

# WHAT WOULD YOUR PERFECT DAY LOOK LIKE?

In order to have The Perfect Day, you must first script it out.



What time would you get up?

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What would you spend the first hour of your day doing?

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What tasks would you accomplish?

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What would you do for the rest of your morning?

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What would you do (or not do) immediately after lunch?

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How would you end your workday?

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How would you spend your evening (your family/personal time)?

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What would be the last thing you do before falling asleep?

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This is a great exercise to start on your path to more Perfect Days. It may be difficult if your life is currently in chaos or disarray, but take a leap of faith and visualize Your Perfect Day!

**Once you've created the script for your perfect day then you can have the perfect day.**

# HOW TO CREATE YOUR NOT-TO-DO LIST

Having a Not-to-Do List is a powerful way to support the structure in your day and the freedom you want for your life.



## 7 Do-Nots That Should Always Make Your List:

- Do not hit the snooze button when you wake-up.
- Do not check email first thing in the morning.
- Do not answer every phone call that comes in at all hours of the day.
- Do not mindlessly surf the Internet.
- Do not waste time gossiping.
- Do not argue with colleagues about non-work-related topics.
- Do not consume food or drink that makes you tired or unwell.

## Make Your Own Not-To-Do List

Make an honest assessment of what will throw you off track.

*TIP: Make your list in the morning when your willpower and discipline are strongest so that you do not succumb to temptation.*

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### Identify two solutions for each Not-To-Do obstacle.

*TIP: The best way to avoid any item on your Not-To-Do List is to implement rules that make it all but impossible to do the wrong thing.*

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***There is only so much that you can do, and do well.***

***We must all say NO to things in life.***

**You can't do everything. Be thorough with your list and RUTHLESS WITH YOUR TIME.**



# DAILY TIME JOURNAL

To boost your productivity, you must identify your Magic Time and your biggest obstacles. Use this timeline to write down what you are doing and how you are feeling in 20-minute increments.



## FIND YOUR MAGIC TIME

5:00 AM .....	2:00 PM .....
5:20 AM .....	2:20 PM .....
5:40 AM .....	2:40 PM .....
6:00 AM .....	3:00 PM .....
6:20 AM .....	3:20 PM .....
6:40 AM .....	3:40 PM .....
7:00 AM .....	4:00 PM .....
7:20 AM .....	4:20 PM .....
7:40 AM .....	4:40 PM .....
8:00 AM .....	5:00 PM .....
8:20 AM .....	5:20 PM .....
8:40 AM .....	5:40 PM .....
9:00 AM .....	6:00 PM .....
9:20 AM .....	6:20 PM .....
9:40 AM .....	6:40 PM .....
10:00 AM .....	7:00 PM .....
10:20 AM .....	7:20 PM .....
10:40 AM .....	7:40 PM .....
11:00 AM .....	8:00 PM .....
11:20 AM .....	8:20 PM .....
11:40 AM .....	8:40 PM .....
12:00 PM .....	9:00 PM .....
12:20 PM .....	9:20 PM .....
12:40 PM .....	9:40 PM .....
1:00 PM .....	10:00 PM .....
1:20 PM .....	10:20 PM .....
1:40 PM .....	10:40 PM .....
	11:00 PM .....

**This tool will help you identify lapses in productivity in order to set goals and make improvements.**