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FREE
REPORT

7 the seven minute life

THE TOP 3 TIME MANAGEMENT MISTAKES

& How to Correct Them

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#ShareHOPE⁷



MinuteLife

Hey there...Allyson Lewis and John Arnold here from The 7 Minute Life and we have some startling news for you.

If you are feeling hurried, pulled in ten directions, unable to get everything done and forever longing for that day when you will get 'caught up'...well, guess what...getting more done isn't the answer.

This is especially true for people who are living in a perpetual state of deferred joy. You have dreams of what could be – dreams of being a better you and having a better life -- but you can never seem to get there because you are just way too busy and distracted.

You heard us right--Getting more done isn't the answer. It won't make you happier, healthier, closer to your family, or better at your business. But isn't that exactly what most time management methods promise?

In this report you will find out why simply getting more done is an empty promise.

If you are serious about wanting a life of greater meaning and productivity, then you need to ditch conventional wisdom (which only makes you a slave to your to-do list) and you need to find out the truth about how to actually move the needle of your life forward.

That's what this report is all about. Read it and you'll discover the 3 biggest myths and mistakes of time management. You'll also learn the truth about how highly productive people stop deferring joy and start living the life they truly want, now.

Life is too short to be waiting for what you want.

#ShareHOPE⁷

Allyson Lewis

Allyson Lewis

John Arnold

John Arnold

About Authors

Allyson Lewis

CEO, Seven Minutes Inc.
Author • Speaker • Entrepreneur

A renowned time strategist and productivity speaker, Allyson has spent the last 30 years developing and teaching concrete yet actionable business ideas to executives all over the country. Her book, *The 7 Minute Solution*, has grown out of the workshops she has been teaching for the last eight years. As the CEO of Seven Minutes, Inc. Allyson believes, “*You can be different tomorrow than you are today*” — *The 7 Minute Life* is about deciding to change and choosing to take one step toward a more meaningful life every day.



John Arnold

Chief Inspiration Office/Trainer

John Arnold has been an avid user of the 7 Minute tools since the release of Allyson’s first book, *The Seven Minute Difference*. He is an ordained Presbyterian minister and author of the blog, *ThePracticalDisciple.com*. As Chief Inspiration Officer of Seven Minutes, Inc. John continues to work with Allyson to refine and innovate principles for living a life of greater productivity and meaning. John enjoys speaking to large and small groups - he also leads many of our 7 Minute webinars.



Introduction

Do you feel like you are...

1. Lacking Focus?
2. Disorganized?
3. Doing too much?

Are you stressed, struggling to get everything done during the day, burdened with a bottomless “to-do” list? You’re not alone. In fact, being busy and getting distracted is epidemic even among people you might think of as very successful.

If every day you wake up with some sort of mental “to-do” list buzzing through your brain and you feel the stress and the pressure of the crushing deadlines of all the projects and tasks you need to accomplish, this report is for you. Not to mention that you would like to improve your work/life balance and find more time to spend with your family and friends, and – of course, you know you need to exercise and find time to sleep.

But, you never seem to have enough time to get it all done.

Do you?

And consider this...What if you got everything done? Would it make your life more meaningful?

3 Myths to Beware

You keep thinking...

"If only I had more time"

"If only I could get more done"

"I will have more time once I..."

In the meantime, the hopes and dreams you truly want to spend your time on keep slipping away from you or are put off until another day that never comes. Why? Because the three statements listed above are myths—they are fantasies that trap you.

"IF I ONLY HAD MORE TIME"

The bottom line is that we all get the same 24 hours and 7 days a week. You can't add to or take away from these. Highly productive people don't think about needing more time, instead they optimize the quantity of time they have.

"IF ONLY I COULD GET MORE DONE"

Frankly, this myth depends on your to-do list. If your list is populated with your highest value activities (the things that matter most to you) then getting more done will actually bring you greater meaning and productivity. But if you're feeling stressed, burned out, and longing for a better life, I think we can safely bet that you aren't filling your list with high value activities. That said, getting more low value activities done will only add to your sense of being overly busy.

“I WILL HAVE MORE TIME ONCE I...”

If you are waiting for your big break to do the things you truly want, you will likely never find it. Again, highly productive people optimize the time they have right now. Now simply push back the low priority activities and make room for the higher value activities.

So what are... The 3 Top Time Management Mistakes?

The Top 3 Time Management Mistakes

#1 MISTAKE

LACKING FOCUS

Feeling productive and experiencing greater meaning is almost impossible if your life energy is scattered in ten different directions. Much of our sense of meaning and accomplishment comes from completing goals and completing them well. Both of those experiences are compromised when your efforts are scattered. Goals take longer to complete and the quality of your accomplishments are typically inferior to what you could truly achieve if only you had dedicated more focused attention.

For example, you've probably had the experience of completing an important project just in time for a critical deadline, only to feel a certain degree of guilt because you know portions of it could have been much better. Or, entire sections were left out because "there simply wasn't enough time."

Wouldn't it be great to accomplish projects and have the satisfaction of

knowing you didn't cut any corners—there weren't 3 more things you wish you could have done to make it better? Wouldn't it be great to know that a report was truly your best work and not just finished?

Lacking focus is often a result of living reactively. For example, you walk through the door of the office and open your email. You think, "I'll just skim through and delete the junk," but then a message grabs your attention and you respond. You get that done. Another friend's email sends you to a funny YouTube video. While you're watching it the phone rings. You take the call. The person on the other end has a question, which sends you digging through a stack of papers on your desk...and so on. Before you know it half the morning is gone and you have yet to touch the project you need finished by lunch.

The same thing can happen at home. You walk through the door and want to help your son with homework, but when you go to change into something comfortable you notice your laundry bin is overflowing. So, you decide to throw a load in the wash. Oops! Hang on, you can't get started with him on homework yet...you have to get dinner ready. Part way through you realize you're out of butter. Now you make a quick unplanned trip to the store. And so on, and so on. Before you know it, it's 9:30 pm, you're whooped and he's only half way through his math problems. Looks like it's going to be a late night and not one you had hoped for.

**SOLUTION**

Prioritize – If you aren't clear about what is most important to you, then everything is important. Doing one thing is just as good as the next. You live by everyone else's needs and agendas. The escape hatch from a reactive life is knowing what's important and putting those activities first.

BIG WARNING! Here's where 90% of the people completely fail at prioritizing. Prioritizing starts BEFORE you make a list. You must clearly understand this, or you will fail at prioritizing. When most people hear "you need to prioritize," they immediately think that means they just need to take their existing list and reorder it.

No! What you need to do is become absolutely clear on what matters most to you BEFORE you make a list. Don't look at what you are currently doing and just rearrange it. If what you were currently doing isn't already making you happy, then changing the order won't change a thing. You are working from the WRONG list.

Life-changing prioritization involves clearly knowing your highest values and life purpose.

Let's repeat that...

Life changing prioritization involves clearly knowing your highest values and life purpose.

Once you have those in place you can set goals that are meaningful. You can create an agenda for your day that matters: one that is fulfilling, brings you great joy and honestly moves your life forward into a better place. At that point you will be working from the right list.

The Top 3 Time Management Mistakes?

Watch these two short videos and Allyson will walk you through exactly what you need to do in just minutes.



Prioritize
The 7 Minute Life® Daily Planner



Discovering Your Purpose
The 7 Minute Life® Daily Planner

**#2 MISTAKE**

DISORGANIZATION

Disorganization rears its ugly head in many guises. It can be as simple as not being able to find that phone number you wrote down yesterday for the repair shop, to having no clue how you are going to get through the day. A lack of order can be physical, mental, emotional, and even spiritual.

The amount of lost time, productivity, and stress created by having a life that is in disarray almost cannot be calculated. Just consider these startling statistics:

- The National Association of Professional Organizers reports that we spend one year of our lives looking for lost items.
- Stephanie Winston, organization specialist, estimates a manager loses 1 hr/day to disorder costing the business up to \$4,000/yr, if earning \$35,000/yr or 125,000/yr at \$65,000.

- “White collar workers waste an average of 40% of their workday. Not because they are not smart, but because they were never taught organizing skills to cope with the increasing workloads and demands”, according to The Wall Street Journal
- The US Department of Energy reports that 25% of people with two-car garages don’t park any cars in there and that 32% parked only one.”
- About 25% of workers save things in piles rather than files,” says Taylor Nelson Sofres Intersearch.
- “Workers’ productivity decreases by 20-40% every time they multi-task or task switch,” according to the University of Michigan.

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In this brief report, we obviously can’t begin to delve into all the many shapes and sizes of disorganization, so we are going to focus on one way you can rapidly bring order to your day.

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SOLUTION

organize. 

Organize — The first step to organizing is having a written DAILY plan of action to guide your steps. Here are three keys to optimizing your daily plan:

1. Actually write it out. Don’t go into the day with a bunch of loose intentions in your head. Inevitably, you will forget some important task. Furthermore, the process of writing clarifies your thoughts

and produces a record of what you have already completed or have not yet finished.

2. Start the day with your action plan in hand. You want to go to bed knowing what you are doing the next day. Otherwise, other people's agendas will rapidly consume yours.
3. Start with action steps from your values, purpose and goals. Don't forget those priorities we talked about when writing your action plan. You can't avoid the fact that there are some chores of life that just have to get done. Bills must be paid, groceries must be bought, laundry must be done, etc. But don't start your list with these items.

HOW TO GET STARTED—"5 BEFORE 11"

Hands down the most effective tool we have found to insure that you start the day off focused on what matters most is a "5 Before 11" list. Every day write down 5 high value action steps that you will accomplish prior to 11 a.m.

These 5 items need to be actions that will move the needle of your life forward. These are actions that don't just knock something out of the way, they yield the results you are looking for in life.

This is an excerpt from Allyson's book, *The 7 Minute Solution: Time Strategies to Prioritize, Organize & Simplify your Life at Work & at Home*, that defines "High Value Activities":

Your Highest -Value Activities

Enhancing productivity and increasing meaning is not merely a matter of getting more done. The secret to true productivity and meaning comes from getting the right things done by giving your highest value activities the highest priority. It seems so obvious that it should hardly be called a secret, but how many times have you spent all day buried in being busy and yet felt like you achieved virtually nothing?

To truly understand this concept let's take a moment and look at how you currently feel you need to spend your time. If you already have a to-do list for today I invite you to get it right now. If you do not have a to-do list, then take a few moments and write on a blank sheet of paper any task you feel you should do today.

Once you have your list examine it through the lens of these three questions:

1) What is the pay off?

Analyze the pay off of every task on your list. Your highest-value tasks will have a measurable payoff directly related to your values, purpose, or goals. Which tasks actually generate more leads for your business? Close more sales? Complete a project? Push you over a significant hurdle? Eliminate a critical obstacle? Strengthen a relationship with a key client? Or, allow you to live into one of your deepest desires? Those are the tasks you want to target with aggressive attention at the front end of your day. You want to invest in those activities before any other activities. Even if all you do is a single microaction on those tasks, address them before all others.

2) Which activities should you not be doing?

Be ruthlessly honest with yourself about every activity you engage in. Have you said “yes” to things you shouldn’t have? Are some tasks convenient ways for you to feel busy, while not really producing many results? Are there tasks you could delegate or pay someone else to do? What would the consequence be if you ignored some activities or completely eliminated them? Is that an acceptable cost to pay? Keep in mind that every moment invested in a low-value task is a moment that you lose to spend on those activities that bring you meaning, joy, and forward movement.

3) If you could only do five things on your list, what would they be?

This question will be much easier to answer if you spent time on the first two questions. It will also force you to rapidly and definitively define what is most important. Those five items will be your highest priorities. Those five items are the first five activities that you should act upon the moment you walk through the door of your office.

You can drive your highest-value activities to the top of your priority list every day using a simple planning strategy that I like to call *5 before 11*. Your *5 before 11* is a list of five high-value actions you strive to achieve before 11 a.m. Using a *5 before 11* list will condition you to strategically take control of your day. It will help you bypass ineffective organizational techniques and achieve greater results with less effort. Doing so will ensure that every day you are investing time in the activities that most engage you with life. A *5 before 11* plan is one of the foundational 7 Minute microactions that will empower you to *prioritize, organize, and simplify* your life.

The Power of Micro-Actions & High Value 5 before 11 List

High value action steps do not necessarily have to be large action steps. In fact, learning to consistently act on *micro-actions* (simple activities that take 7 minutes or less) is a big part of revolutionary change in your life.

For example, if one of your goals is to increase your energy level and lose weight, a high value *micro-action* may be scheduling an appointment for a physical or drinking a half-liter of water as soon as you wake up.

Imagine how different your life could be in just one week if you took five high value action steps around your core goals. At the end of one week this would be 35 steps forward. At the end of 90 Days that is 450 positive steps forward!

***“ In 90 days you will have taken
450 positive steps forward!”***

You will find space on the attached, The 7 Minute Life® Daily Planner pages, for writing out your “5 Before 11” list. We would encourage you to watch the video below to learn more about this powerful productivity tool.



How To Kick Your 5 Before 11 List
The 7 Minute Life® Daily Planner

**#3 MISTAKE**

DOING TOO MUCH

Imagine getting to the end of the day and being able to say, “I did everything, I said I would.” That is a great feeling. Do you ever get to do that? If you’re not doing that regularly then you may be unrealistic in your expectations for what you can achieve.

You are likely over-committed if you find yourself doing any of the following on a regular basis:

- Unable to keep commitments
- Constantly renegotiating meeting times due to conflicts
- Missing critical deadlines regularly
- Too tired to manage basic chores
- Find yourself saying, “I just need to know how to say ‘no’ better.”

- Double or triple booked on evenings and weekends

For every action you take there is an opportunity cost. In other words, each time you choose to do something you are ruling out other possibilities. Given the fact that you have a finite number of hours in the day and days in the week, you must practice a high degree of selectivity in what you do. You truly cannot do it all. Highly productive people are typically highly focused people.

Here are choices you can make to simplify your life and free up more time for high value tasks.

**SOLUTION**simplify. 

Simplify — Okay, it's time to make some choices. Something is going to have to go, to make space for the things you really want. Something is going to have to go to make room for activities that produce the results you want to see. Don't think of these as losses, rather consider them investments in the best version of yourself.



Pass it off: Delegate, outsource, ask a favor, trade with someone else, or whatever you can do to get low priority tasks out of your hands and into someone else's. Keep in mind that a task you dread is likely something someone else loves. They might even do it better than you.

Ask for help: Even if you can't get entirely rid of a task, adding hands to the task may expedite it off of your list. We have laundry folding parties in my home.

Prune: Some tasks are just time drains, such as, habitually checking Facebook, or channel surfing on television late at night. Also, some tasks that seem important on your list may not be missed even if they don't get done. Let's face it, if a task has been rolling over from one to-do list to the next for weeks how important could it be? Prune it. Cut it off.

Quit: Sometimes quitting a commitment is far better for everyone than holding a position that you are ineffectively maintaining. You will be free from the guilt of not getting the job done and the board, committee, or organization you resign from will be free to replace you with someone who can dedicate the time needed to the task.

Renegotiate: Sometimes, you don't need to quit, but you may need to renegotiate the level of commitment that you have. For example, a monthly commitment may need to become quarterly.

Guard your docket with filter questions: Once you have established your priorities, purpose, and goals before saying yes to anything, ask yourself, "Will this move my goals forward, or is it only going to be a distraction?" That type of question is what's known as a filter question.

As you become clearer on what is truly valuable activity, you will find it easier to say no.

Summary

We began this report looking at three myths:

- “If only I had more time”
- “If only I could get more done”
- “I will have more time once I...”

We then looked at the 3 most common mistakes and the solutions

MISTAKE

SOLUTION

1

LACKING FOCUS

prioritize.



2

DISORGANIZATION

organize.



3

DOING TOO MUCH

simplify. [®]



Are you now beginning to see why, just 'getting more done' or 'finding more time' isn't the answer? Simply put — if you aren't doing the right things, doing more and having more time isn't going to help your situation. A life of profound joy, meaning and accomplishment flows from prioritizing, organizing, and simplifying.



Take immediate action using the 7 day checklist below. Print it out and complete the tasks for each day over the next week. Each day's activities will take you between 15 and 30 minutes, but will rapidly begin to redeem the time invested through greater focus and accomplishment.

7 Day Checklist



Day 1

Prioritize by identifying your highest values.

- Watch the “Prioritize” video. [Click here](#) to watch the video.
- Complete the “Priorities Worksheet” exercise on *page 30*.
- For each of your top ten values write down three activities that would allow you to live out that value. For example, if you value family, you might list: 1) Having an evening with my spouse. 2) Attending my children’s sports activities. 3) Eating dinner together at the table. Don’t worry about scheduling any of these just yet. For now just begin to concretely envision what activities express your highest values.
- When you are finished say out loud, “My top 10 values are...” and read the 10 values you have identified. Note: Reading this out loud may seem unnecessary or uncomfortable to you, but this physical action actually plays a critical role in translating your words on a page into action steps in your life.



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Day 2

Prioritize by identifying your purpose.

- Watch the "Purpose" video. [Click here](#) to watch the video.
 - Complete the "Purpose" exercise on *page 31*.
 - Review the values and activities you identified yesterday.
 - When you are finished, read out loud your top 10 values from yesterday again and your purpose statement.
-



Day 3

Organize by creating a 5 before 11 list and following it.

- Write down 5 high value activities that you will achieve before 11 a.m. When creating this list pick at least two or three items from the thirty high value activities that you listed on day one when you identified your highest values.
 - Say out loud again your 10 Highest Values and Purpose Statement you created on days one and two.
 - At the end of the day, look back and see if you completed your 5 before 11. If not, identify what kept you from focusing on your highest values.
-



Day 4

Prioritize and Organize by internalizing your values & creating a written action plan.

- Without looking at your top 10 values list, see how many you can write down. How many did you get? Did you recall 5, 7, 10? Commit to repeating out loud your top 10 values every day until you can say them without struggling to recall them. Your values will have to be that clear for you to choose to invest time in the right activities.
- Again create a 5 before 11 list taking into consideration activities that would accomplish your highest values.
- At the end of the day, review and write down 3 things that focusing on high value tasks has helped you achieve or experience over the past two days. How does it feel to make that progress?
- Read your values and purpose statement out loud again today.

prioritize. 

organize. 

simplify. 

Day 5

Simplify by identifying tasks you shouldn't be doing.

- Make a list of the tasks or activities that you no longer want to be doing. Once your list is complete, review it and note next to each item the choice or choices you can make to eliminate or reduce those activities, i.e. pass it off, ask for help, prune, quit, renegotiate.
- Create and follow a 5 before 11 list and this time include a couple of items that are action steps which will help you simplify. For example, perhaps, you have been telling yourself for weeks now you will fix the leaking faucet in the kitchen. Even if you can do this, consider calling a friend or plumber. Actually making the repair is not a high value use of your time. Getting that monkey off of your back is.
- Read your values and purpose statement out loud again today.

prioritize. 

organize. 

simplify. 

Day 6

Simplify by counting the cost.

Review your list of unwanted tasks and activities. Now write some “I would rather...” statements that state what you would rather be doing than the unwanted task. For example, “I would rather get a good night of sleep than stay up late playing on the computer.” or “I would rather be at home with my family, than attend the planning meeting for my garden club this month.”

Again create a 5 before 11 list. Include on that list at least one of the activities you would rather be doing or an action step which will help you move toward being able to do it.

You guessed it... read your values and purpose statement out loud again today.

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Day 7

Evaluate

At this point, if you have been following the daily exercises you will have accomplished at least 20 high value tasks and hopefully you will have started to carve away some low value tasks. How does it feel? Can you imagine how much your life could change in 30, 60 or 90 days, if you did nothing else but achieve 5 high value tasks each day. Think about it...In 90 days that would be 450 high value tasks. That could transform your life.

Again, repeat your values and purpose statement out loud if you still cannot recall them without pausing to remember.

And lastly, create a 5 before 11 list for today. This time include visiting The 7 Minute Life website and becoming a Friend or a Fan, so that you can continue to learn and grow in having a more meaningful and productive life. This very limited report and 7 day exercise is the tip of the iceberg of materials and tools that we have to offer you.

Prioritize

What values are most important to you?

Define and prioritize your top 10 personal values

Rank ✓	Rank ✓	Rank ✓
_____ <input type="radio"/> Love	_____ <input type="radio"/> Faith	_____ <input type="radio"/> Family
_____ <input type="radio"/> Friendships	_____ <input type="radio"/> Change	_____ <input type="radio"/> Serving others
_____ <input type="radio"/> Achievement	_____ <input type="radio"/> Philanthropy	_____ <input type="radio"/> Leading
_____ <input type="radio"/> Excitement	_____ <input type="radio"/> Authenticity	_____ <input type="radio"/> Solitude
_____ <input type="radio"/> Arts	_____ <input type="radio"/> Balance	_____ <input type="radio"/> Time
_____ <input type="radio"/> Community	_____ <input type="radio"/> Laughter	_____ <input type="radio"/> Honesty
_____ <input type="radio"/> Happiness	_____ <input type="radio"/> Influencing others	_____ <input type="radio"/> Knowledge
_____ <input type="radio"/> Security	_____ <input type="radio"/> Compassion	_____ <input type="radio"/> Recognition
_____ <input type="radio"/> Meaningful work	_____ <input type="radio"/> Money	_____ <input type="radio"/> Contributing
_____ <input type="radio"/> Helping	_____ <input type="radio"/> Nature	_____ <input type="radio"/> Inspire
_____ <input type="radio"/> Choice	_____ <input type="radio"/> Sharing	_____ <input type="radio"/> Pleasure
_____ <input type="radio"/> Freedom	_____ <input type="radio"/> Competence	_____ <input type="radio"/> Health
_____ <input type="radio"/> Intimacy	_____ <input type="radio"/> Joy	_____ <input type="radio"/> Self-respect
_____ <input type="radio"/> Success	_____ <input type="radio"/> Efficiency	_____ <input type="radio"/> Teaching
_____ <input type="radio"/> Adventure	_____ <input type="radio"/> Growing	_____ <input type="radio"/> Stability
_____ <input type="radio"/> Independence	_____ <input type="radio"/> Country	_____ <input type="radio"/> Expertise
_____ <input type="radio"/> Power	_____ <input type="radio"/> Peace	_____ <input type="radio"/> Travel
_____ <input type="radio"/> Learning	_____ <input type="radio"/> Integrity	_____ <input type="radio"/> Connecting
_____ <input type="radio"/> Fun	_____ <input type="radio"/> Creativity	_____ <input type="radio"/> Recreation / Play
_____ <input type="radio"/> Passion	_____ <input type="radio"/> Belonging	_____ <input type="radio"/> Making a difference
_____ <input type="radio"/> Comfort	_____ <input type="radio"/> Sharing Hope	_____ <input type="radio"/> Competition
_____ <input type="radio"/> Trust	_____ <input type="radio"/> Relationships	_____ <input type="radio"/> Financial security
_____ <input type="radio"/> Order	_____ <input type="radio"/> Intellect	_____ <input type="radio"/> Decisiveness
_____ <input type="radio"/> Reach full potential	_____ <input type="radio"/> Excellence	_____ <input type="radio"/> Taking risk
_____ <input type="radio"/> Wisdom	_____ <input type="radio"/> Tradition	_____ <input type="radio"/> Leaving a legacy

Prioritize

We all value different things and our values influence our actions, our attitudes and the choices we make in life. Please check and rank your top 10 personal values. List what is most important to you below.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____



daily progress report

with contacts

Day 1

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
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21. _____
22. _____
23. _____
24. _____
25. _____



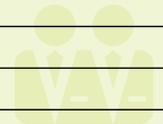
What I will do... 5 before 11™

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○



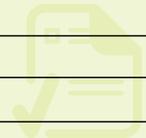
"7 Minute Life" Connections

1. _____ ○
2. _____ ○
3. _____ ○



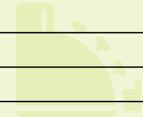
Unfinished Tasks

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○
6. _____ ○
7. _____ ○
8. _____ ○
9. _____ ○
10. _____ ○



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No



daily progress report

with contacts

Day 2

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
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24. _____
25. _____



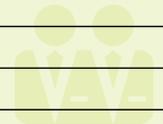
What I will do... 5 before 11™

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○



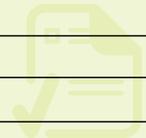
"7 Minute Life" Connections

1. _____ ○
2. _____ ○
3. _____ ○



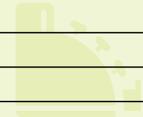
Unfinished Tasks

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○
6. _____ ○
7. _____ ○
8. _____ ○
9. _____ ○
10. _____ ○



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No



daily progress report

with contacts

Day 3

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____



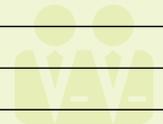
What I will do... 5 before 11™

1. _____
2. _____
3. _____
4. _____
5. _____



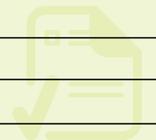
"7 Minute Life" Connections

1. _____
2. _____
3. _____



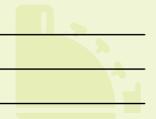
Unfinished Tasks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No



daily progress report

with contacts

Day 4

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____



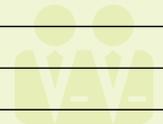
What I will do... 5 before 11™

1. _____
2. _____
3. _____
4. _____
5. _____



"7 Minute Life" Connections

1. _____
2. _____
3. _____



Unfinished Tasks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No



daily progress report

with contacts

Day 5

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____



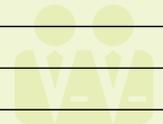
What I will do... 5 before 11™

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○



"7 Minute Life" Connections

1. _____ ○
2. _____ ○
3. _____ ○



Unfinished Tasks

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○
6. _____ ○
7. _____ ○
8. _____ ○
9. _____ ○
10. _____ ○



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No



daily progress report

with contacts

Day 6

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____



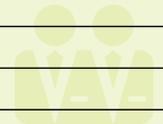
What I will do... 5 before 11™

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○



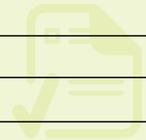
"7 Minute Life" Connections

1. _____ ○
2. _____ ○
3. _____ ○



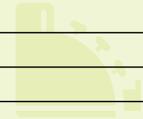
Unfinished Tasks

1. _____ ○
2. _____ ○
3. _____ ○
4. _____ ○
5. _____ ○
6. _____ ○
7. _____ ○
8. _____ ○
9. _____ ○
10. _____ ○



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No



daily progress report

with contacts

Day 7

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

_____ date

Daily Contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____



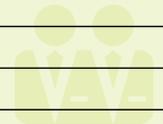
What I will do... 5 before 11™

1. _____
2. _____
3. _____
4. _____
5. _____



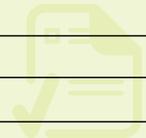
"7 Minute Life" Connections

1. _____
2. _____
3. _____



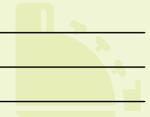
Unfinished Tasks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

Yes

No

Exercise Progress Report

Check off the days you've worked out or exercised



Year _____

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

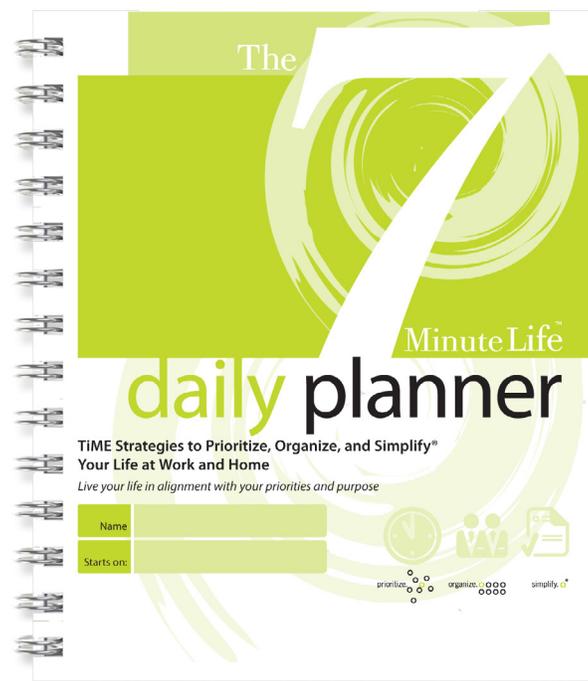
Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month _____						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

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