

# BALANCE

Your Hectic Life



**Regain Control of Your Time & Your Life**

# TABLE OF CONTENTS

“Aim for the moon. If you miss, you may hit a star.” –W. Clement Stone

1. Cover Of Create A Balanced Life Workbook
2. Table Of Contents
3. Words Of Wisdom
4. 5 Steps for Creating Balance in Your Life
5. Rebalance your energy through the mind, body, and soul
6. 3 Keys To Success
7. It's Time For Self-Reflection
8. Self-Reflection Journal
9. Optimize every Sphere of your Life
10. Emotional Wellness
11. Emotional weekly tracker
12. Physical Wellness
13. Physical Wellness weekly tracker
14. Intellectual Wellness
15. Intellectual Wellness weekly tracker
16. Social Wellness
17. Social Wellness weekly tracker
18. Spiritual Wellness
19. Spiritual Wellness weekly tracker
20. Financial Wellness
21. Financial Wellness weekly tracker
22. Occupational Wellness
23. Occupational Wellness weekly tracker
24. Environmental Wellness
25. Environmental Wellness weekly tracker
26. Start the Day With Positivity
27. Start the Day With Positivity
28. Morning Rituals weekly tracker
29. Powerful Evening Rituals
30. Powerful Evening Rituals - Successful Evening Routine
31. Evening Rituals weekly tracker
32. Plan for Success Rules
33. Plan for Success weekly tracker
34. Take Intentional Action
35. Today's Smart Goals
36. Take Intentional Action Rules
37. Powerful To-Do List
38. 3 x S Rule - sleep, stroll, self-love
39. 3 x S Rule Explanation
40. 3 x S Rule weekly tracker
41. 3 x 8 Rule - productivity, relaxation, quality rest
42. 3 x 8 Rule Explanation
43. 3 x 8 Rule - The Pareto Principle
44. 3 x 8 Rule weekly tracker
45. 3 Mindfulness - how to practice Mindfulness
46. 3 x Mindfulness Explanation
47. 3 x Freedom - work, relaxation, sleep
48. 3 x Get Outside
49. 3 Ways of Not Giving a F\*ck
50. 3 Ways of not giving a F\*CK Explanation
51. Make Yourself Strong not Safe
52. Gratitude Journal
53. Time Alone On Purpose
54. Time Alone on Purpose weekly tracker
55. Mindful Relaxation Activities
56. Decluttering Mental Clutter
57. Decluttering Mental Clutter weekly tracker
58. Achievement & Celebration
59. Notes
60. Cover Of Create A Balanced Life Workbook

# Hey there, beautiful soul!



I'm Kate and I am a lifestyle blogger with a holistic approach to mindfulness writing for growth-seeking creatives who want to guide their life with mindfulness and create a better version of themselves!

I'm so stoked that you can use this workbook for creating a balanced life! I hope you will have fun transforming your goals into reality!

## **Let's The Journey Begin!**

Find a peaceful place where you can feel comfortable and relaxed, take some time to reflect on the current version of yourself and start filling out the workbook below!

# CREATE A BALANCED LIFE

## 5 Steps for Creating Balance in Your Life:

1. Balanced planning in term of life goals
2. Developing healthy habits to achieve what you want in every sphere of your life
3. Adopting a growth mindset
4. Setting SMART goals and aligning them with your life vision and purpose
5. Taking intentional action towards your goals



Rebalance your energy through the mind, body, and soul to create the perfect equilibrium.

## MIND

"You have power over your mind—not outside events. Realize this, and you will find strength."

—Marcus Aurelius

## BODY

"Take care of your body. It's the only place you have to live."

— Jim Rohn

## SOUL

"We don't have a soul. We are a soul. We happen to have a body."

— C.S. Lewis

# CREATE A BALANCED LIFE

## PERSISTENCE



"Nothing in this world can take the place of persistence. Talent will not: nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not: the world is full of educated derelicts. Persistence and determination alone are omnipotent."

— Calvin Coolidge

## REPETITION

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."

— Will Durant



## CONSISTENCY



"Success isn't always about greatness. It's about consistency. Consistent hard work leads to success. Greatness will come."

—Dwayne Johnson

# IT'S TIME FOR SELF-REFLECTION

**Self-reflection is an essential key to success in creating a healthy balance and feeding your life purpose.**

Cultivating self-reflection and self-awareness is just like adding these fresh, high-quality ingredients to your meal. You can eat for pleasure, not hunger. You can live with a purpose not just "drifting" through it. It All depends on you. If you're ready to take the journey of self-reflection just stand in front of the mirror of your life and explore your consciousness. Take time to delve deeper into yourself.

Ask yourself what you need in your life to make it healthy, tasteful and delicious and start adding fresh, high-quality and nutrient-dense ingredients.

Create the perfectly balanced life!

## **Self-Reflection Questions:**

- What's my strategic vision for my life?**
- Are my goals aligned with my life vision?**
- Am I keeping my priorities in check?**
- Is the mental picture of my future capturing and inspiring?**
- How do I want to improve myself within this month?**

# SELF-REFLECTION

## JOURNAL



# IT'S TIME TO OPTIMIZE EVERY SPHERE OF YOUR LIFE

## 8 Dimensions Of Wellness

- ▣ **Emotional (Mental Health & Wellbeing)**
- ▣ **Physical (Physical Health & Wellbeing)**
- ▣ **Intellectual (Self-development)**
- ▣ **Social (Sense of connection & Belonging)**
- ▣ **Spiritual (Spirit and/or Faith)**
- ▣ **Financial (Wealth)**
- ▣ **Occupational (Self-Improvement)**
- ▣ **Environmental (Social Impact)**

Creating a healthy and balanced lifestyle requires putting time and effort into every sphere of your life. Because if you focus only on some of the areas of your life while completely neglecting the others you won't be able to create the desired equilibrium. Of course, you don't necessarily have to put the same amount of time and effort into all of them.

But keep in mind that if you want to achieve a whole life performance you need to balance every segment of your life.

Break down your lifestyle into different spheres to optimize your monthly goals for better results.

# 8 DIMENSIONS OF WELLNESS

## 1. Emotional

1. **Make Yourself your Number one Priority**
2. **Practice Positive Thinking**
3. **Practice Assertiveness Skills** (practice self-awareness, pay attention to guilt and shame, be open to new opportunities, listen to your gut instinct)
4. **Meditate** (Declutter your mind and free up mental space)
5. **Journal** (Do you feel hunted by negative thoughts or difficult emotions? Write it out loud!)
6. **Track Your Mood** for better understanding your emotional triggers
7. **Feed Your Passion** (increase your happy hormones naturally)
8. **Connect with Nature**
9. **Plan and Schedule Time Alone with a Purpose**

# EMOTIONAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
1. I am my #1 Priority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Positive Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Practicing Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Meditation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Tracking My Mood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Feeding My Passion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contact With Nature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Quality "Me" Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 8 DIMENSIONS OF WELLNESS

## 2. Physical

1. **Cultivate Mental & Physical Self-Care**
2. **Adopt 3 x S daily rule** – Sleep, Stroll, Self-love (dedicate an appropriate amount of time on each of them)
3. **Apply 3 x 8 daily rule** – 8h of Work, 8h of Productive Relaxation, 8h Sleep
4. **Apply the Pareto Principle to your task list** (According to the Pareto Principle, 20% of your work produces 80% of the result. Which means that if you manage to identify that 20% correctly you will spend more time doing the right things that will produce the greatest outcome)
5. **Eat and Shop your Groceries Mindfully** (read food labels, plan your meals, make a healthy grocery shopping list before, prepare your food at home, improve your diet)
6. **Boost your Endorphins with a Physical Activity**
7. **Plan and Schedule your Workouts**
8. **Treat yourself with Healthy Options** (it's not about restricting yourself but about finding balance)



# PHYSICAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
<b>1. Self-Care</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. 3 x S daily rule</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. 3 x 8 daily rule</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. The Pareto Principle</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Mindful Shopping</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Physical Activity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Plan &amp; Schedule Workouts</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Healthy Treats</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 8 DIMENSIONS OF WELLNESS

## 3. Intellectual

1. **Stimulate Your Brain with Reading**
2. **Learn a New Skill** (every single month)
3. **Work on Side Projects to Fuel Your Growth**
4. **Challenge the Self-Limiting Beliefs** that are sabotaging your progress (identify root-causes of your self-limiting beliefs and take the responsibility to overcome them - only you can do it!)
5. **Create a Space for the New** (Take advantage of unexpected opportunities when they present themselves. Don't let some irrational fear to block you from achieving your dreams.)
6. **Cultivate your Creative Genius** (try new things, be an attentive listener, expand your interests, be curious, embrace your inner child)

# INTELLECTUAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
1. Reading							
2. Learning New Skills							
3. Working On Side Projects							
4. Challenging Self-Limiting Beliefs							
5. Creating Space for the New							
6. Cultivating My Creative Genius							
7. Plan & Schedule Workouts							
8. ...							
9. ...							
10. ...							

# 8 DIMENSIONS OF WELLNESS

## 4. Social

1. **Connect** with Like-Minded People
2. **Plan Quality Time with your Loved Ones** (prepare family dinner, take a family trip)
3. **Stay Connected** with your Friends in old fashioned (pre-social media) ways (write a handwritten letter, DIY a birthday card, host a game night or dinner party, Netflix)
4. **Engage** Yourself In Positive & Pleasurable Social Situations



# SOCIAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
<b>1. Socializing with People</b>							
<b>2. Quality Time with my Loved Ones</b>							
<b>3. Contact with People In an Old Fashioned Way</b>							
<b>4. Positive Social Situations</b>							
<b>5. ...</b>							
<b>6. ...</b>							
<b>7. ...</b>							
<b>8. ...</b>							
<b>9. ...</b>							
<b>10. ...</b>							

# 8 DIMENSIONS OF WELLNESS

## 5. Spiritual

1. **Keep Self-Reflection Journal** (develop self-awareness)
2. **Invent your Sacred Rituals** and create the meaning behind the person you are (meditate, journal, apply the law of attraction, practice Mindfulness)
3. **Listen and Honour your Intuition** (track your inner dialog)
4. **Nurture your Inner Child**
5. **Practice Gratitude** (Every day add some "gratitude notes" to your gratitude jar. At least one!)
6. **Practice Mindful Relaxation**
7. **Reconnect with Nature** (contact with nature is therapeutic, inspiring and incredibly motivational)

# SPIRITUAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
<b>1. Self-reflection Journal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Self-Awareness Practice</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Embracing Intuition</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Embracing My Inner Child</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Practicing Gratitude</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Mindful Relaxation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Contact with Nature</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 8 DIMENSIONS OF WELLNESS

## 6. Financial

1. **Set Financial Goals** for each month
2. **Make a Realistic Budget** and Stick to it (be in control of your money)
3. **Divide your Expenses** into different Categories and put the price tag on your expenses (house payment, car payment, bills, food, medication, free time activities, gifts, etc)
4. **Create an effective spending plan** to determine your expenses (spend less than you earn)
5. **Create an Emergency Fund** (it's your cash cushion)Be Mindful with Shopping (Before you buy something ask yourself: Do I really need this? And act accordingly.)
6. **Save your Extra Money**



# FINANCIAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
<b>1. Set Financial Goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Make a Realistic Budget</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Embracing Intuition</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Spending Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. An Emergency Fund</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Setting Aside Extra Cash</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# MONTHLY BUDGET PLANNER

**Monthly Income:**

**Expense Total:**

**Savings Total:**

**HOUSING**

**UTILITIES**

**TRANSPORTATION**

**PERSONAL**

**GROCERIES**

**MEDICAL**

# 8 DIMENSIONS OF WELLNESS

## 7. Occupational

1. **Prioritize, Organize and Plan** your Work for better results
2. **Develop your Craft**
3. **Learn a New Skill**
4. **Track your Progress**
5. **Respond not React** – ("life is 10% what happens to me and 90% how I react to it")
6. **Practice Letting Go** of what you Cannot Control (journal, scream out loud, punch a pillow, cry if you need it)
7. **Fix, Adjust, Change OR Accept BUT** quit whining Face your Fears (make a list of your fears, choose one and try to overcome it)
8. **Transform Challenges into Opportunities**

# OCCUPATIONAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
<b>1. Plan &amp; Schedule Work</b>							
<b>2. Developing My Craft</b>							
<b>3. Learning New Skills</b>							
<b>4. Tracking My Progress</b>							
<b>5. Responding Not Reacting</b>							
<b>6. Letting Go</b>							
<b>7. Fixing, Adjusting or Changing</b>							
<b>8. Challenge → Opportunity</b>							
<b>9. ...</b>							
<b>10. ...</b>							

# 8 DIMENSIONS OF WELLNESS

## 8. Environmental

1. **Be an Advocate for what You Believe in**
2. **Detoxify Your Life** (get rid of toxic people, use natural cosmetics, clean up your digital devices, declutter your space)
3. **Reduce the Use of Plastic** (plastic harms your health and environment)
4. **Live a More Sustainable Lifestyle** (reduce your consumption of household energy, walk more, buy organic and non-GMO foods, reduce waste, use natural clean up products)
5. **Collect Memories, not Material Things**
6. **Be a Mindful Shopper** (Minimalism is the New Consumerism)

# ENVIRONMENTAL WELLNESS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
1. Speaking My Truth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Detoxify From Negativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Less Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. More Natural Lifestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Collecting Memories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mindful Shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# START THE DAY WITH POSITIVITY

## **Ask yourself:**

- What do I want to achieve today?
- How Do I want to feel in the evening?
- What do I need to achieve today to be in better shape at the end of the day than I was when I woke up?

## **Your Answers:**

- 
- 
-

# START THE DAY WITH POSITIVITY

1. **Wake up early** (approximately at the same time every day)
2. **Get natural light**
3. **Drink a glass of water** to rehydrate your body
4. **Make your bed**
5. **Wake up your mind** through meditation or deep breathing exercise
6. **Set intentions for the day**
7. **Get inspired** (You can find an incredible source of inspiration literally everywhere you just have to adopt a hunter-gatherer behavior and observe your surroundings. Don't wait for inspiration but find it yourself by reading self-help books, blogs, and articles or just listen to your favorite music.
8. **Wake up your body** through a morning workout, stretch or walk.
9. **Take a contrast shower**, alternating between hot and cold water.
10. **Prepare a good quality breakfast** to nourish your mind, body, and soul and boost your energy levels

# MORNING RITUALS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
1. waking up early	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. getting natural light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. drinking a glass of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. making bed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. waking up my mind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. setting daily intentions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. gaining inspiration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. waking up my body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. taking a contrast shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. preparing healthy breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# POWERFUL EVENING RITUALS SUCCESSFUL NIGHT ROUTINE

## 1. Exercise for Better Sleep

- do a simple stretching
- practice yoga for better sleep
- go for an evening walk

## 2. Prepare for Tomorrow

- plan for an ultra-effective and productive day the night before
- make a powerful to-do list
- define the most important tasks for tomorrow (MITs)
- set your top priorities

## 3. Eat a Healthy Light Meal

- Prepare a healthy nutrient-dense meal

## 4. Clean out the Mind Clutter

- meditate
- journal
- practice mindfulness

## 5. Tidy Up

- wash the dishes
- clean your desk
- take out the trash
- organize your dirty laundry

## 6. Create a Calm and Peaceful Atmosphere

- listen to ASMR
- light a scented candle
- use essential oils with a diffuser, on your skin or in bath

## 7. Journal for Self-Reflection

- write down your today's achievements
- write down your "Gratitude Notes" and add them to your gratitude jar
- get rid of difficult emotions and intrusive thoughts

## 8. Cultivate Self-Care

- take a relaxing bath or shower
- do a body scrub or face mask
- add essential oils to the bath or shower

## 9. Practice Law of Attraction

- visualize and write down your visualizations
- stay focused on your goals
- say out loud your affirmations
- meditate
- cultivate self-love
- spread positive energy
- reflect on your progress
- practice gratitude

## 10. Do a Digital Detox

High exposure to blue light can delay the release of a sleep-inducing hormone called melatonin. That's why if you should always use blue-light blocking glasses while working on your computer, watching TV or scrolling through social media. And about 2 hours before going to bed you should avoid using electronic devices that emit blue light.

# EVENING RITUALS WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
1. exercise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. preparing for tomorrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. healthy meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. cleaning out the mind clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. tidying up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. relaxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. cultivating self-care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. practicing law of attraction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. digital detox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# PLAN FOR SUCCESS RULES

1. **Plan Your Day According to 3 x 8h rule** (8h of work, 8h of productive "me time", 8h of quality rest. A 3 x 8h rule is a great way to achieve work-life balance. You don't believe me? Just try it and see how it works for you.)
2. **Set 3 Priorities** (You can use the 20/80 Pareto Principle to set your priorities, eliminate your distractions and focus on personal and professional growth. 24 hours a day can be enough to get the most important things done if you eliminate distractions and time-wasters (in every area of your life).)
3. **Set 3 Intentions for the day**
4. **Set realistic but challenging daily goals** (and deadlines)
5. **Break down your goals** into more realistically achievable steps
6. **Create a reasonable plan of action** to accomplish your goals
7. **Create motivation** through intentional action (I cannot stress this enough)
8. **Take intentional action** towards your goals
9. **Track your progress**
10. **Celebration of achievements**



# PLAN FOR SUCCESS WEEKLY CHECKLIST

	mon	tue	wed	thu	fri	sat	sun
<b>1. 3 x 8 RULE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. SETTING 3 PRIORITIES</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. SETTING 3 INTENTIONS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. SETTING REALISTIC GOALS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. BRAKE GOALS INTO ACTIONABLE STEPS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. PLAN OF ACTION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. CREATING MOTIVATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. TAKE INTENTIONAL ACTION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. PROGRESS TRACKING</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. CELEBRATION OF ACHIEVEMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# TAKE INTENTIONAL ACTION

Once you get your goal structure set up it's time for taking action and putting yourself in motion.

If you're waiting for motivation and inspiration to strike you you're only wasting your time and energy.

If you want to become insanely self-motivated you need to take an action. Because waiting instead of doing leads to procrastination. And procrastination leads to poor decisions. So instead of waiting for motivation to come go and get it!

You are responsible for your life.

If you want to achieve something you need to take action.

Accept that you don't need to have everything figured out in life to take an action.

You can create an amazing outcome without knowing exactly what you want to achieve. (Yes it's true!)

# TODAY'S SMART GOALS

	GOAL	INTENTION	ACTION	OUTCOME
1				
2				
3				
4				
5				

# TAKE INTENTIONAL ACTION RULES

1. **Put yourself in motion** and get inspired by your own actions
2. **Boost your Productivity levels**
3. **Act According to The Pareto Principle** (According to the Pareto Principle, 20% of your work produces 80% of the result. Which means that if you manage to identify that 20% correctly you will spend more time doing the right things that will produce the greatest outcome.)
4. **Unlock your creative potential** (The best way to do it is through observation, connecting with nature, interacting with others, fueling your passion, journaling and communicating with your inner child)
5. **Quality Over Quantity** – focus on what adds value to your life
6. **Eliminate distractions** so you can stay focus on your goals
7. **Don't overcomplicate things** – Simplicity is the Key to Success
8. **Create space in your schedule for unexpected opportunities** that will emerge at some point especially in the course of developing a new capability

# POWERFUL TO-DO LIST

## ACTIVITY

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# 3 X S RULE

**SLEEP / STROLL / SELF-LOVE**

Three dimensions of your personal identity:

**Mind**

**Body**

**Spirit**

Three intentional actions to align these three dimensions and create a perfect equilibrium:

**Mind - sleep**

**Body - stroll**

**Spirit - self-love**

# 3 X S RULE

There are three parts of human that make one being  
- mind, body and spirit. And it's your job to align  
these components to create a perfect equilibrium.  
Because only if they work in harmony you're able to  
build resilience, maintain a flow and keep moving  
towards your goals despite difficulties.

So take intentional action and try to rebalance your  
energy between your mind, body, and spirit to live a  
meaningful and fulfilling life.

Get quality sleep, cultivate self-love and practice  
physical activity and observe how your mental  
health improves.

Build solid mental health, your "life immune system"  
that will help you navigate life's transitions with  
ease.

# 3 X S RULE

## weekly tracker

	GOING FOR A WALK (STROLL)	PRACTICING SELF-LOVE	QUALITY REST (SLEEP)
MONDAY	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

---

TUESDAY	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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WEDNESDAY	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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THURSDAY	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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FRIDAY	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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# 3 X 8 RULE

## WORK / RELAXATION / SLEEP

**Most of us** wish that there were more than 24 hours a day. But if there were 30 or even more hours a day we would plan, schedule and organize even more activities. The truth is, a longer day wouldn't make you any more productive and any less anxious.

**Your daily success depends on a solid routine and your commitment to your goals.** So instead of wallowing in sadness about not having enough time to accomplish everything you have on your to-do list plan your day properly.

If you want to make your day Ultra-Effective you need to manage your time more efficiently. How can you make this happen? Try the following approach.

**Split your day into three 8h hours parts:**

- 8h of work
- 8 hours of productive relaxation aka "me time on purpose"
- 8 hours of sleep

# 3 X 8 RULE

## **8 H OF WORK PRODUCTIVITY**

Dedicate 8 hours a day for work. Of course, you don't have to obey these 8 hours religiously. Just make sure you're not over scheduling your work. Remember that being busy doesn't necessarily mean being productive.

## **8 HOURS OF RELAX "ME TIME" ON PURPOSE**

Dedicate 8 hours a day for relaxing activities. But don't spend 8 hours laying on the couch and watching TV. Instead, find your ways to relax productively, for instance, go to the gym, develop your skills, learn something new, gain inspiration or spend quality time with your loved ones.

## **8 HOURS OF SLEEP QUALITY REST**

Dedicate 8 hours a day for a quality rest. Don't sacrifice your sleep to accomplish more work in a day because it won't make you any more productive. Compromising sleep will negatively affect your mental and physical performance. So make sure that you get enough quality rest.

# 3 X 8 RULE

## THE PARETO PRINCIPLE

Still trying to figure out why being busy is not giving you results? Have you heard about **the 80/20 Pareto Principle**?

According to **the Pareto Principle**, 20% of your work produces 80% of the result. Which means that if you manage to identify that 20% correctly you will spend more time doing the right things that will produce the greatest outcome. More important this simple rule, **the invention of Italian economist Vilfredo Pareto** will help you to reduce time-wasters that destroy your **productivity** and **effectiveness**.

So the key to success is to eliminate those unnecessary things that produce only minimal gains and focus on that **20% that generate 80% of the results**. In other words, if something is not your priority it may not be worth your time and effort.

However, this **80/20 principle** can be successfully applied to other not work-related areas of your life. Just try to analyze your spendings, "me time", diet, fitness or even your friendships using **the Pareto Principle** and you will notice that **20% of the time and effort** you dedicate to each of these areas gives you the **80% of fulfillment and personal satisfaction**. It's incredible, isn't it?

You can use **the 20/80 Pareto Principle** to set your priorities, eliminate your distractions and focus on personal and professional growth. 24 hours a day can be enough to get the most important things done if you eliminate distractions and time-wasters (in every area of your life).

# 3 X 8 RULE

## weekly tracker

	8H OF WORK	8H OF PRODUCTIVE RELAXATION	8H OF SLEEP
MONDAY	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
TUESDAY	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
WEDNESDAY	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
THURSDAY	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
FRIDAY	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

# 3 MINDFULNESS

## HOW TO PRACTICE MINDFULNESS

**Mindfulness is a journey of self-discovery, the art of savoring the present moment**, a powerful way to unleash your natural **creativity**, an incredible possibility to **embrace your inner child**, and of course an effective way to **relax** and unwind. Sounds great, right? But **the way you choose to practice Mindfulness** depends only on you. Honestly, I don't believe that there's only one good way to practice it. It's like telling someone that there is only one good way to live their life. That's an absurd idea.

All these **Mindfulness-based techniques** you can find in books, podcasts, blog articles or youtube videos are given for guidance only to give you an idea how can you **start your practicing Mindfulness** but in my personal opinion you can and you should modify and adapt those techniques to your personal needs to create the results you want.

**Practice Mindfulness-based techniques** as you use a personalization app for making your smartphone truly yours. Add features you like, set up personalized gesture controls and change the color scheme and make it the way it suits you. **Customize your Mindfulness practice** as you customize your smartphone.

**Practicing Mindfulness** is about embracing the present moment, living with alignment with your life purpose, achieving your goals, cultivating the sweetness of doing nothing surrounded with your loved ones and being grateful for what you have. If you're authentic you cannot do it wrong. It's a personal journey, not a collective goal. And everyone's journey is different, unique and special just like their personal needs, wants and attitude towards life. And that's the beauty of life. My point is that we can always choose how we want to live a particular life experience. We just have to understand it.

# 3 X MINDFULNESS

## **1. ACCEPT IMPERFECTION:**

Mindfulness is about embracing all of these imperfect moments and make them memorable and meaningful. A mindful life is about moving forward and building momentum along the way. So instead of pursuing perfect balance and permanent happiness focus on the present moment. Focus on what you can do, learn, change and improve here and now. And breathe mindfully.

## **2. LEAVE THE PAST WHERE IT BELONGS:**

Stop dwelling in the past, you don't live there anymore. Focus on the present moment and start building foundations for your future self.

## **3. SAVOR THE PRESENT MOMENT**

Stay present and pay attention to your body sensations. Savor every delicious, mind-blowing second of the present moment. Place your hand on your chest and feel the rhythm of your heartbeat. Feel the blood flowing through your veins. Feel the authenticity of the present moment. Delve deeper into yourself. Accept this perfectly imperfect experience. Get rid of excessive worry and drop the needless expectations.

# 3 X FREEDOM RULE

## 1. DECLUTTER YOUR MENTAL SPACE

Sometimes we don't even realize how much intrusive thoughts, difficult emotions, and stressful situations that happen to us affect our overall health and wellbeing. We just keep through our endless to-do list trying to be productive and self-motivated completely ignoring our mental health. But the truth is that you cannot be healthy, productive, motivated and focus on your goals if you feel emotionally drained and worn-out. That's why it is so important to take care of your mental health. So clean out your mental clutter and free your mental space regularly to improve your health and mental performance.

## 2. FREE YOURSELF FROM INTRUSIVE THOUGHTS AND DIFFICULT EMOTIONS

Don't go down to the rabbit hole of overanalyzing an intrusive thought when it pops up in your head because it only creates a vicious cycle of looking for evidence of relevance and accuracy of some random notification that just showed up out of the blue. Thoughts are a natural phenomenon that occurs without human input. They come and go naturally. They just happen, and regardless of how disturbing an intrusive thought is, it won't last forever. So instead of ruminating or beating yourself up for having intrusive and unwanted thoughts observe them. Watch them come and go. Don't overanalyze them, just breathe.

## 3. FORGIVE YOURSELF AND LET GO OF RESENTMENT

Forgiveness is about you not about others. THEY don't need it and you deserve a good life. And trust me life is a pretty fu\*king great if you stop overanalyzing things. In life, sh\*t happens and we have to deal with it. Of course, you have a right to be angry. But being angry is completely different from seeking revenge or having resentment. The ugly truth is that resentment is old anger and old hurt. It's all of that stuff you can not forgive yourself. Why? Well, because for some reason you think that you allowed THIS to happen. But in reality, you're not responsible for all of this. You feel guilty or ashamed because someone who hurt you made you feel that way. That's all. So focus on yourself. Forgive yourself. Live in the present moment. You're not your past and you are not living in your future. So get your sh\*t together and create a life you want to live regardless of your tragic and painful past experiences. It's not easy but it's possible. Try it!

# 3 X GET OUTSIDE

## 1. THINK OUTSIDE OF SOCIETY'S BOX

You don't want to answer that, huh? Me neither. And to be honest I've never really understood why should I ever do that? Putting people into categories is something we all do because it helps us to feel safe and make sense of our world, but is that really useful? I highly doubt it. The truth is that labeling people gives us an illusion of feeling safe in an insanely chaotic world but at the same time it opens the door to too much misinterpretation. Not to mention how these broad labels and categories we love to put ourselves and others into to limits our worldview. So stop doing that! Stop labeling yourself and others by some strange societies terms and standards. Use your own intuition and observe without judging. Practice self-reflection and discover your true self.

## 2. GET OUTSIDE YOUR COMFORT ZONE

Life constantly alters our plans and goals to give us a new perspective, different opportunities to fulfill our destiny. Sometimes not knowing what will happen is the best thing we are experiencing. Why? Because it forces us to get out of our comfort zone. And let me tell you something. Great things happen just outside the comfort zone. So get your act together and make a one-step outside.

## 3. GET OUTSIDE & CONNECT WITH NATURE

It is incredible how the importance of contact with nature is underestimated today. For some reason, a lot of people choose to ignore the healing force of our natural environment. Of course, I am not telling that the lack of connection with nature is the cause of every single disease because I personally do not believe this. But what really I mean is that as creatures of nature and we need to create or recreate a relationship with Mother Earth. We need to walk barefoot in the grass or sand because it is what grounds us. We should let ourselves sit in the sun and listen to the wind in order to relax and detach ourselves a bit from industrial civilization. We shouldn't always hide from the sun because it's the major source of Vitamin D which itself is responsible for many important body functions (bone, teeth, heart, lunges health - to name a few).



# 3 WAYS OF NOT GIVING A F\*CK

Nothing has meaning alone. **We create meaning and we bring it to life.** Things are just ordinary items and people are just random social beings before we give them a **specific meaning.** That's why our interpretations of the seemingly 'same' thing are so different. **The way you perceive reality depends on your storytelling strategy.** You may not realize that but the narrative you used to make sense of your current situation directly affects your **state of mind** and **personal well-being.** Which means that if you choose dramatic **storytelling** to describe “**what's going on here**” you will feel anxious, hopeless and just awful even if nothing particularly tragic has happened. Sounds logical, right? Maybe your problem is not as big as you think? Maybe that comment some complete stranger made about you doesn't really matter? Sh\*t happens... a lot. People make sh\*tty comments and behave in a sh\*tty way, and that's the fact. But sometimes the best way to deal with all of that stuff is not to deal with it at all. Some "important" things in life are actually not that important. But instead of just shaking off and move on you start **over-analyzing** and wasting all your **mental energy** on meaningless things. So be mindful. Be careful not to fall into the trap of overthinking and overanalyzing. **Fix what you can fix.** Change what you can change. Let go of the need to control everything. **Just breathe.**

# 3 WAYS OF NOT GIVING A F\*CK

## **BE MINDFUL**

- Stop overthinking and excessive worrying
- Focus on what is really happening

## **LEARN TO DISTRACT**

- Change your surroundings and shape your perspective
- Take an intentional action but the one that requires less mental focus
- Relax and the solution will come

## **FOCUS ON WHAT YOU CAN CHANGE**

- Don't search for a quick fix
- Change what you can change and accept what you can't control

# HOW NOT TO GIVE A F\*CK

## MAKE YOURSELF STRONG NOT SAFE

### **Sacred Rules for not Giving a F\*ck (about the things that don't matter)**

1. **It's okay to NOT have it all figured out.** (You can create an amazing outcome without knowing exactly what you want to achieve.)
2. **Pain is inevitable, suffering is optional.** (The pain appears when we have experienced something traumatic but suffering is the fruit of our storytelling.)
3. **Live life in the here and now**
4. **You are the creator of your own destiny** (Be an Active Participant, not a scared and Passive Spectator of your life.)
5. **Motivation thrives from the action** – so take intentional action and move forward
6. **Life is too short to take everything so seriously**
7. **Inner peace is the new success** (Set peace of mind as your highest goal)
8. **Being assertive is the radical act of self-care**
9. **Letting go of the fear of critique is the act of self-love**
10. **Simplicity is the key to success**
11. **Freedom requires responsibility**
12. **Mental freedom is a choice**

# GRATITUDE

## JOURNAL



# Time Alone on Purpose

## How much time a day do you spend alone? Hard to say?

Try to count the hours you spend commuting to work, doing your groceries, eating your lunch, scrolling through social media, preparing to go outside, watching tv in the evening and any other thing you do completely alone. Then try to **calculate the average of time you spend alone per week**. Let me guess, you didn't even know that you spend so much time alone.

I didn't realize it either until my best friend asked me this question. When I realized that on an average day I spend about 11 hours (self-employed laptop lifestyle) alone it just blew my mind. But the truth is that even if you work the traditional Mon-Fri 9-5 day (there's nothing wrong with that!) you still spend some time alone. This means that at least, let's say 3-4 hours per day (the hours of sleep do not count) you spend with your best friend!

But if you can hardly **call yourself your BFF** spending alone time with a purpose will help you to change it! Have you ever thought how much time and effort you put into creating relationships with others completely forgetting to **build a healthy relationship with yourself**? That's insane, right?

**The only person you spend your whole life with is YOU so it's time to focus on this relationship.** So instead of wasting your "me time" on things that don't matter learn to indulge in your solitude. **Teach yourself how to spend alone time with a purpose.**

# TIME ALONE ON PURPOSE WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
1....							
2....							
3....							
4....							
5....							
6....							
7....							
8....							
9....							
10....							



# Mindful Relaxation

## ACTIVITIES:

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# Decluttering Mental Clutter

1. Clean your mental home
2. Free up space on your memory
3. Work through anger and resentment
4. Get rid of unnecessary mind collections (stop labeling yourself and others)
5. Keep Out Unwelcome Guests – let go of negative people
6. Challenge your negative thinking and negative self-talk
7. Meditate
8. Use simple breathing techniques to relax and de-stress
9. Keep a journal as a therapeutic form of emotional release
10. Use positive affirmations to boost your self-esteem and confidence



# DECLUTTERING MENTAL CLUTTER

## WEEKLY TRACKER

	mon	tue	wed	thu	fri	sat	sun
<b>1. Clean my Mental Home</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Detoxify From Negativity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Less Plastic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. More Natural Lifestyle</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Collecting Memories</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Mindful Shopping</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. ...</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Achievement & Celebration

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# NOTES

# BALANCE

## Your Hectic Life

