

PERFECT LIFE WORKSHOP QUESTIONNAIRE



What are your top 3 goals for the next 12 months? Be as specific as possible.

- 1.....
- 2.....
- 3.....

What feels like the biggest drain on your time and energy?

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Describe a recent Perfect Day and compare that with a day that wasn't.

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What are the 3 top struggles and sources of stress in your life?

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Let's say you could wave a magic wand and instantly solve one – but only one – problem in your life. What would it be and why?

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What areas do you need the most work on?

(Rank each on a scale of 1-10 with 10 being a "needs a LOT of help" and 1 being "does NOT need any help")

- | | |
|-----------------------------|---|
| Physical Health | Time Management & Personal Productivity |
| General Stress Levels | Clarity Of Goals & Objectives |
| Family Relationships | On Track to Leave Desired Legacy |
| Other Relationships | Other Issues of Note: |
| Professional Success | |

What are the top three things that might keep you from achieving your big goals and dreams and experiencing extraordinary results in all areas of life?

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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 |
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| 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.

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.

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

We must all say NO to things in life.

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

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!

5 RULES FOR YOUR LIFE



Rule #1: Your Bedtime and Wake-Up Time

My rule is.....

Why you are doing this:.....

Rule #2: Focus on Your #1 Priority for 15 Minutes in the Morning

My rule is.....

Why you are doing this:.....

Rule #3: Your Foundational Health Rule

My rule is.....

Why you are doing this:.....

Rule #4: Your #1 Wealth Building Activity

My rule is.....

Why you are doing this:.....

Rule #5: Your NOT To-Do Rule

My rule is.....

Why you are doing this:.....