

Live your life in alignment with your priorities and purpose

Name

Starts on:

prioritize.

ooo organize.
oooo simplify.
o



Your Life at Work and Home

Live your life in alignment with your priorities and purpose

Name Starts on:









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You can also find more information by visiting our website at:

www.The7MinuteLife.com #ShareHOPE⁷

My Daily Planner (If found, please return to)

Name:

Address:

Phone:

email:

Start Date:

Preface

"Change Happens In an Instant!" It happens the moment you $D\mathcal{E}CID\mathcal{E}$ to change."

Allyson Lewis

The Seven Minute Difference (2006)

WHY? Because every minute of your life is precious.

Allyson Lewis's Priorities:

- 1. Faith / Sharing Hope
- 2. Family / Love / Friendships
- 3. Health Physical & Mental
- 4. Wisdom / Peace
- 5. Order / Freedom from Chaos

- 6. Growing / Learning / Teaching
- 7. Joy / Laughter / Fun / Happiness
- 8. Authenticity / Congruence
- 9. Compassion / Making a Difference
- 10. Financial Security / Philanthropy



Humans are created with deep desire to connect with meaning and hope. Our hearts and souls are uniquely and individually designed to make a difference in the lives of others.

The 7 Minute Life® Daily Planner was created as a personal training tool by me and for me more than a decade ago. My entire life I have been gifted with an incredible imagination. My mind sees pictures, not words. I process ideas incredibly fast—sometimes too fast.

But I have problems focusing my attention. Long to-do lists would sit in front of me and each bulleted item seemed to mock me. I was overwhelmed: and each day as I looked at all of the endless tasks, I felt the energy of life slowly slipping away from me. *The 7 Minute Life® Daily Planner* helped me get a grip.

Then, after 30 years of working in an industry I enjoyed and thrived in...my body gave out. What happened to me could happen to anyone. The end result is that my health declined to a point that it was life-threatening. For more than a year I fought the battle of my life. Surrounded by family, friends, coworkers, my church, and a team of amazing physicians—I am recovering.

My life will never be the same. The person I was before the illness is gone... a new and different person is coming back to life. In the blink of an eye my life changed forever, and with it the vision and mission of our company Seven Minutes, Inc. began to change and evolve as well. Now, we are here to help you reconnect with your life as never before.

We call our new philosophy: TiME Strategies

In 7 minute increments we will share ideas for how you can prioritize your values—so you know what is most important to you. We will help you rediscover your purpose—answering one of the most compelling questions of life, "Why are you here?" Next, we will be teaching you skills to map out 90-day goals followed by specific action steps to help you achieve each goal.

Finally, *The 7 Minute Life® Daily Planner* will help you create a written daily plan of action for you to follow as a blueprint. Improving your individual time management skill sets is important. By learning to filter which activities you will allow into your life through your priorities, purpose, and goals you will find you create blocks of free time to reconnect with the life you were meant to live.

How we choose to spend our time, what we pay attention to, and where we concentrate our focus becomes the life we experience. How you spend your time is your reality.

My health problem gave me an amazing opportunity to let go of everything. I have been given a fresh start. I am choosing to live life in alignment with my faith, priorities, purpose, and new goals. What a blessing! You can do the same.

Our updated goal for *The 7 Minute Life*® is to deliver concepts, tools, and teaching around an entirely new philosophy of time management concepts.

Allyson Lewis's Mission

I now know life is a gift. We experience life through the seconds, minutes, hours of each day. Life is not a competition to see who can do the most things in a single day. Based on what we choose to create as our personal priorities, our driving purpose, and our personal goals—each one of us has the amazing opportunity to choose what thoughts, perceptions, activities, and emotions we'll allow into our life.

My personal mission from this day forth is to share hope.

My mission is to help people take time to think... and, with nothing more than a pen and a piece of paper give people education, processes, tools, and ideas for how they will choose to experience their lives.

It is my mission to help others share their hope. Alone I can share my hope. As a community of like-minded people—together we can share hope exponentially.

I call this "Sharing HOPE to the 7th Power."

Welcome to The 7 Minute Life® Community,

#ShareHOPE⁷

The ShareHope⁷ Charitable Fund

Part of living a life of greater purpose and meaning involves giving. In that spirit, we here at *The 7 Minute Life®* are committed to positively impacting the world by contributing 10% of our net profits to provide water, food, education, and animals to people in need.

Each time you invest in yourself by purchasing one of *The 7 Minute Life®* products you are also investing in someone else's well-being. Thank you. To find out more about The *Share Hope⁷ Charitable Fund*, please visit the "About Us" page on our website *http://the7minutelife.com/sharehope7/*



Water

A portion of these revenues will go to water. There are far too many people who die every day for the lack of clean drinking water.



Food

A portion of these revenues will go to food. For example, a third grader finds it difficult to learn if he/she is hungry.



Education

A portion of these revenues will go to provide scholarships for education—education is a privilege. It provides an equal playing ground for all who are willing to learn.



Animals

A portion of these revenues will provide hope through animals.

The *ShareHOPE*⁷ *Charitable Fund* is established through the Craighead County Community Foundation. While our primary focus will be providing funds to share hope in these four areas, we are open to reviewing grants for other projects that help us "Share HOPE to the 7th power." Please send your grant proposals to:

The Share HOPE⁷ Charitable Fund

c/o Seven Minutes, Inc. PO Box 17284 Jonesboro, AR 72403

Share your HOPE

please add

#ShareHOPE7

to your social media communications that are inspiring, encouraging, and educational.

Introduction

The goal of The 7 Minute Life® is to provide:

TiME Management Strategies to Prioritize, Organize, and Simplify® Your Life at Work and at Home.



Why you need The 7 Minute Life® Daily Planner...

Most people think that if they could just "get everything done" life would be wonderful. But we have discovered that this simply isn't true. People who feel insanely busy are in that place because their life is crammed full of low priority tasks that don't bring them great meaning and productivity.

Don't believe us? Take your to-do list and be honest with yourself... If you got everything done on your list how much better would your life be? Most people find it wouldn't make a big difference.

The 7 Minute Life® Daily Planner is designed to help you work from the right list.

A list of daily activities in alignment with your priorities, purpose, and goals.

We call this question "the insanity test" because you've probably heard that old saying, "Insanity is doing the same thing and expecting a different result." Well doing more of the same thing is not going to help you be any better.

Tomorrow is going to be pretty much like today if you don't do something different, What does make a HUGE difference is repeatedly getting done a few things that really matter to you...and that's why you need this planner.

We can help you cut through the noise of life and end the insanity by clearly identifying your purpose, values goals, ridding your life of unfinished tasks, and much more. It's simplier than you might think and it all starts with the book you are holding in your hand.

What this planner will do for you...

The 7 Minute Life Daily® Planner is going to equip you to be both the **architect** and the **contractor** of building the best version of yourself. If you were building a new building, you would start by consulting with an architect who would ask you lots of questions to help you clarify the space you needed. The architect would know from experience the effective questions to ask and how to translate your needs and ideas into a blueprint—a written plan to guide construction.

The first of part of this planner is your architect. We've discovered from helping thousands of people the questions and thought processes necessary to build a workable blueprint for the best version of yourself. We walk you step-by-step through a series of exercises to identify your highest priorities and the goals that will take you there. You'll identify unfinished tasks, the relationships you want to build, and more.

This feature alone separates *The 7 Minute Life Daily® Planner* from herd of other 'planner tools' in a way that will make you exponentially more effective than you are now. Most planner tools are simply calendaring tools that don't actually help you effectively discern how you should be spending your time. They just track your time.

The second part of *The 7 Minute Life® Daily Planner* is what we call the "*Daily Progress Report*" pages. On these pages you become the contractor and start translating your blueprint into reality. The *Daily Progress Report* pages are strategically designed to help you at a glance plan and track your highest priority tasks, daily contacts, '7 Minute Life' connections, unfinished tasks, expenses, appointments, voice mails, thank you notes, and a host of other critical aspects of what it takes for you to be come the best version of you.

More important, these pages, with repeated use, will actually build and strengthen neural pathways around what's most important to you. What's that mean? It means you will start naturally making the great choices on how to utilize your time. You will think differently about everything you do, and it will help you make healthier choices.

The system is simple, quick to learn and, as I said, easily accessible at a glance.

How to get started... Think – Write – Do.

We began by saying that *The 7 Minute Life® Daily Planner* is a tool to equip you to become an architect and contractor for the best version of yourself. As an architect you think through what you want, write out a plan, and then each day you will put on your contractor hat and do the work you've planned.



This planner is structured around this simple but powerful process of *Think-Write-Do*. In the opening exercises you will think through your values and purpose. You will establish written goals and doable action steps to accomplish them. Then on a daily basis you will do the steps.

WARNING: Do not skim over the opening exercises and jump into using the **Daily Progress Report** pages. The value of the **Daily Progress Report** is completely dependent upon the amount of effort you put into clearly identifying values, purpose, and goals. Imagine what would happen if a contractor showed up each day to work with no plan in hand for the building he was creating.

Once you are done with the opening exercise and have written out a clear plan, then simply begin using the **Daily Progress Report** on a daily basis. You will be amazed at how quickly these simple tools can bring order and accomplishment into your life.

From my experience and the experience of thousands of other people who have applied these tools I can tell you with confidence that they work.

Welcome to The 7 Minute Life® Community,

http://the7minutelife.com/register #ShareHOPE⁷



Minute Life^m

Are you ready for a "7 Minute" revolution?

It's time to revolutionize your life by turning talk into action.

You choose how much you will sleep, what you will eat, how much exercise you will get, how much water you will drink, what you will read, and with whom you will spend time. Life is about choices. If you want to be different tomorrow than you are today, you must choose to be different.

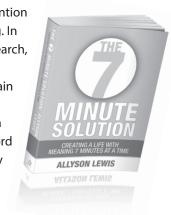
Living *The 7 Minute Life* sis a choice.

By using this book you will learn how to behave differently. We've taken proven time management and productivity ideas and molded them into a systematic, repeatable, daily process that you can use every day to achieve your goals in your professional and/or personal life. The 7 Minute Life® Daily Planner is more than a calendar, much more than a daily planner, it is even more than a business plan.

The 7 Minute Life® is a way of life.

I was inspired to write my last book The Seven Minute Difference after the life-changing experience I had when I wrote in seven minutes' time what my life's purpose is. While researching *The Seven Minute Solution* I learned that studies show the average person's attention span is only seven minutes long. In fact, in his groundbreaking research, Harvard psychologist George Miller found that the human brain is limited to remembering only seven pieces of information at a time. These studies struck a chord with me because I've personally experienced the power of what seven minutes of total

concentration can do.



We've all had moments of inspiration and insight, usually in spontaneous, random bursts. But what if you could harness your brain's focusing power and put it to work in a repeatable system that would keep you inspired and energized? *The 7 Minute Life® Daily Planner* does that. Our research shows that most people want to simplify their lives by eliminating the prevalent chaos that prevents them from being effective and happy. *The 7 Minute Life® Daily Planner* will give you the necessary tools to define your priorities, organize your activities, and help you simplify your life down to one question:

Did I do what I said I would do today?

Most people intuitively know what they want to accomplish. They even know what they should do. *The 7 Minute Life® Daily Planner* helps articulate self-knowledge and translate it into small, attainable daily activities. Part of what draws people to the 7-minute system is celebrating the tiny "wins" of actually reaching their daily goals. Daily, small achievements are good for you.

The 7 Minute Life® Daily Planner will enable you to:

- Define your values
- Discover your purpose
- Set written goals
- Monitor your physical health
- Get rid of clutter in your life
- Have a daily written plan of action
- Track your progress.

How is this productivity tool different?



In order to be productive, it's important to keep your notes, goals, schedule, everything in one place—your 7 Minute Life® Daily Planner. The reason for this is simple. If your goals are written down in one location and your daily accomplishments and action plans written down in another, you run the risk of feeling scattered and becoming disorganized—chief ingredients of chaos. You don't want to have to hunt to reread your goals; they should be at your fingertips at all times.

Many businesses revolve around 90-day quarters, and for good reason. Ninety days is a long enough period of time to see if a plan is working and goals are being met. It's also a short enough period of time to maintain motivation. Therefore, *The 7 Minute Life® Daily Planner* is broken down into 90-day segments. Every 90 days you will begin a new book and file the completed one for future reference.

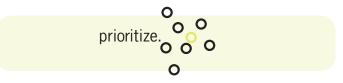
Each 90-day period starts with a "Focus Time." Whether you are doing *The 7 Minute Life® Daily Planner* as part of a work team or on your own, you may want to schedule your "Focus Time" to be held in a different location from your daily environment. Removing yourself from the distractions of your day-to-day life enables you to better see the big picture.

You will spend your "Focus Time" creating and defining your goals and strategizing how best to accomplish them. Having clear goals is paramount to being successful. Therefore, it's crucial to the success of changing your life that you spend

ample quality time on the front end of

this process.

The 7 Minute Life® Daily Planner is designed to help you become more deliberate about the life you lead. As we stated in the preface, the essence of living an attentive life is to Prioritize, Organize, and Simplify®. By prioritizing your core values, creating a written purpose statement, and establishing your 90-day goals, you can accomplish whatever you set your mind to and live the life you want.



Ask yourself: Is my life authentically aligned with my priorities?

7 Minute Life Idea #1:

Prioritize Your Top 10 Values

The only true way to prioritize what is most important to you is to rank what you value in a numerical list. So, the first step in *The 7 Minute Life® Daily Planner* starts on page 20, where 75 values are listed. Scan the list and circle or check the ones that speak to you. Some will stand out more than others. Then, at the bottom of the page, prioritize your top 10 personal values by ranking them. Once you have ranked your personal values, stop and reflect on how you spend your time and money. Are your daily choices lining up with what you really believe to be the most important in your life?

Your time and your energy are both finite resources. Therefore, you must consider carefully which daily activities and emotions you choose to spend your limited amount of attention on. You may be surprised to learn that you are squeezing out those things most important to you, while lavishing huge amounts of attention on unimportant things in your life. This is why we must redefine our priorities.



7 Minute Life Idea #2:

Discovering Your Purpose

I was a 43-year-old successful financial advisor and a happily married mother. Yet it wasn't until 2003 when I defined my purpose that my life was profoundly changed in exactly 7 minutes. I had no idea until I completed this thoughtprovoking exercise what my true purpose in life was. In order

daily planner

to be successful, both personally and professionally, you must be able to clearly and articulately define your goals. But before you can do that, you must understand what your purpose in life is. Your purpose in life is defined by how you use your individual gifts and talents, not only to make a living, but also to make a difference in the world. Goals clarify how you use

your purpose. Your priorities are the order in which you accomplish your goals. While the three concepts cannot be separated, they should be looked at independently.

Discovering or rediscovering your purpose should be a top priority. This exercise will challenge you to examine your life, review your prioritized list of what you



value most in life, and then work toward creating a written statement about what you believe your purpose in life is. Turn to page 21 and find the words

My purpose in life is . . .

written on the top of the page. Take a few minutes to reflect on the top 10 values that you have already identified. On the right side of this page you will see a place to write down seven things that you love about life. This list may include foundational items, like your faith, your family and your work. It may also include many of the simpler aspects of life that you love, such as: spending time with your kids, reading, hiking, gardening, golfing, coaching Little League, traveling, or volunteering. Because love is the foundation of purpose, having a list of what you love in front of you while you contemplate your purpose is very important.

When I took this exercise my purpose unfolded in seven minutes, but that may not be true for you. It may take longer. During your "Focus Time" spend as much time as you need to articulate why you have been put on this earth. Each person has been given unique gifts and talents. I believe you will discover an overwhelming sense of meaning and fulfillment as you realize how you can serve the world around you.

Remember to begin this exercise by looking at the list of the things in life you love most. I believe there are three basic tenets to discovering your purpose:

- 1) Purpose is what you do for others.
- 2) Purpose is how you use your gifts and talent to change the world.
- 3) Love is the foundation of purpose.

Allyson's Purpose Statement

My purpose in life is GROWING. In life, I want to grow and change. I want to be different tomorrow than I am today. I want to grow as a wife—to be more in love with my husband, to hold hands more often, to enjoy long talks late into the night, and to share our hopes and dreams. I want to grow as a mother—to watch my children mature into their own destinies. I want to grow as a spiritual person—to become kinder, wiser, more hopeful, and more understanding. I want to grow my skills as a financial advisor and help my clients grow their assets. I want to work at my job with joy and honesty and integrity. I want each day to be filled with fun and excitement and challenge. And, I want to help others bring about meaningful changes in their own lives by sharing my discoveries and ideas. My purpose in life is fulfilled by growing and helping others grow.

Write as fast as you can to try to discover what is most important to you. I've seen this simple exercise be a lifechanging moment for many, many people, as it was for me. By outlining a clear, solid description of your purpose in life, you begin the process of fundamentally changing your attitude and approach to life—both at home and at work.

Once you have finished writing, go back and read the powerful words you have written. Circle the words that stand out. In the Preface I wrote that my purpose words are "growing" and "helping other people grow." As you read what you have written, you will see repeating themes and ideas. These will likely be your PURPOSE words, which you will list on the second page of your "Purpose Exercise." To complete this exercise, answer the question at the bottom of the page:

"At the age of 85, I will know I have fulfilled my purpose when . . ."

7 Minute Life Idea #3:

Establish Your 90-Day Goals

Your purpose tells you what you want to do with your life and

how you want to use your gifts and talents. Your goals help you define your objectives and clarify the steps you need to take to accomplish your purpose. When you have clarified your goals in life, you will be one step closer to fulfilling your purpose. Goals can be personal or professional, tiny or grand, achieved tomorrow or within 90 days. They may even be aimed at



leaving a legacy beyond your lifetime.

In Brian Tracy's book *Goals—How to Get Everything You Want Faster Than You Ever Thought Possible*, he encourages readers to do three things:

- 1 Write down your goals. It's not enough just to have a vague idea of what you want to achieve. You need to develop specific goals and write them down.
- **2 Make plans to achieve your goals.** For every written goal you need to determine three or four specific actions that will help you reach that goal.
- **3** Work on those plans every day. Most goals cannot be achieved by sporadic and occasional effort, but require daily attention and action.

In this next exercise you will focus on personal, work, financial and life goals. Acknowledging your goals is vital to understanding your purpose, but it's only the first step toward achieving them.

It's important to write your goals in the PRESENT TENSE, as though they have already happened. Follow each goal with five action steps that will allow you to reach the goal within the next 90 days. These 90-day goal sheets are the culmination of your "Focus Time" work. This exercise forces

you to clarify your top goals for your personal and work lives, as well as your financial and long-term overall life goals.

Select a timeline for each goal so that you can prioritize the necessary action steps. Of course, some goals may require more action steps to accomplish than others. List as many steps as are needed.

Put the Brain to Work

Start and finish every day reviewing your goal worksheets. As you focus your attention on the goals you want to accomplish, your brain will put itself to work consciously and unconsciously to reach those goals. You will find yourself waking up with new ideas for how to solve a problem. Or you will be driving down the street when a burst of inspiration hits you so hard that you are forced to pull over to write down your ideas.

Did you do it?

Once you have clearly and deliberately determined what you want to accomplish in the next 90 days, you must take action every day. It only takes small steps to reach your future goals. When you choose to do what you say you will do, your success in life boils down to a series of simple "yes" or "no" questions.

The 7 Minute Life is a choice. It is a choice you make every day. It all begins with your "Focus Time." These first three 7 Minute Life Ideas are intended to help you prioritize your:

- Values
- Purpose
- 90-Day Goals

then you will be ready to begin to organize these ideas into daily action.

organize.

The 7 Minute Life® Daily Planner is filled with many time management and productivity tools designed to help you organize your life and make more efficient use of your time. Many of these ideas revolve around the concept of "7 Minute" micro-actions. Micro-actions are tiny changes and activities that anyone can choose to implement in their daily lives. Often the biggest, most meaningful differences in our lives are really just a series of small, seemingly insignificant changes.

"7 Minute" Micro-Action #1:

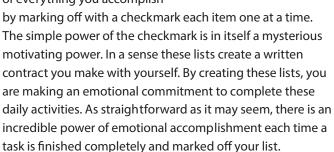
Unfinished Tasks

As with any to-do list, it is important to actually DO what you've set out to accomplish. However, for a variety of reasons some tasks just don't get done. In David Allen's book, *Getting Things Done: The Art of Stress-Free Productivity*, he calls unfinished tasks "open loops." As the name suggests, these open loops circle continually in your unconscious mind, popping up periodically in your consciousness. As soon as you remember that you have not completed a task, your brain focuses on it and prompts you to do it—immediately. You might be able to successfully bat it away like a pest from your consciousness, but it will fester and send out distress signals in your unconscious, making you miserable. The cycle continues until the job is done.

Now, consider this: On any given workday you may have anywhere from 30 to 50 unfinished tasks. Regardless of the size or scope of the tasks to be completed, they are stressing you. These incomplete loops perpetually interrupt concentration, pull focus, and induce anxiety. That's why it's so important to put unfinished tasks onto a master to-do list. By placing them in a single, safe place you stop the open loop process and put your mind at ease. It is tantamount to your conscious mind reassuring your unconscious that it need not worry; the task will be done in a timely manner.

On page 28 there is an "Unfinished Tasks Checklist" with space for up to 120 unfinished work projects and 60 unfinished tasks at home.

As you work toward starting and completing all the items on your list, make sure you keep track of everything you accomplish





"7 Minute" Micro-Action #2:

Mental Clutter

Mental clutter is defined as anything that takes up your finite time and emotional attention. Mental clutter can easily divert you from the path of success.

There are four primary causes of mental clutter. They are avoidance, procrastination, distraction and indecision. Further, the emotional price you pay is significant. If you choose to allow these issues to persist, you will experience stress, distraction, worry and fatigue.

What can you really do to battle these problems? The first step is awareness. Once you are willing to admit that you have allowed "Mental Clutter" to be a part of your life, you can choose to use your brain to overcome them. Use this page to list any issues in your life and the actions you think can help you overcome them.

"7 Minute" Micro-Action #3:

Home Repair

This micro-action is self explanatory. If it is broken, make a phone call and get it fixed. Your home is one of the places you should find comfort and peace.

"7 Minute" Micro-Action #4:

Life Connections

Life is a people business. Your list of "7 Minute Life Connections" is a reminder that you need to keep in touch with people. Regardless of what business you are in, if you plan to grow your business there are people with whom you want to stay connected. Your "7 Minute Life Connection" list could include prospective customers, mentors, colleagues, and friends. These people make up your network of influence. Always look to widen the circle of people with whom you are connected.

"7 Minute" Micro-Action #5:

Annual Projects and Tasks

Whenever possible work to create repeatable processes and systems. Take 7 minutes to design an Annual Projects and Tasks calendar that lists all of your annual events, all national holidays, your major marketing campaigns, the conferences you will attend, and any time you have already scheduled for vacation.

"7 Minute" Micro-Action #6:

Your 12 Month Calendar

The 7 Minute Life® Daily Planner is a 90-day process, but the world still revolves in 12-month segments of time. We have included a one month per page calendar. Most people in today's world rely on some type of electronic calendar system, however these pages can help you organize multiple project timelines and sometimes it is helpful to be able to view your entire year with a quick glance.

"7 Minute" Micro-Action #7:

The Meeting Planner

These pages are designed to help you make your meetings more productive and more efficient. A tremendous amount of daily work time is spent in staff meetings. Choose to create an agenda for the meetings you are in charge of planning. Take the time to outline the concept or reason for the meeting, what the desired outcome of the meeting is, and who really needs to be involved.

During the meeting you will often create action steps that you can list on the bottom of the page.

"7 Minute" Micro-Action #8:

Notes Pages

After the Daily Progress Reports you will find several pages of blank paper to capture any notes you may need.

"7 Minute" Micro-Action #9:

The Annual Exercise Progress Report

The 7 Minute Life® Daily Planner revolves around the concept of Prioritize, Organize, and Simplify®. Most of us intuitively know that we must choose to make a commitment to our health in order to feel less stressed and more productive. On page 271 there is an Annual Exercise Progress Report that will help track your progress.

For additional micro-actions, time saving ideas and resources, visit us online at:

www.the7minutelife.com





"7 Minute" Micro-Action #10:

The Daily Progress Report

Inside *The 7 Minute Life® Daily Planner* you will find Daily Progress Report pages—two pages for each of the 90 days. This proactive Daily Progress Report takes your personal values, purpose, your 90-day goals, and your unfinished tasks, and translates them into DAILY ACTIVITIES and ACTION STEPS.

Time management is a skill you can learn that enables you to efficiently use the minutes in your day to focus on achieving high-value priorities. Remember: Life is a series of choices. You can choose to live with order, productivity, effectiveness, excitement, and less stress. All of this begins with learning how to structure your daily activities by deciding what is most important for you to accomplish each day.

5 before 11[®]:

Your Daily Top Priority "To-Do" List

Your **5 before 11**® micro-action list is one of the planning activities you will do on a daily basis. Just

before you leave the office for the afternoon, turn to tomorrow's Daily Progress Report and make a prioritized list of the five highest-value activities that you are willing to commit to completing before 11:00 a.m. the next morning. Your life will be radically different if you start every day knowing what five specific action steps you must take that morning in order to get closer to reaching your goals. This process makes every day count.

Imagine walking into a clean and uncluttered office and placing only one object on your desk. That thing is *The 7 Minute Life® Daily Planner* opened to today's date with your five highest-priority tasks listed. Your job is to simply complete these five tasks before 11 o'clock. This means beginning and COMPLETELY finishing each one.

This single concept will keep you from living in a constant state of reaction by giving you a proactive, daily written plan. At the end of each day you will look at your *5 before 11*° list and answer with a "yes" or "no" if you accomplished each one. It's that simple.

During the week your *5 before 11*° list is likely to be geared toward helping you achieve your work goals. On the weekend you may focus on social or civic obligations and household duties.

Workweek 5 before 11® examples:

- Create Meeting Agenda for new conference
- Contact Heather regarding new account documentation
- Schedule meeting to introduce new product
- Send contract to attorney
- Meet with Susan regarding proposal deadline.

Weekend 5 before 11[®] examples:

- · Complete cardio workout
- Clean out kitchen drawer
- Write thank you letter to Ann
- Pay bills
- Return book to library.

The first step in changing your life is choosing to change. When you do, you will find yourself on a new path to a better life. But after taking that giant leap to a new path, you must then take small steps in order to successfully meet your goals. As you know, we call these small steps micro-actions. The power of this one tool cannot be overstated. Because businessmen and women live in a constant state of reaction, there is little time to proactively determine which daily activities are advancing your goals. Micro-actions are a tool that turns your 90-day goals into daily activities.

The 7 Minute Life® is about taking small steps toward your goals every day. It is the EVERY DAY part that proves to be most difficult. The 5 before 11® schedule enables you to commit to small, daily activities that will propel you toward success. The small "wins" keep you motivated.

"7 Minute Life" Connections

In this segment of the Daily Progress Report you will list three people you would like to connect with today. This might be a prospective customer, someone you could network with or even a friend. Go back to your complete list of "7 Minute Life" Connections and transfer three names.

"7 Minute Life" Connections			
1			
2			
3			

Make Daily Contacts

It's often said that, "Successful people are simply willing to do what unsuccessful people are not."

Business is about contact—daily contact. If you are a corporate leader, you must be in contact with your managers, vendors

_	Daily Contacts
=	1
=	2
=	3
=	4
	5
=	6
=	7
_	

and, most important, your customers every day. If you are in sales, your success depends on the number of people to whom you present your product and how well you deliver customer service.

Tracking your Daily Contacts

The 7 Minute Life® Daily Planner is designed to help you track the people you contact and speak with every day. On the left side of the Daily Contact section you will see a series of dashes. These dashes allow you to track how many people you attempt to contact. You have no control over the number of people you actually contact, but you do have control over how many people with whom you try to get in touch.

The 7 Minute Life® Daily Planner offers you a point system to help account for the amount of time different activities take by assigning them values.

- 1 point for an attempted outgoing call
- 1 point for an incoming call
- 5 points for a face-to-face appointment or meeting
- 5 points for a telephone appointment
- 5 points for attending a networking event
- 25 points for a seminar

If you agree that business is about contact, then daily contact with your clients, prospects, vendors and co-workers is key to your success.

Only you can decide what the correct number of Daily Contacts is for you and for your team. For some the number of contacts may be five, while for others it might be 10, for people in sales the number might be 25. The number is not as critical as committing to a daily plan of action to consistently reach whatever number you choose. Set your goal at earning

"Common wisdom in the business community says that although many executives can move a project to 98 percent of completion, only a few actually finish the last 2 percent successfully. I see this "2 Percent Rule" at work all the time; people achieve true success and growth in their business or personal life, only to stop short of fully accomplishing their goals. They do well, but they never quite live up to their full potential; they just cannot seem to push past the "one-yard line" that separates them from peak performance."

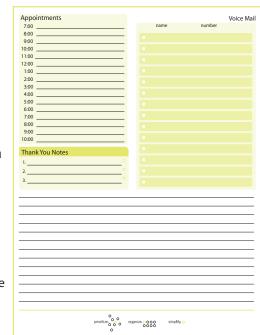
The Seven Minute Difference, pg. 156

a specific number of contact points per day. If you finish the day with a number of points less than what you have established, you did not achieve your personal goal that day.

Page 2 of The Daily Progress Report

Page two of the Daily Progress Report is divided into four sections with space to track your appointments and/or how you actually spent your day. There is also a place to track the thank you notes you write. Thank you notes should be

handwritten and mailed. Make it a choice to take just five or 10 minutes every day to let people know that you appreciate their skills, efforts and abilities. This may seem like a small thing, but it has huge benefits.



On page two of the Daily

Progress Report there is also room to list all of your voicemail messages, and a large area for you to take any notes from the day. Remember that one of the keys to increasing your organizational skills is to have one safe place to keep all of your daily information.

simplify. o

Is it really possible to simplify your life down to one question?

Did I do what I said
I would do today?

Yes

No

Yes. Not only is it possible, but also it's necessary in order to meet your goals. Once you have clearly defined your priorities, articulated your purpose in life, and established written goals and action steps to fulfill your purpose, then the only thing left for you to do is do it!

The 7 Minute Life® Daily Planner is a proactive planner that empowers you to say what you want to do and do what

you say you'll do. When you set a goal, you are creating an emotional commitment between yourself and that goal. It is the tiny "wins"—the small daily accomplishments—that encourage you to continue making the right choices, like choosing how much sleep you will get, what you will eat, how much water you will drink, and finishing your 5 before 11°. It really is as simple as doing what you say you will do. This is simplicity. And simplicity brings an incredible sense of joy.



organize. OOOO



The 7 Minute Life® Daily Planner is a productivity and time management tool designed to help you "Prioritize, Organize and Simplify®" your life at work and at home.

prioritize.

Now is the time to choose how you will live your life. Now is the time to slow down long enough to prioritize your values, establish new goals, and create a systematic plan to become the person you want to be. Every day you make tiny choices about how you spend the minutes of your day. You choose with whom you will spend time, what you will read, what you'll learn, and what you will eat. If you choose to focus on the positive opportunities in life, you can build the life skills necessary to reach new heights in your own personal growth.

organize.

Once you have prioritized your values, you need to organize your goals into a daily plan of action. *The 7 Minute Life® Daily Planner* is a systematic, repeatable process to take your 90-day goals and translate them into daily action steps. Your *5 before 11®* list will become one of the primary keys to your success. Chaos, distraction, indecision, and procrastination are enemies of success. Organization allows you to focus on what is truly important to you.

simplify.

Simplicity is one of the highest forms of thought. Albert Einstein famously said, "Things should be made as simple as possible, but no simpler." Clutter and disorganization complicate our lives. Use this opportunity as an inspiration to simplify all areas of your life. When you prioritize what is most important to you, you can simply decide to live a life that is in authentic alignment with those values and goals. *The 7 Minute Life*® is about doing what you say you will do.

As you simplify your life, you will:

- Rediscover your purpose
- · Reignite the passion for your daily work
- Reclaim the minutes of your day

The 7 Minute Life® Daily Planner you hold in your hand is a tool. But, the real power of The 7 Minute Life® comes from within your heart. Do what you love, love what you do, and do it well. Simplicity crystallizes in one question:

Did I do what I said I would do today?



Prioritize

What values are most important to you?

Rank ✓	Rank ✓	Rank ✓
Community Choice	Rank ✓ Change Philanthropy Authenticity Balance Laughter Influencing others Compassion Money Nature Sharing Competence Joy Efficiency Growing Country Peace Integrity Creativity Belonging Advancement	Rank ✓ — Family — Serving others — Leading — Solitude — Time — Honesty — Knowledge — Recognition — Contributing — Inspire — Pleasure — Pleasure — Health — Self-respect — Teaching — Stability — Expertise — Travel — Connecting — Recreation / Play — Making a difference — Competition
		•
Prioritize We all value different things a Please check and rank your to 1 2 3 4	and our values influence our actions, our attitudes and op 10 personal values. List what is most important to y 6. 7. 8.	
5		

Discovering Your Purpose

Purpose is what you do for others.
Purpose is how you use your gifts and talents to change the world.
Love is the foundation of purpose.



My purpose in life is	What I Love
	1
	2
	3
	4
	5
	6
	Purpose Words
	1
	2
	3
	4
	5
	6
	7
At the age of 95	
At the age of 85, I will know I have fulfilled my purpose when:	
Signed	



Your Highest and Best

What is the best use of your time right now?

What I love to do at work:	My strengths include:
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
My "Highest Value Activities" area	Llike to be rewarded by
My "Highest Value Activities" are:	I like to be rewarded by:
My "Highest Value Activities" are: 1	I like to be rewarded by: 1
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1. 2. 3. 4.	1.
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Mental Clutter

Home and Work

Avoidance. Procrastination. Distraction. Indecision. What is causing clutter and stress in my life?

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Minu	te Life

Task	Action
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90-Day Personal Goals

Date:		

Goals		Completed By
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	Action:	What was the outcome?
	Action:	
	Action:	
	Action:	
2.		
	Action:	
	Action:	What was the outcome?
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	Action:	What was the outcome?
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	Action:	
	Action:	What was the outcome?
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	Action:	
	Action:	
7.		
	Action:	

90-Day Work Goals

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	pals	Completed By	
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	Action:		
	Action:	What was the outcome.	
	Action:		
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	Action:		
7.			
/.	Action:		
	Action:	What was the outcome?	
	Action:		
	Action:		
	Actions		



Financial Goals

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	Action:	What was th	ne outcome?
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	Action:		
	Action:	What was th	ne outcome?
	Action:		

Life Goals

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	pals	Complete	
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	Action:	What was the outcome?	
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	Action:	What was the outcome?	
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7.			
	Action:		
	Action:	What was the outcome?	
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Unfinished tasks cause stress

Task	Action
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Unfinished tasks cause stress and chaos in your life



Minute Life	ج

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Unfinished tasks cause stress

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Unfinished tasks cause stress and chaos in your life



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Unfinished Home Tasks

Unfinished tasks cause stress

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Unfinished Home Tasks

Unfinished tasks cause stress and chaos in your life



Minute Life

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Home Repair

Who to contact

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Repair	Contact	Phone
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Grocery List

Groceries





Minute Life

PHARMACY Alcohol Peroxide Antibiotic cream Band-Aids® Deodorant Shampoo / Conditioner Soap Lotion Eve drops Hair gel Bath soap Antibacterial hand soap Multivitamin Hairspray Q-tips® Razors Shaving cream Toothbrush / Toothpaste Mouth rinse

Cold medicine **HARDWARE**

Áspirin

Duct Tape Light bulbs 40-75-100 WD40® Picture Hangers Nails

Tylenol® / Ibuprofen

CHILD DEPT.

Baby bath Babý shampoo Baby lotion Baby powder Diapers / Wipes Formula Baby food Ceréal

CLEANING

Detergent Dryer sheets Stain remover Dishwashing liquid Tilex® Brillo® Pads Sponges Formula 409® Clean up spray Clean up wipes Lysol® Lysol® kitchen Toilet bowl cleaner Rags Gloves Windex® Mop / Bucket Furniture polish Kitchen cleaner

TRASH BAGS/STORAGE

13 gallon 30 gallon Compactor bags Foil Saran® wrap Ziploc[®] Coat hangers

PAPER PRODUCTS

Kleenex Paper towels Toilet paper Travel Kleenex® Paper plates Paper napkins Plastic cups

SOFT DRINKS

Coke® / Diet Coke® Pepsi® / Diet Pepsi® Dr. Pepper® Sprite® Root beer Bottled water big/little Sparkling water

SNACK FOODS

Oreos' Choc. Chip cookies Fritos big/ little® Potato chips Ruffles® Pringles® Tortilla chips Cheetos® big/little Goldfish® crackers Graham crackers Pretzels Popcorn . Ritz® crackers Saltine crackers Snack mix Salsa

CEREAL

Apple Jacks® Total® Raisin Bran® Smart Start® Cheerios® Pop-tarts® Fruit Loops® Cereal bars Frosted Flakes® Granola bars Oatmeal Svrup Fruit Snacks

BAKING GOODS

Flour

Baking powder Baking soda Chocolate chips Corn starch Oil / Pam® spray Salt / Pepper Sugar Powdered sugar Brown sugar Shortening Spices Jell-O® /Pudding Vanilla Food coloring / Sprinkles Brownie mix Cake mix/ frosting

CANNED FRUIT

Peaches Pineapples Applesauce Fruit cocktail

JUICE

Gatorade® red/green Kool-Aid[®] Cranberry Grape Apple juice Juice boxes

RICE AND PASTA

Bouillon Beef / Chicken Spaghetti sauce Parmesan cheese Gravy mixes Brown / White Kraft Macaroni & Cheese® Kraft Shells & Cheese® Elbow noodles Spaghetti Other pasta White rice Minute Rice®

CANNED VEGETABLES

Creamed corn Whole Kernel Corn Green beans Mushrooms Spinach Beets. Peas Tomatoes 28oz / 14.5oz Tomato sauce Jalapeños Whole new potatoes Sliced new potatoes French fried onions Whole kernel corn Lima beans Kidney beans

SOUP

Chili with beans Chili no beans Vegetable soup Chicken noodle Beef broth Chicken broth French onion soup Mushroom soup Cream of chicken

CONDIMENTS

Caesar dressing Croutons Oil / Vinegar Mayonnaise Mustard Catsup Ranch dressing French-Italian-Thousand Relish Pickles Olives

BREAD

Wheat / white bread Hotdog buns Hamburger buns French bread Garlic bread Dinner rolls Grape jelly Peanut butter Honey Jam

FROZEN FOODS

Frozen pizza Lean Cuisine® Chicken nuggets Frozen lasagna Frozen corn Fish sticks Hash browns Broccoli spears Chicken pot pie Ice cream Ice cream sandwiches Juice bars Orange juice/ lemon juice Popsicles Whipped cream Waffles

DAIRY

Orange Juice American cheese/slices **Biscuits** Crescent rolls Cinnamon rolls Margarine tub Margarine stick Butter stick Cheddar cheese block Shredded cheese Cream cheese Eggs Whole milk gallon Skim milk ½ gallons Mozzarella cheese Sour cream Whipped cream Choc. Chip Cookie Dough

MISCELLANEOUS

Pictures/film Greeting cards Girl b-day present Boy b-day present Gift Cards Scotch Tape Ink Pens

PET SUPPLIES

Dog food Cat food Fish food Treats Toys

DELI Turkey Ham Roast Beef Chicken Breast American white Other sliced cheese Lunchables®

MEAT

Chicken breasts Fully cooked chicken Chicken legs Chicken nuggets Hot dogs Ground beef Steak Pot roast Pork chops Pork tenderloin Bacon Spiral cut ham Frozen hamburgers Fajita meat Chicken Beef

VEGETABLES

Lettuce Bag lettuce Tomatoes Potatoes Onions Cilantro Celery Broccoli Cucumber Carrots Baby carrots Corn Mushrooms

FRUITS

Apples Oranges Bananas Cantaloupe Grapes Lemons Peaches Strawberries Watermelon

CANDY

Chocolates Licorice Gum Mints Hard candy



Connections

Friends . Network . Prospects.

Connection	Phone	2	Comments	Date Contacted
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Connections

Rusiness

Friends . Network . Prospects.
Who do you know that you need to stay in touch with?



		41414		MinuteLife			
Co	nnection	Y-Y-	Phone	Comments	Date Contacted		
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Annual Calendar at a Glance



A new year full of possibilities to share your hope

Year

Month								
Sun	Mon	Tue	Wed	Thur	Fri	Sat		

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

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	Mont	th				
Sun	Mon	Tue	Wed	Thur	Fri	Sat

	Mont	h				
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Annual Projects & Tasks

Plan ahead for all repeatable events

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February	August
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April	October
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May	November
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June	December
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A new month full of possibilities to share your hope



Month _____

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Sun	Mon	Tues	Wed	Thur	Fri	Sat

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Month _____

Sun	Mon	Tues	Wed	Thur	Fri	Sat

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Month				

Sun	Mon	Tues	Wed	Thur	Fri	Sat

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Month _____

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Month			

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Month _____

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Month			

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Month _____

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Month _____

Sun	Mon	Tues	Wed	Thur	Fri	Sat

A new month full of possibilities to share your hope



Month	

Sun	Mon	Tues	Wed	Thur	Fri	Sat



Strategy. Idea. Project. Campaign. Vision.



Concept/Description	
What is the desired outcome?	
Who needs to be involved?	
who needs to be involved?	
A 11 C1	
Action Steps:	
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Strategy. Idea. Project. Campaign. Vision.





Concept/Description	
What is the desired outcome?	
Who needs to be involved?	
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Action Steps:	
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Strategy. Idea. Project. Campaign. Vision.



Concept/Description	
What is the desired outcome?	
Who needs to be involved?	
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Action Steps:	
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Strategy. Idea. Project. Campaign. Vision.





Concept/Description	
What is the desired outcome?	
What is the desired edites mer	
Who needs to be involved?	
who needs to be involved:	
Action Steps:	
Action steps.	
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Strategy. Idea. Project. Campaign. Vision.



Concept/Description	
What is the desired outcome?	
Who needs to be involved?	
who needs to be involved?	
A 11 C1	
Action Steps:	
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The 7 Minute Life® Flowchart







Daily Contacts	What I will do 5 before 11 [™]
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6	"7 Minute Life" Connections
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9	3.
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11	Unfinished Tasks
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13	2
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16	6
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18	9.
19	10.
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21	What I Spent
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6	"7 Minute Life" Connections
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11	Unfinished Tasks
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Monthly Progress Report

Date

What worked best this month?	What are your goals and deadlines for next month?						
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Adjustments?							
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Action steps for next month:							
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Notes

Date:	MinuteLife
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Appointments				Voice Mai
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Daily Contacts	What I will do <i>5 before 11</i> ™
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21	What I Spent
22	item amount
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water:	breakfast lunch dinner
	snack snack
	Did I do what I said
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Appointments					Voice Mai
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23	item amount 1.
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sleep exercise reflection reading in hours in minutes in minutes in minutes	I would do today? Yes No

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	snack snack
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Daily Contacts	What I will do 5 before 11 [™]
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6	"7 Minute Life" Connections
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water:	breakfast lunch dinner
	snack snack
sleep exercise reflection reading	Did I do what I said
sleep exercise reflection reading in hours in minutes in minutes in minutes	I would do today? Yes No

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Monthly Progress Report

Date	

What worked best this month?	What a	re your g	oals and	deadline	es for nex	ct month	?
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Monthly Progress Report

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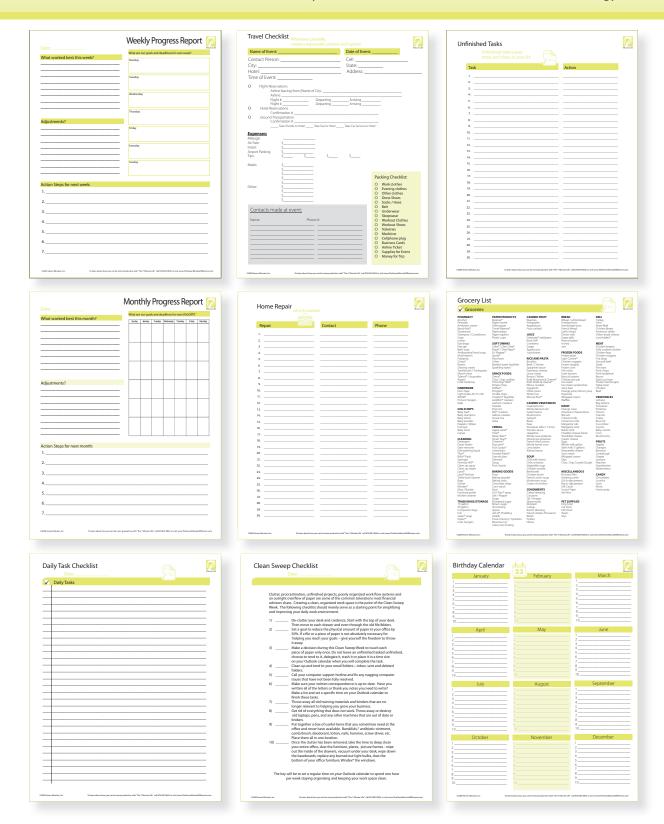


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Time Management Strategy Tools to Prioritize, Organize, and Simplify® your Life.



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The 7 Minute Solution

When was the last time you took even 7 Minutes to *THINK* and *WRITE* down what a MORE meaningful life would look like for you?

I wanted MORE out of life, but was having a hard time clarifying what that MORE even was. We are all so BUSY that life just passes us by... days, weeks, months and even years pass by carrying our hopes and dreams with them. *The 7 Minute Solution* is not just my story—it is YOUR story. It is the story of moms and dads. It is the story of corporate executives. It is the story of teachers and nurses. It is the story of entrepreneurs and sales people.

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The 7 Minute Life® System

NOTE: The 7 Minute Life® System is one of the benifits of LEVEL2 UPGRADE.

The 7 Minute Life® System is our full time management strategy and life management strategy system.

We are currently updating this full-length program to include access to our latest information.

This program has a retail value of over \$897. You can buy it now for **\$297**.

\$297 Limited time offer
Upgrade to LEVEL2: Become a FRIEND

Scan the QR code to

read more about our books and tools http://the7minutelife.com/view-all-products



The 7 Minute Life® System

The 7 Minute Life® System will equip you with all the tools you need to immediately Prioritize, Organize, and Simplify® your life.

Upgrade to LEVEL2: Become a FRIEND of The 7 Minute Life® Community. This is your onboarding information.



Are you ready to move from a treadmill of busyness to identifying and achieving what matters most to you? If so, The 7 Minute Life® System will equip you with all the tools you need to immediately Prioritize, Organize, and Simplify your life.

The 7 Minute Life® System includes: The 7 Minute Life® System Workbook/Binder, The Seven Minute Difference, The 7 Minute Solution,

a full year's supply of The 7 Minute Life® Daily Planners, The 7 Minute Revolution—a 10 module video and audio training series, an audio titled The Principles of Planning, and our newest tool—Strategic Business Plan Templates. You get immediate access to all of the electronic portions of The 7 Minute Life® System... and, we will ship the books and your full year's supply of The 7 Minute Life® Daily Planners.

You can buy this training system for \$297 (Separately these resources cost \$897 -- You save \$600).

To order, visit our online store at: http://the7minutelife.com/view-all-products



organize.





Allyson Lewis

Connect with us











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Join The 7 Minute Life® Community

Tools for people just like you. Access our most popular time management tools in one place.

The mission of The 7 Minute Life® is to provide:

TiME Management Strategies to Prioritize, Organize, and Simplify® Your Life at Work and at Home

Over the last several years, we have focused on providing TiME Management Strategies to people just like you and we have found that our users needed ongoing training for optimizing the tools, improving accountability, building support and encouragement, and finding new solutions to their time management problems. One thing we have discovered as we have mentored thousands of people is those people with a strong network around them change and grow the fastest. Simply put—We are smarter together.

The 7 Minute Life® Community

You can take advantage of three levels of

The 7 Minute Life® Community — Fans, Friends, and VIP Contributors — to accelerate your transformation from living a life of chaos, disorganization, and stress to experiencing a life in alignment with your priorities, fi Itered through your purpose and focused on accomplishing high-value activities that bring meaning and fulfi Ilment to your daily tasks.

Level 1. FANS

FANS have free access to 20+ of our most popular TiME Management Strategy tools, checklists, forms, and worksheets which help you lay a solid foundation to Prioritize, Organize, and Simplify® your life at work and at home.

FREE

Level 2. FRIENDS

FRIENDS gain full unlimited access to The 7 Minute Life® System which includes not only a host of our best tools and books for rapidly improving your time management skills, but it also includes access to online video training.

\$297 per year

Level 3. VIP Contributors

enthusiastic community of like-minded individuals committed to continually learning and connecting with one another to share strategic ideas so they can live with even deeper purpose.

Coming in 2014

Scan the QR code to join us

Become a member of The 7 Minute Life® Community

Or visit http://the7minutelife.com/register



The 7 Minute Life® Offers Live Training

You can be different tomorrow than you are today. Continual learning is a gift.

- ? Is your organization lacking focus and clear strategic goals?
- ? Are you personally tired, overwhelmed, and stressed?
- ? Is time management a problem?

Live training is hands down THE best way to focus your team, set clear attainable goals, and re-ignite energy and motivation that gets results. Our programs don't just tell you what you need to do to improve your time management skillsets. You and your team will be able to instantly implement these powerful and intuitive ideas, strategies, and tools into your daily life.







Our audiences include:

- Corporations
- Senior Leadership Retreats
- Non-Profit Organizations
- Conferences
- Universities

We offer:

- Keynote Presentations
- Breakout Sessions
- Webinars
- 1 to 4 hour Programs
- Full Day Training Events
- Two Day Retreats

Scan the QR code to have us speak at your next event.

Phone: 870.275.7674

Email: info@The7MinuteLife.com

Web: http://the7minutelife.com/speaking-information



Exercise Progress Report



Year ____

Check off the days you've worked out or exercised

Month							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Sun	Mon	Tue	Wed	Thur	Fri	Sat

Month								
Sun	Mon	Tue	Wed	Thur	Fri	Sat		

Month								
Sun	Mon	Tue	Wed	Thur	Fri	Sat		

Sun	Mon	Tue	Wed	Thur	Fri	Sat

	Month							
Sun	Mon	Tue	Wed	Thur	Fri	Sat		

Sun	Mon	Tue	Wed	Thur	Fri	Sat



Change Your Life in 7 Minutes a Day

The 7 Minute Life® Daily Planner will help you unlock your purpose, potential, and passion to transform your professional and personal life. Focusing on activities that capture your attention and excite your soul gives you boundless energy and provides a new sense of meaning and fulfillment. Become intentional about these activities and make them a consistent part of your daily life. Now is the time to proactively determine where your focus will be and how you live the rest of your life.

What if you took just 7 minutes a day to create a daily written plan of action? This planner will teach you how to:

- · Reignite the passion for your daily work
- · Unlock your purpose, knowledge, and strengths
- Clarify your goals
- Establish realistic priorities and written action steps
- Prioritize, Organize, and Simplify® your work for greater productivity
- Implement time management techniques to reclaim your day
- Turn your ideas into action.



Are you ready to join The 7 Minute Life® Community?





Seven Minutes, Inc. P.O. Box 17284 Jonesboro, AR 72403 www.The7MinuteLife.com **\$9.97** 978-0-9911123-6-4