need to exceed those limitations.

# CUT DOWN CHANGES AND REVISIONS THROUGH YOUR CLIENT PROCESS

11. Write an agreement to have clients sign saying that they're happy with what you've presented and revisions are complete. Remember to state that everything is final and include what will be required if additional changes are needed. Then, get it added to your process!

**ACTION STEP:** Make yourself a to-do list based on the material we went over today. Add dates to your tasks so you have a plan to get them done.

# CUTTING DOWN ON CHANGES AND REVISIONS THROUGH YOUR DESIGN PROCESS

1. Do you focus on how the designs you create will support your clients' goals?

YES

NO

2. What pieces will you add to the beginning of your process to learn more about your client's goals?

2a. What questions will you ask?

3. Brainstorm some ways you could support the goal of "growing an email list" through your designs?

# CUTTING DOWN ON CHANGES AND REVISIONS THROUGH YOUR DESIGN PROCESS

4. Consider your own business. What kind of journey are you creating for a visitor who lands on your site through a blog post? Or if you don't blog, your About page?

5. Are there any changes you need to make on your website based on those findings?

6. What do you need to update in your current design process to ensure you're designing websites that get your clients results and lead their visitors on a journey?

**ACTION STEP:** Decide what you plan to do differently in your process to ensure you're designing websites that get your clients results and have a purpose.  
Make a plan for putting those changes in place.



# CUTTING DOWN ON CHANGES AND REVISIONS THROUGH YOUR DESIGN PROCESS

1. What does your current process look like for presenting designs to your clients?

2. Do you ever notice problems arise because of that process? If so, list the most common issues below.

3. Why is it important to take note of your design decisions?

4. What format will you use for future design presentations?

# CUTTING DOWN ON CHANGES AND REVISIONS THROUGH YOUR DESIGN PROCESS

5. Outline what you plan to go over in a design presentation below. That way you have it the next time you're preparing!

**ACTION STEP:** Reflect on what your current process looks like for presenting designs to your clients and if there's anything you will change as a result of today's content. Update your project process so you're ready next time revisions roll around.