



**THE 7 MINUTE LIFE**

# **DAILY PLANNER**

**UNDATED**





# MORNING ROUTINE

# EVENING ROUTINE

- AWARENESS
- WHAT IS MY GOAL FOR TODAY?
- PROJECTS IN PROGRESS
- TO DO LIST
- PRIORITIZE YOUR TASKS
- HOW LONG WILL IT TAKE
- 5 BEFORE 11



- INTERNAL REFLECTION
- TASK EVALUATION
- HIGH VALUE / LOW VALUE
- OBSERVATIONS / OBSTACLES
- GRATITUDE
- WHAT DID YOU LEARN?
- TOMORROW

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# The 7 Minute Solution Flowchart

**Priorities**



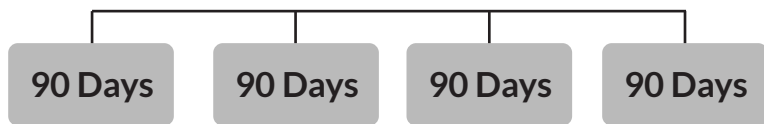
**Purpose**



**Life Goals**



**The Timeline of Your Life**



**Today**

## Step 1: Rank your priorities

- What is most important to you?
- What's the point?
- What do you value in life?
- What makes your work meaningful?

## Step 2: Rediscover Your Purpose

- Purpose is how you serve others
- Purpose is how you use your gifts and talents to change the world
- Love is the foundation of purpose

## Step 3: Understand Your Life Goals

- Where are you in life?
- What life goals do you want to accomplish?
- What has been keeping you from taking action?

## Step 4: Where are you in life?

- You can't do everything right now
- Choose when you will take action

## Step 5: Create Written 90-Day Goals

- Present Tense Specific
- Quantifiable Goals

## Step 6: Today - 5 before 11<sup>®</sup>

- Know what you want to accomplish
- You need a written daily plan of action
- Focus on accomplishing 5 high value activities before 11 o'clock

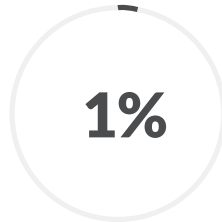
# WHY 7 MINUTES?



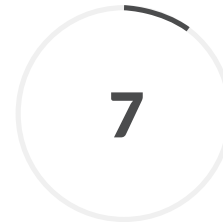
24 Hours  
Per Day



1440 Minutes  
Per Day



1% of your Day,  
14 Minutes



7 Minutes Every  
Morning / Evening

We will teach others how to leverage 1% of their day to think, clarify, plan, prioritize, and choose how they will spend the remaining 99% of their time.

My Daily Planner <i>(if found, please return to)</i>	
Name:	
Address:	
Phone:	
eMail:	
Start Date:	

# ABOUT THE 7 MINUTE LIFE®

## A Time Management Company

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- **Time is Life**
- **Work/Life Balance**
- **Reinventing Well-Being in the Workplace**

The 7 Minute Life® is a global leader helping individuals and companies find purpose and happiness in their work and life.

Our technology, tools, worksheets, templates, daily planners, books, speaking, training programs, coaching, masterclasses, and courses will take your well-being initiatives from a concept to actionable outcomes.

The workforce is faced with uncertainty, stress, anxiety, and profound mental health implications. Our mission is to deliver personal, professional, and leadership development while aligning each individual's daily work with their internal need for:

- love, passion, purpose, belonging, kindness, trust
- well-being, emotional intelligence, happiness, collaboration
- productivity, diversity, leadership skills, employee retention
- work/life balance, clear direction, innovation
- team communication, social impact, continual learning
- challenging work, growth and making a difference in the world

## About Us

The 7 Minute Life® is a time management company. We deliver world-class products and services designed to help people prioritize, organize, and simplify lives at work and at home. You have a choice to stay where you are today or to look forward and embrace the future of your human potential. Human potential relies on how you utilize the resources of time, effort, energy, emotion, and money.

Technology has created a 24-hour workday which has led to a mental health crisis. The stress of never-ending workloads and having too much to do is so common that we have lost site of the importance of self-care, mindfulness, and being present.

## Our Mission

The 7 Minute Life® is on a mission to increase awareness of workplace stress and mental illness. People are living with unprecedented uncertainty. They are overwhelmed, stuck, frozen and exhausted. We are committed to providing ground-breaking time management and personal development innovations, technology, training, and community to fight the global mental health epidemic.

## What We Do

Create a Life with  
Meaning 7 Minutes at a  
Time...

We help individuals  
and companies reignite  
passion, purpose,  
innovation, excellence,  
and happiness in the  
workplace.

# Why I Created The 7 Minute Life®

## The entire theory of time is a mystery. What is time?

We can experience time. We can recognize the importance of time. But, at its essence, time is something that cannot be explained. Our brains try to make sense out of time through a process of creating a 'mental continuum of awareness' from past, to present, to future. We use time to sequence events in an attempt to bring logic and order to our lives. Basically, time has become a measurement. And, the two primary measuring tools are our **"clocks"** and our **"calendars."**

As humans, we measure the forward movement of time inside a framework of the 24-hour day. As the clock strikes midnight, one day ends and a new day begins.

The concept of time is a mystery, but what we do with our time is a choice. Time management centers on sharpening our 'awareness' of the passing of time and making conscious decisions of what we will let into our day and what we will choose not to let into our day. Productivity can best be described when we spend our time focused on accomplishing the most important tasks. And, efficiency is created through the implementation of repeatable processes and systems that allow us to complete tasks and mark them off our list in the least amount of time, with the least amount of effort.

The 7 Minute Life® was founded as a time management company. I created the 7 Minute Life® because "busy was killing me!" I knew there was more to life than being overwhelmed and exhausted. I have spent the last 29 years of my life creating time management and life management tools, techniques, and training in an effort to help myself and hundreds of thousands of people learn how develop skills to prioritize, organize and simplify their lives at work and at home.



### Step.1

#### There are 24 hours in each day

There are 24 hours in each day. Time is always moving forward. The 7 Minute Life® is a choice. The 7 Minute Life is about choosing to consciously focus your attention for 7 Minutes in the evening and 7 Minutes in the morning to make deliberate decisions about how you will spend the minutes and hours of each day. You can be different tomorrow than you are today based on the choices you make on a daily basis. The process of moving from where you are today to where you want to be requires engaging your desire to learn and grow, while acknowledging that today is your only opportunity to live and breathe. And act! The 7 Minute Life® is about taking tiny steps forward every day, while fully experiencing every moment in the present.

### Step.2

#### You only have 1440 minutes each day

- Clarify what you need to accomplish
- Prioritize your tasks
- Implement repeatable processes and project management systems
- Focus your attention on accomplishing 5 high value activities before 11 o'clock
- Do what you said you would do



### Step.3

#### 1% of 1440 minutes is approximately 14 minutes

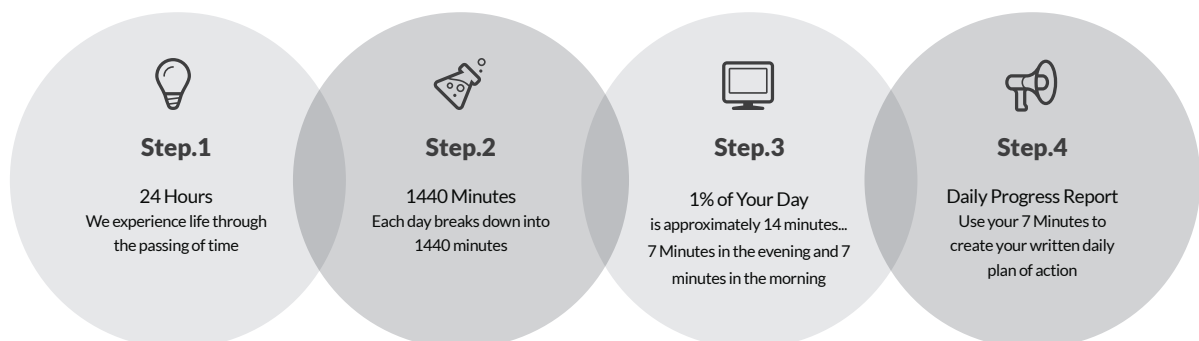
Time is a finite and limited resource. Taking 7 Minutes in the evening and 7 Minutes in the morning to decide how you will spend the minutes of your day. You will learn how to leverage 1% of your day to think, clarify, plan, prioritize, and choose how you will spend the remaining 99% of your time. Your personal productivity and efficiency will improve as you implement repeatable processes and systems. The first process is learning to master the 7 Minute Life® morning and evening routines.



### Step.4

#### Create your daily written plan of action

To change your life, you must tell your brain what to allow to filter into your conscious awareness. You must then choose what you will devote your energy and attention to. To create a conscious existence, you must choose well. Every choice you make impacts your life. You must consciously choose between working on a low value activity or a high value activity. You need a written daily plan of action to prioritize, organize, and simplify your life at work and at home. You must choose between living in chaos and working from a written daily plan of action. Over the months and years ahead, you will gain mastery of creating your daily written plan of action using the 7 Minute Life® Daily Progress Report.





the seven minute life

## Introduction to The 7 Minute Life®

The 7 Minute Life® was founded as a time management company. We created tools, worksheets, and checklists to help you achieve more every day and to complete your work more efficiently. We will continue to strive to create tools to help improve your personal time management skill sets and increase your daily productivity.

We experience life through the seconds, minutes, hours of each day. Life is not a competition of 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 have the amazing opportunity to choose what thoughts, perceptions, activities, and emotions we will allow into our life.

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 - becomes the reality you live.

### Introduction

## The 7 Minute Life® Daily Planner

Juggling work, deadlines, bills, children's schedules, relationships, chores, special events, and more can be overwhelming. Be honest with yourself – Do you realistically have the mental capacity to keep track of the demands in your life? Most people will admit, they can't. That being the case, then you need a step-by-step roadmap to prioritize, organize, and simplify your life at work and at home.

### How Will The 7 Minute Life® Daily Planner Help Me?

#### 1. Reduce stress

Life can be overwhelming. Many people feel an immediate stress release simply by writing down information. There is something freeing about the security of knowing the information is safely stored someplace other than your mind. Also, having a personal life plan reduces stress by giving you a sense of greater control over your future.

#### 2. Internal reflection

Real life change begins with conscious awareness. The adage is true, 'it's not always about knowing all the answers in life, sometimes it's about asking better questions.' Humans have an internal need to learn and grow. You will take the first step through personal contemplation. Powerful questions lead to powerful development. Start by asking:

- Who are you today?
- Who do you want to be?
- How will you get there?

#### 3. Reconnect with your priorities and purpose

The next step of personal discovery is learning how to reconnect with what you value most in life. You will walk through practical exercises to identify your top 10 values. You will learn how to rediscover your purpose in life. Imagine writing down what you love about life, understanding your personal strengths, and begin to reengage in your work with passion, drive, and motivation.

#### 4. Improve your time management skills

Time management is a skill. There are 24 hours in a day, that breaks down into 1440 minutes. You will learn how

to leverage 1% of your time (14 minutes) 7 Minutes in the Morning and 7 Minutes in the Evening to think, clarify, plan, prioritize, and choose, how you will spend the remaining 99% of your time.

### **5. Live a more intentional life with a 7 Minute Morning and Evening Routines**

There is power in creating new and lasting behaviors. We are so busy we forget to ground ourselves. Start each morning by taking ownership of your day and the actions on which you will choose to focus your time and attention. And learn how take 7 Minutes in the evening to consider what you accomplished, to confront obstacles you may have faced, and take time to write down what you are most grateful for and to celebrate the tiny 'wins.'

### **6. Get more of the right things done**

You will implement new habits to increase your daily productivity. It is said, "What gets scheduled, gets done." This is so very true. You increase your odds of acting on a task dramatically when you write down what you intend to do. You also will prioritize when you are proactively planning your day rather than living a reactionary life. High value tasks will almost always yield higher results. So, if bigger, better results are what you are after, few things will outperform having a solid daily action plan.

### **7. Move goals forward**

The 7 Minute Life® Daily Planner is a great place to record goals and track your progress. Recording any metrics (measurable progress elements) for your goals in your planner typically increases performance and allows you to go back and evaluate performance.

Furthermore, a daily planner also serves as a constant physical reminder to work on your goals. Each day when planning your work for the next day take a few moments to write down the action steps you will complete to achieve your goals.

### **8. Enjoy the feeling of accomplishment**

Checking off a completed task is a subtly powerful experience. Each time you check off completed tasks you trigger a cascade of positive reactions in your brain. Allyson Lewis describes this powerful experience in this way in the introduction to The 7 Minute Life® Daily

Planner, The simple power of the checkmark in itself is a mysterious motivating power. In a sense these lists (unfinished task lists in a planner) create a written contract you make with yourself. By creating these lists, you are making an emotional commitment to complete these daily activities. As straightforward as it may seem, there is an incredible power of emotional accomplishment each time a task is finished completely and marked off your list.

### **9. Improve Focus**

Going into your day with a written action plan, is a bit like entering a grocery store with a shopping list. A grocery list prevents you from wandering aimlessly, forgetting items you need, and buying on impulse items you don't need. A daily plan serves a similar function. Your planner helps you purposefully focus how you use your time, so you achieve critical tasks and minimize distractions. This last statement is the very heart of great time management, "focused effort for maximum results with minimum distractions."

### **10. Get organized**

How much of your life is scattered on sticky notes, the backs of envelopes, scrap paper, or reminders posted on your refrigerator? A daily planner offers one convenient place to record important information. Having a planner eliminates hours of wondering, "Where did I put that note?" A single planner is so much easier to keep up with than a thousand notes.

# Let's Get Started! Change your Life 7 Minutes at a Time

It's time to revolutionize your life by turning talk into action. Learn how to change your life 7 minutes at a time.

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® is a choice.**

By using this daily planner 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 personal life.

## **The 7 Minute Life® is a way of life.**

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? 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
- Improve your time management
- Increase your daily productivity
- Monitor your physical health
- Get rid of clutter in your life
- Have a daily written plan of action
- Track your progress

## **Learn how to reclaim the minutes in your day.**

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 by using the Prioritize Your Values Worksheet. This worksheet lists 75 values. 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 working mother. Yet, it wasn't until I defined my purpose that my life was profoundly changed. I had no idea until I completed this thought-provoking exercise what my true purpose in life was. In order 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 the page titled, Discovering your Purpose and you will 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 talents to change the world**
- 3. Love is the foundation of purpose**

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:

4. **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.
5. **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.

#### 6. **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.**

Living the 7 Minute Life 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.

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 Life Worksheet 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 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. Find the pages with the “Unfinished Tasks Checklist”

As you work toward starting and completing all the items on your list, make sure you keep track of everything you accomplish by marking off with a checkmark each item one at a time. The simple power of the checkmark is in itself a mysterious motivating power. In a sense these lists create a written contract you make with yourself. By creating these lists, you are making an emotional commitment to complete these daily activities. As straightforward as it may seem, there is an incredible power of emotional accomplishment each time a task is finished completely and marked off your list.

## **7 Minute Life Worksheet 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 Life Worksheet Personal and Business 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 Life Worksheet 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 Life Worksheet 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.

## The Daily Progress Report Create a Written Daily Plan of Action

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 daily. 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.

## 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.

### 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 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.

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?  Yes  No







# Time and Life Assessment

The 7 Minute Life is a time management company for people who are overwhelmed. Your personal time management skills affect every aspect of life from success at work to living a life with purpose and passion. Use the following time management assessment to review your strengths and areas of challenge.

Productivity Assessment	No				Yes
I have excellent time management skills	1	2	3	4	5
I often feel productive at the end of the day	1	2	3	4	5
I work from a daily written plan of action	1	2	3	4	5
I have clear goals for what I want to accomplish each day	1	2	3	4	5
I use checklists, templates, and repeatable processes to increase my efficiency	1	2	3	4	5
I am always able to focus my attention	1	2	3	4	5
I always arrive on time for my appointments and commitments	1	2	3	4	5
It is unusual for me to wait until the last minute to complete a project	1	2	3	4	5
I never overestimate the number of tasks I can complete in a day	1	2	3	4	5
I rarely take my work home with me	1	2	3	4	5
I am always able to complete my projects on time	1	2	3	4	5
I can quickly find the files for the projects I am working on	1	2	3	4	5
I take regular breaks to stay refreshed	1	2	3	4	5
I spend my time on high value activities that move me toward my goals	1	2	3	4	5
I rarely waste time on low priority activities (social media, texting, gossip)	1	2	3	4	5
Life Assessment	No				Yes
I know my purpose in life	1	2	3	4	5
I live my life in alignment with my priorities	1	2	3	4	5
I am passionate about my work	1	2	3	4	5
I experience meaning and fulfillment in life	1	2	3	4	5
I have time for fellowship and continual growth in my faith	1	2	3	4	5
I have clear work/life boundaries	1	2	3	4	5
I am living the life I want to live	1	2	3	4	5
I have time to fully use my gifts and talents	1	2	3	4	5
I spend quality time with my family	1	2	3	4	5
I have time for good friends and strong relationships	1	2	3	4	5
I have time to learn new skills	1	2	3	4	5
I am satisfied with my overall health	1	2	3	4	5
I have time to exercise	1	2	3	4	5
I take time to read	1	2	3	4	5
I get enough sleep	1	2	3	4	5
Problems & Obstacles	No				Yes
Procrastination	1	2	3	4	5
Indecision	1	2	3	4	5
Disorganization	1	2	3	4	5
Distraction	1	2	3	4	5
Interruptions	1	2	3	4	5
Clutter	1	2	3	4	5
Too much to do	1	2	3	4	5
Overwhelmed	1	2	3	4	5
Don't know what to do first	1	2	3	4	5
Lack of motivation	1	2	3	4	5
Exhaustion	1	2	3	4	5
Worry	1	2	3	4	5
Anxiety	1	2	3	4	5
Stress	1	2	3	4	5
Depression	1	2	3	4	5



# Prioritize Your Values

What's Do You Value Most in Life?  
Define Your Top 10 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"/> Innovation	_____ <input type="radio"/> Simplicity	_____ <input type="radio"/> Leadership
_____ <input type="radio"/> Excitement	_____ <input type="radio"/> Adventure	_____ <input type="radio"/> Solitude
_____ <input type="radio"/> Clear Direction	_____ <input type="radio"/> Work/Life Balance	_____ <input type="radio"/> Time
_____ <input type="radio"/> Mental Health	_____ <input type="radio"/> Laughter	_____ <input type="radio"/> Honesty
_____ <input type="radio"/> Happiness	_____ <input type="radio"/> Originality	_____ <input type="radio"/> Nutrition
_____ <input type="radio"/> Authenticity	_____ <input type="radio"/> Compassion	_____ <input type="radio"/> Recognition
_____ <input type="radio"/> Meaningful work	_____ <input type="radio"/> Generosity	_____ <input type="radio"/> Mastery
_____ <input type="radio"/> Results	_____ <input type="radio"/> Nature/Outdoors	_____ <input type="radio"/> Optimism
_____ <input type="radio"/> Stability	_____ <input type="radio"/> Curiosity	_____ <input type="radio"/> Determination
_____ <input type="radio"/> Freedom	_____ <input type="radio"/> Entrepreneurship	_____ <input type="radio"/> Health
_____ <input type="radio"/> Communication	_____ <input type="radio"/> Accuracy	_____ <input type="radio"/> Significance
_____ <input type="radio"/> Kindness	_____ <input type="radio"/> Productivity	_____ <input type="radio"/> Teaching
_____ <input type="radio"/> Adventure	_____ <input type="radio"/> Collaboration	_____ <input type="radio"/> Autonomy
_____ <input type="radio"/> Flexibility	_____ <input type="radio"/> Influencing others	_____ <input type="radio"/> Expertise
_____ <input type="radio"/> Taking Risk/Courage	_____ <input type="radio"/> Peace	_____ <input type="radio"/> Travel
_____ <input type="radio"/> Learning	_____ <input type="radio"/> Excellence	_____ <input type="radio"/> Connecting
_____ <input type="radio"/> Challenge	_____ <input type="radio"/> Creativity	_____ <input type="radio"/> Recreation/Fun
_____ <input type="radio"/> Passion	_____ <input type="radio"/> Belonging	_____ <input type="radio"/> Making a Difference
_____ <input type="radio"/> Fitness	_____ <input type="radio"/> Personal Growth	_____ <input type="radio"/> Hard Work
_____ <input type="radio"/> Innovation	_____ <input type="radio"/> Contentment	_____ <input type="radio"/> Financial Success
_____ <input type="radio"/> Order	_____ <input type="radio"/> Integrity	_____ <input type="radio"/> Imagination
_____ <input type="radio"/> Reach Full Potential	_____ <input type="radio"/> Giving	_____ <input type="radio"/> Trust
_____ <input type="radio"/> Wisdom	_____ <input type="radio"/> Mindfulness	_____ <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. Define what you value most in life. Use this worksheet to prioritize your top 10 personal values.

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



# Priming Words for Purpose



Water	Walk	Play	Passion	Father
Wind	Meditate	Commitment	Pure	Mother
Fire	Help	Care	Diligent	Sister
See	Watch	Person	Relax	Brother
Imagine	Husband	Fix	Secure	Children
Create	Wife	Wait	Comfort	Order
Family	Hold	Do	Lifetime	Creativity
Authenticity	Treasure	Read	Forward	Potential
Balance	Release	Outside	Significance	Giving
Share	Find	Inside	Country	Accurate
Nature	Touch	Live	Fulfillment	Thankful
Integrity	Steadfast	God	New	Grateful
Belonging	Go	Push	Meaning	Choice
Intentional	Serve	Pull	Whisper	Succeed
Connect	Dream	Stretch	Expert	Travel
Learn	Breathe	Financial Security	Pray	Happy
Grow	Sleep	Wonder	Faith	Rich
Percolate	Run	Hear	Know	Trust
Fly	Crawl	Climb	Love	Drive
Values	Brave	Roll	Good	Music
Get Up	Agree	Deep Thinking	Heart	Sing
Effort	Encourage	Rest	Body	Cheerful
Laugh	Plan	Listen	Mind	Sacred
Instigate	Human	Talk	Soul	Because
Beauty	Motivate	Forgive	Life	Evolve
Perseverance	Relationships	Lead	Simple	Curious
Determine	Thrive	Follow	Path	Friend
Start	Contribute	Solitude	Mission	Innovate
Finish	Plant	Recalibrate	Restore	Clear
Journey	Move	Question	Produce	Results
Step	Excitement	Resonate	Hope	Virtuous
Money	Art	Clarity	Knowledge	Deep
Turn	Community	Fast	Now	Stable
Build	Stay	Priorities	Grace	Communicate
Enough	Sit	Mercy	Big	Kind
Paint	Stand	Surrender	Small	Courage
Write	Feel	Mental Health	Generous	Change
Celebrate	Purpose	Health	Try	Renew
Believe	Today	Dance	Silence	Surprise
Design	Gift	Close	Peace	Fitness
Strong	Talent	Tradition	Direction	Master
Sow	Loud	Receive	Organized	Teach
Reap	Quiet	Jump	Freedom	Grit
Mentor	Risk	Time	Self	Safe
Be	Wisdom	Adventure	Aspire	Complete
Experience	Warm	Fun	Independence	Do The Work



# Your Highest and Best

What is the best use of your time right

Describe what you love to do most, your strengths,  
your "highest value activities" & how you want to be rewarded.

## What I love to do at work:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## My strengths include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## My "Highest Value Activities" are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## I like to be rewarded by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



# Identify Your Strengths

Words Matter. This long list of words gives you a larger vocabulary to describe your strengths.



Accounting	Customer Service	Ideas	Optimistic	Sales and Marketing
Accurate	Cybersecurity	Influence	Orderly	Self-Directed
Adaptable		Information Technology	Organization	Self-Motivated
Administration	Daring	Imaginative	Outgoing	Selling
Adobe Acrobat Pro	Data Privacy	Inbound Marketing	Out of the Box Thinking	Search Engine Marketing
Adobe InDesign	Decision Making	Inclusive	Overcoming Obstacles	Search Engine Optimization
Adobe Illustrator	Decisiveness	Initiative		Sequential
Adobe Photoshop	Delegating	Innovative	Paralegal	Serving Others
Adobe Premier Pro	Dependable	Insightful	Parenting Skills	Smart
Analytical Thinking	Design Thinking	Inspiring	Passion	Social Media Marketing
API Design	Desire to Learn	Instagram	Patience	Software Proficiency
Architectural Design	Detail Oriented	Instructional Design	Peacemaker	Spreadsheets
Artistic	Determined	Integrity	Performance	Stability
Aspirational	Discipline	Interior Design	People Skills	Strategic Planning
Attention to Detail	Divergent Thinking	Inventive	Perseverance	Strategic Thinking
Authenticity	Dreamer	Intuitive	Persistent	Storytelling
	Drive	Investing	Personal Development	Supervision
Being Present			Personal Growth	Structured
Branding	Education	Kindness	Persuasive	Systems Thinking
Bold	Efficient	Knowledge Management	Planning Skills	
Bookkeeping	Email Marketing		People Skills	Taking Risk
Brainstorming	Emotional Intelligence	Landing Pages	Pinterest	Teacher
Budgeting	Empathy	Leadership	Podcasting	Team Building
Budgeting Control	Encouraging	Lean Canvas	Political Leadership	Teamwork
Business Analysis	Engineering	Legal Work	Positive	Technology Development
Business Development	Energetic	Linear	Powerful	Technology Skills
Business Planning	Enthusiasm	LinkedIn	Practical	Tenacious
Business Strategy	Entrepreneurial	Listening	Prayer	Thankful
	Event Planning	Logical	Prioritizing	Thinking
Calm	Excitement		Productive	Thoughtful
Careful	Executive Administration	Management Skills	Problem Solving	Time Management
Canva Designs	Executive Management	Marketing	Procurement	Tireless
Challenging Puzzles	Experience	Mathematics	Process Automation	Training
Creative		Medical Skills	Product Creation	Travel
Coachable	Facebook	Meditation	Product Design	Trustworthy
Coaching Others	Fearless	Meeting Deadlines	Presentation Skills	Twitter
Collaboration	Financial Management	Mental Health	Project Management	Typing Skills
Common Sense	Financial Planning	Mentoring Others	Psychology	
Compassionate	Financial Projections	Methodical	Public Relations	UI/UX
Competitive	Fitness	Microsoft Word	Public Speaking	
Compliance	Flexible	Microsoft Excel		Value Creation
Computer Coding	Focused	Microsoft PowerPoint	Quality Assurance	Venture Capital
Computer Skills	Friendly	Mindful	Quality Control	Verbal Communication
Communication	Frugal	Mission Oriented	QuickBooks	Video Creation
Compliance	Fun	Money Management		Video Editing
Confidence	Fundraising	Motivating	Reading	Vision
Conflict Resolution		Multilingual	Recruiting	
Content Writer	Generous	Music	Relationships	Web Analytics
Connected	Grateful		Reliable	Website Design
Continual Learning	Goal Setting	Negotiation	Research Skills	Well Ordered
Cooking	Government Affairs	Networking	Resilience	WordPress
Corporate Governance	Google Analytics	Never Say Never	Resolute	Work/Life Balance
Courageous	Google Ad Campaigns	New Ideas	Responsible	Writing and Editing
Creative Design		Non-Verbal Communication	Risk Taking	
Creativity	Happy	Numbers		YouTube
Critical Thinking"	Hard Worker	Nurturing	Salesforce	YouTube Ads
CRM	Hospitality		Salesmanship	
Curiosity	HubSpot	Open-Minded	Scheduling	
Customer Relations	Human Resources	Operations	Self-Aware	Zealous



# Mental Clutter

## home & work

Avoidance. Procrastination. Distraction. Indecision.

What is causing clutter and stress in my life?

Issue	Action
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. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

# Obstacles & Challenges



Obstacle / Challenge	Action
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. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____



# 90-Day Personal Goals



Date: \_\_\_\_\_

Goals

Completed By

1.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
2.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
3.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
4.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
5.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
6.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
7.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	



# 90-Day Work Goals

Date: \_\_\_\_\_

**Goals**

**Completed By**

1.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
2.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
3.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
4.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
5.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
6.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
7.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____

# Life Goals



Date: \_\_\_\_\_

**Goals**

**Completed By**

1.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
2.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
3.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
4.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
5.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
6.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
7.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	



# Financial Goals

Date: \_\_\_\_\_

**Goals**

**Completed By**

1.	_____ Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
2.	_____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
3.	_____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
4.	_____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
5.	_____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
6.	_____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____
7.	_____ Action: _____ Action: _____ Action: _____ Action: _____	_____ _____ What was the outcome? _____ _____



# Bucket List Goals



Date: \_\_\_\_\_

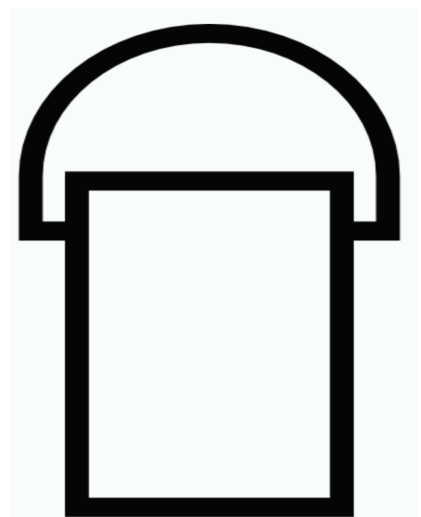
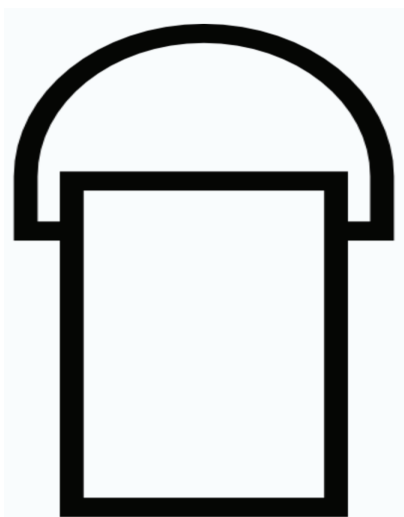
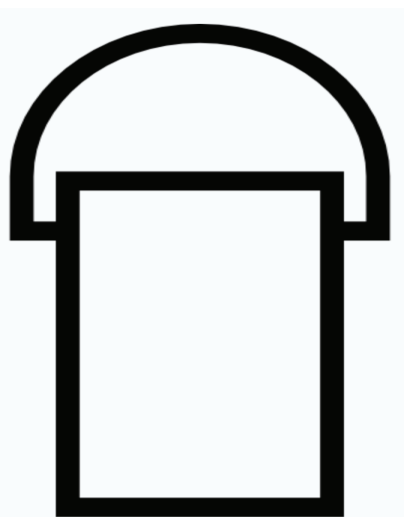
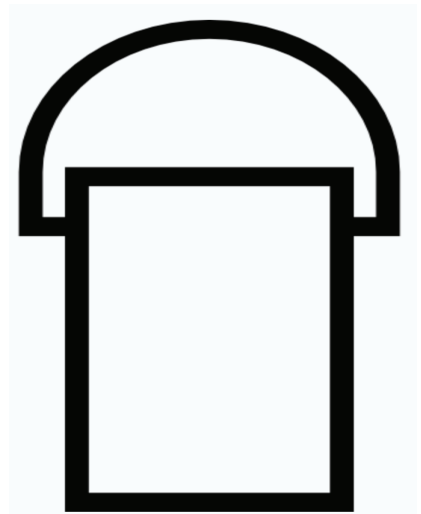
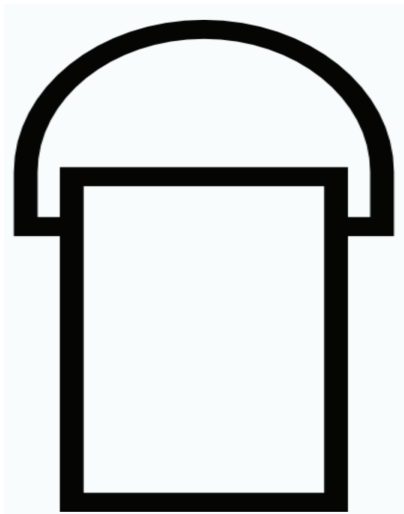
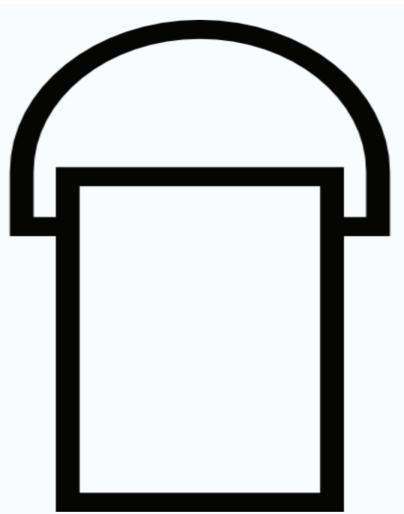
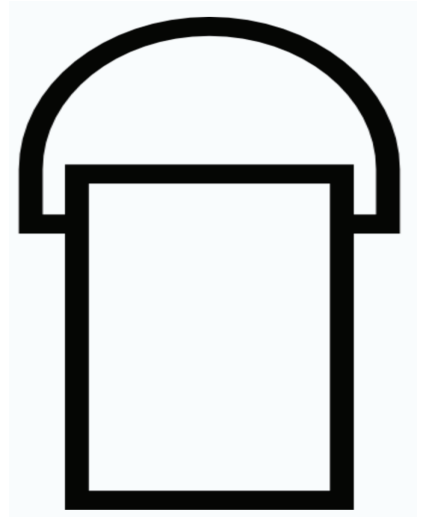
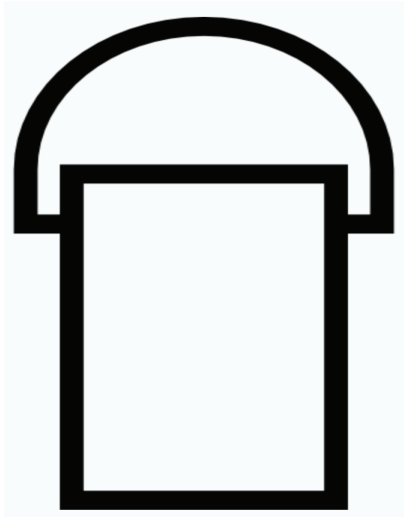
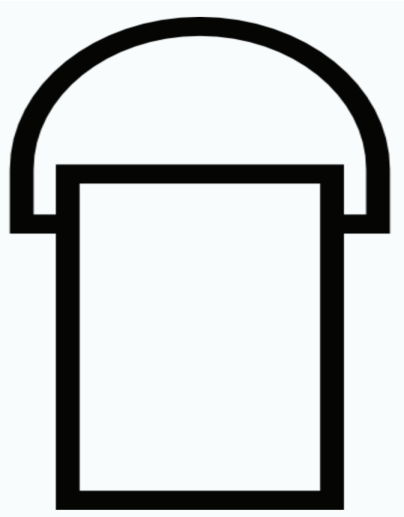
Goals

Completed By

1.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
2.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
3.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
4.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
5.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
6.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	
7.	_____	_____
	Action: _____	What was the outcome?
	Action: _____	
	Action: _____	
	Action: _____	
	Action: _____	



# Project Buckets Worksheet







# Grocery List



## Groceries

### PHARMACY

Alcohol  
 Peroxide  
 Antibiotic cream  
 Band-Aids®  
 Deodorant  
 Shampoo / Conditioner  
 Soap  
 Lotion  
 Eye drops  
 Hair gel  
 Bath soap  
 Antibacterial hand soap  
 Multivitamin  
 Hairspray  
 Q-tips®  
 Razors  
 Shaving cream  
 Toothbrush / Toothpaste  
 Mouth rinse  
 Tylenol® / Ibuprofen  
 Aspirin  
 Cold medicine

### HARDWARE

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

### CHILD DEPT.

Baby bath  
 Baby shampoo  
 Baby lotion  
 Baby powder  
 Diapers / Wipes  
 Formula  
 Baby food  
 Cereal

### 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  
 2-liter  
 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  
 Syrup  
 Fruit Snacks

### BAKING GOODS

Flour  
 Baking powder  
 Baking soda  
 Chocolate chips  
 Corn starch  
 Nuts  
 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  
 Dips  
 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



# Travel Packing List

Organize your travel

## Day Before Departure

- Cash
- Clean out Car
- Fill Car with Gas
- Get medicine Filled
- Medicine is in Purse / Carry On
- Pick Up Dry Cleaning
- Wash Clothes
- Directions to Location
- Itinerary with a Friend
- Boarding Pass
- Secure ID
- Driver's License
- Passport
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Clothes

- Suits / Dresses
- Dress Pants / Jacket
- Casual Shirts
- T-Shirts
- Jeans / Shorts
- Workout Clothes / Leggings
- Pajamas
- Socks
- Underwear
- Coat / Raincoat
- Dress / Tennis Shoes
- Sandals / Boots
- Jewelry
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Toiletries

- Medicine
- Makeup
- Blow Dryer / Straightener
- Toiletry bag
- Deodorant
- Lotion
- Toothbrush / Toothpaste
- Shampoo / Conditioner
- Brush /Comb / Hair Clips
- Shower Cap
- Q-tips
- Eye Drops
- Antacids
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Phone / Tablet / Computer

- Cell Phone and Cords
- Tablet and Cords
- Computer and Cords
- Computer Adaptors
- Mouse
- Mouse Pad
- Computer Adaptors
- Extension Cord
- Charge Apple Pencil
- Hard Drive
- Ear Buds and Charger
- Car Charger
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Personal

- Purse / Backpack
- Reading Glasses
- Ear plugs
- Umbrella
- Flashlight
- Neck Pillow
- Regular Pillow
- Hats / Gloves
- Pickleball / Tennis
- Sunscreen
- Download Movies
- Books
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Snacks

- Ice Chest
- Water
- Soft Drinks
- Juice
- Snacks
- Protein drinks
- Chocolate
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Work

- Pens
- Notebook
- Daily Planner
- Files/Handouts
- Legal Pad
- Client Files
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Pet Supplies

- Food / Treats
- Bowls
- Leash
- Toys
- Bed
- Dog Sweater
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Other

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Meeting Planner

Strategy. Idea. Project. Camping. Vision.

## Concept/Description

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## What is the desired outcome?

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## Who needs to be involved?

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<hr/>	<hr/>

## Action Steps:

1. 

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2. 

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3. 

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4. 

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5. 

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6. 

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7. 

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# Home Repair

Who to connect



Repair	Contact	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
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17. _____	_____	_____
18. _____	_____	_____
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24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____



# Unfinished Work Tasks

Unfinished tasks cause  
stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
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24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____



# Unfinished Work Tasks



Unfinished tasks cause stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
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13. _____	_____
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15. _____	_____
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18. _____	_____
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22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____



# Unfinished Work Tasks

Unfinished tasks cause stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
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23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

# Unfinished Work Tasks



Unfinished tasks cause stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
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25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____



# Unfinished Home Tasks

Unfinished tasks cause stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
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24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

# Unfinished Home Tasks



Unfinished tasks cause  
stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
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18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
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23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____



# Identifying Prospects & Networking Mind

Grow Your Connectins



# Connections personal

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



Connection	Phone	Comments	Date Contacted
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. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____



# Connections business

Friends . Network . Prospects.

Who do you know that you need to stay in touch with?

Connection	Phone	Comments	Date Contacted
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. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____



# Connections business

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



Connection	Phone	Comments	Date Contacted
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. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____



# Annual Calendar at a Glance

## January

S	M	T	W	Th	F	S

## February

S	M	T	W	Th	F	S

## March

S	M	T	W	Th	F	S

## April

S	M	T	W	Th	F	S

## May

S	M	T	W	Th	F	S

## June

S	M	T	W	Th	F	S

## July

S	M	T	W	Th	F	S

## August

S	M	T	W	Th	F	S

## September

S	M	T	W	Th	F	S

## October

S	M	T	W	Th	F	S

## November

S	M	T	W	Th	F	S

## December

S	M	T	W	Th	F	S

# Annual Projects & Tasks



## January

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## July

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## February

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## August

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## March

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## September

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## April

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## October

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## May

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## November

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## June

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## December

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



# 90 Day Calendar Worksheet

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

# 90 Day Calendar Worksheet



Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____



# 90 Day Calendar Worksheet

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
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Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
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Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

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# 90 Day Calendar Worksheet



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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Month \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notes	
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<input type="checkbox"/>	_____



# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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# Monthly Calendar at a Glance

Month \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## 15 Minute Worksheet

## Review/ Observations/ Notes

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### 15 Minute Worksheet

### Review/ Observations/ Notes

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15 Minute Worksheet

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# Exercise Progress Report

Check off the days you've worked out or exercised



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MAY						
S	M	T	W	Th	F	S
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JUNE						
S	M	T	W	Th	F	S
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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# THE 7 MINUTE LIFE DAILY PLANNER UNDATED

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.



## The 7 Minute Life Daily 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

support@the7minutelife.com  
the7minutelife.com