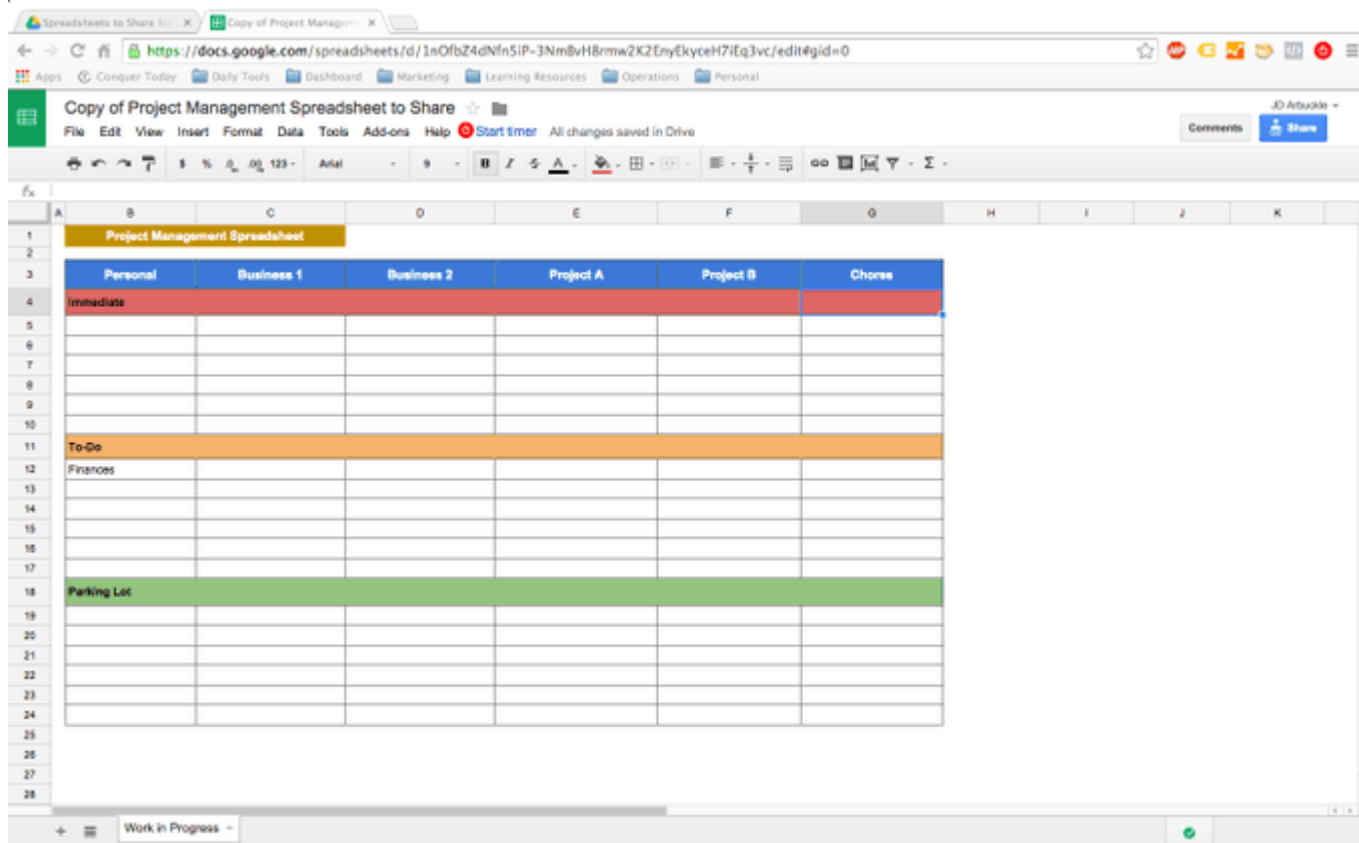


2. To-do List Spreadsheet

Separate this into 3 sections:

- To-do
- Parking lot
- Immediate

It gives you the power to reorder your to-do lists as tasks develop (it's a cheat code)



3. Daily Kaizen Spreadsheet

This list should include everything from:

- Journaling
- Meditating
- Pushups
- Hobbies

This sheet should contain everything you want to become an expert on.

Spreadsheets to Share for X Copy of Daily Kaizen Tracking X

https://docs.google.com/spreadsheets/d/1vRaP1qnh9WvYC9WEg9A0fyI2BM9urUdusVORaYd2q4/edit#gid=0

Copy of Daily Kaizen Tracking for Sharing

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Comments Share

fx Daily Kaizen Tracking

	A	B	C	D	E	F	G	H	I	J	K	
	Daily Kaizen Tracking	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thu
1	Daily Kaizen Tracking	11/3/2014	11/4/2014	11/5/2014	11/6/2014	11/7/2014	11/8/2014	11/9/2014	11/10/2014	11/11/2014	11/12/2014	
2												
3	AM											
4	Did You Wake Up on Time?	x										
5	Did You Exercise?	x										
6	Did You Read Something Spiritual?	x										
7	Did You Meditate?	x										
8	Did You Journal For Gratitude and Insight?	x										
9	Did You Eat A Healthy Breakfast with Supplements?	x										
10	MID											
11	Did You Complete Your Daily Work Tasks?	x										
12	Did You Eat A Healthy Lunch?	x										
13	Did You Connect With Someone New?											
14	Did You Provide Value to A Current Contact?	x										
15	Did You Increase Your Business Knowledge?	x										
16	PM											
17	Did You Watch Only 1 Hour of Entertainment?	x										
18	Did You Watch A Documentary or Similar?	x										
19	Did You Read Something about Skill Development?	x										
20	Did You Practice A Language?											
21	Did You Excel at A Hobby?	x										
22	Did You Eat A Healthy Dinner?	x										
23	Did You Stretch?											
24	Did You Meditate?	x										
25	Did You Finish Your Daily Gratitude Journal?	x										
26												
27												
28												
29												

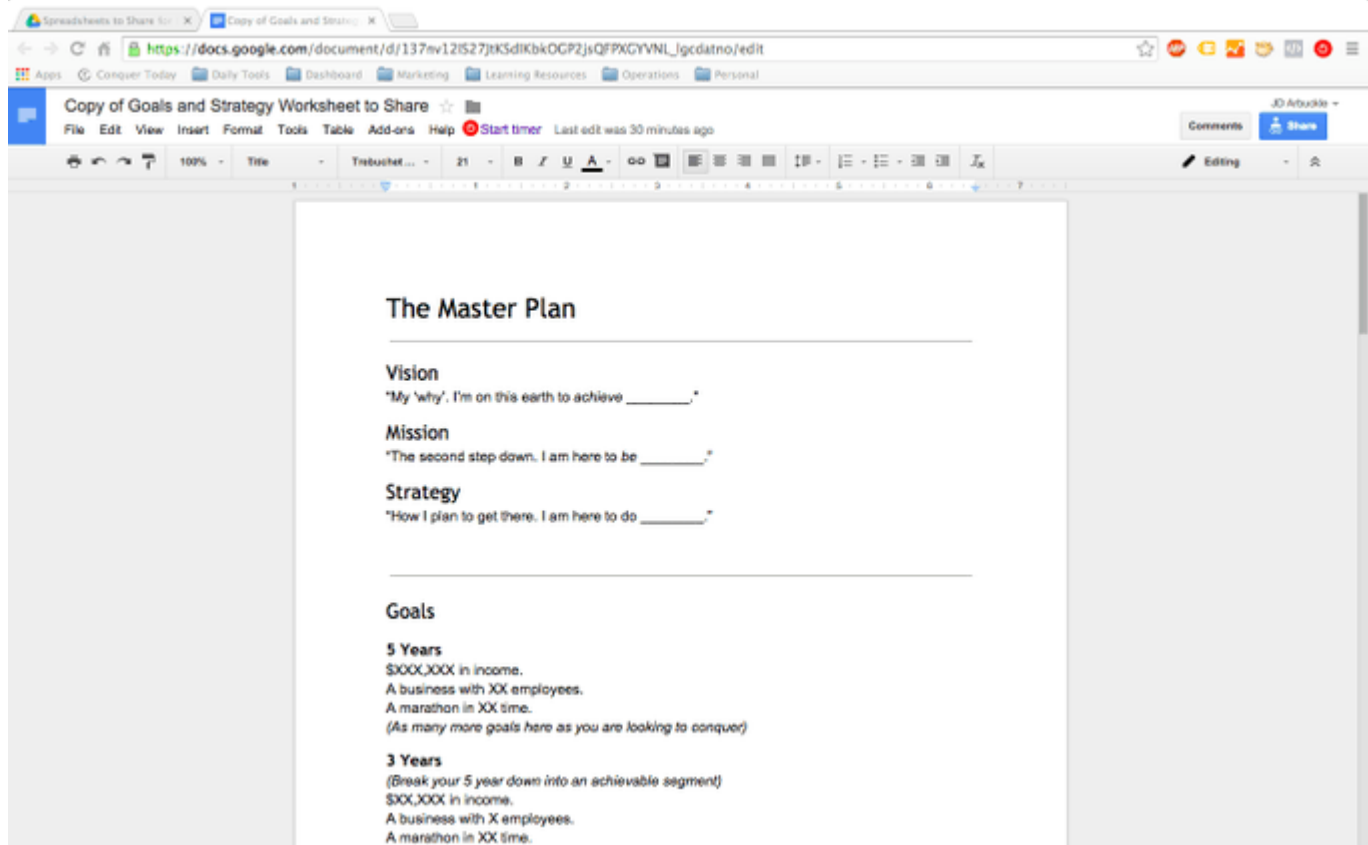
+ Daily Kaizen -

4. Goal Setting Document

Goals are good; measurable goals are powerful.

This document will establish SMART goals to set a vision, mission, and strategy.

Keep it in your dashboard and review it frequently.



5. Master Parking Lot

An unoccupied mind is a well-organized one.

Any and all ideas go here:

- Shopping list
- Places to visit
- Songs to download
- New business ideas

Straightforward but powerful.

	A	B	C	D	E
1	Master Parking Lot				
2	Shopping List	Songs to Download	Business Ideas	Experiences	Things to Read
3	Bread & Butter	Shake it Off by Taylor Swift	Partner with Mr. Smith	See that Local Band	All the Conquer Today Blogs
4					
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6. Finances Spreadsheet

It's important to use apps like Mint to track daily expenses.

At the end of the month, you may enter these costs into Sheets:

- Food
- Home
- Shopping
- Entertainment
- Everything Else

Set it up to match your objectives and lifestyle.

Copy of Finances Spreadsheet for Sharing

File Edit View Insert Format Data Tools Help Start timer All changes saved in Drive

Comments Share

Finances Spreadsheet

	January	February	March	April	May	June	July	August	September
Expenses									
Rent									
Utilities									
Internet									
Cable									
Landscaping									
Car Insurance									
Cell Phone									
Savings									
Investing									
Loans									
Fixed Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas									
Food									
Shopping									
Giving									
Entertainment									
Credit Card Bill									
Flexible Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenues									
Income from Salary									
Additional Income									
Total									
Notes									

Expenses

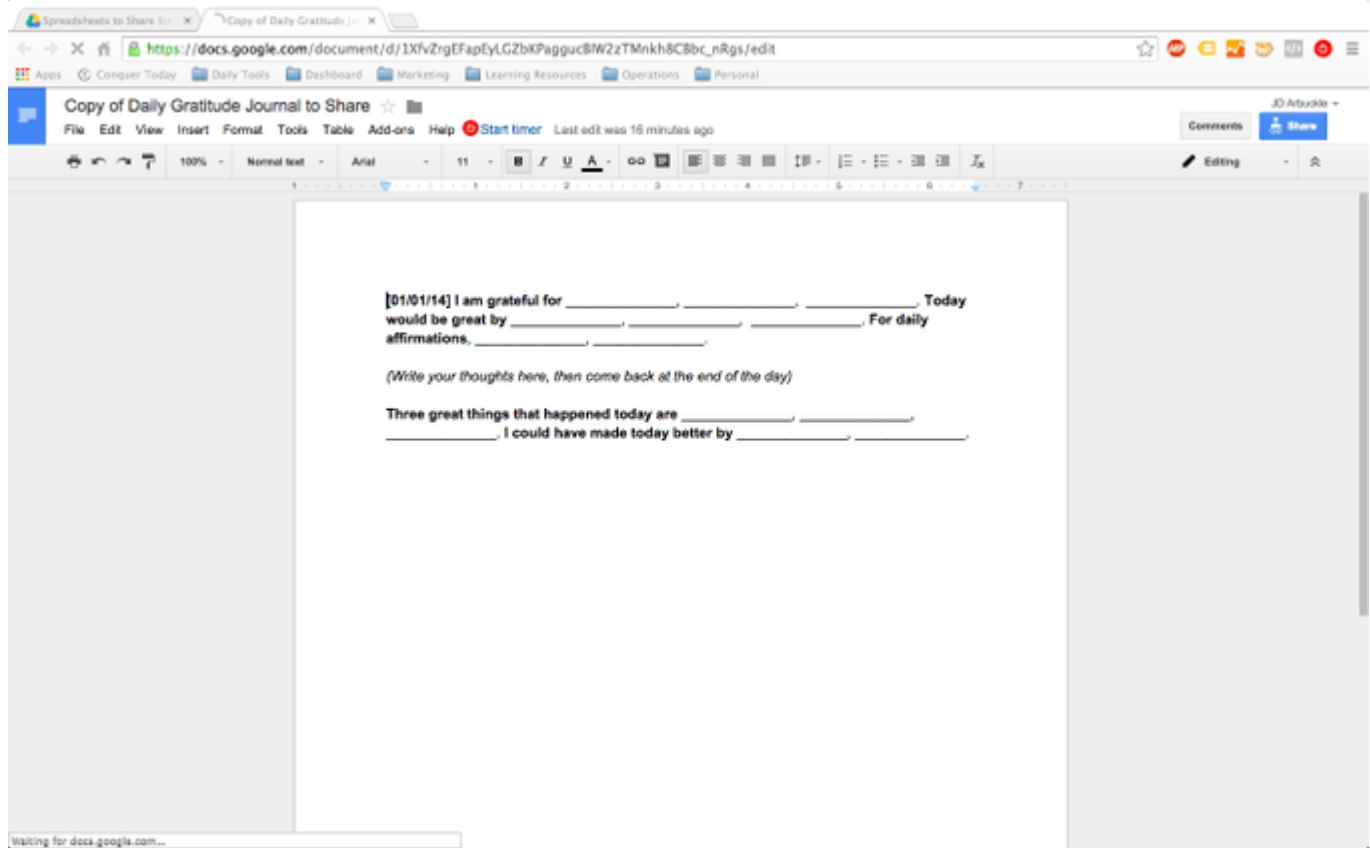
7. Daily Gratitude Journal

Every morning, devote 10-15 minutes to recording your ideas.

You can write about:

- Your work
- Your family
- Your relationships

If you do this one simple thing for the next thirty days, your whole outlook on life will change.



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