Twitter Thread by David Bradley

David Bradley
@cpa_bradley

Millions of people use Google Drive every day

Here are 7 ways you need to use it to maximize your life:

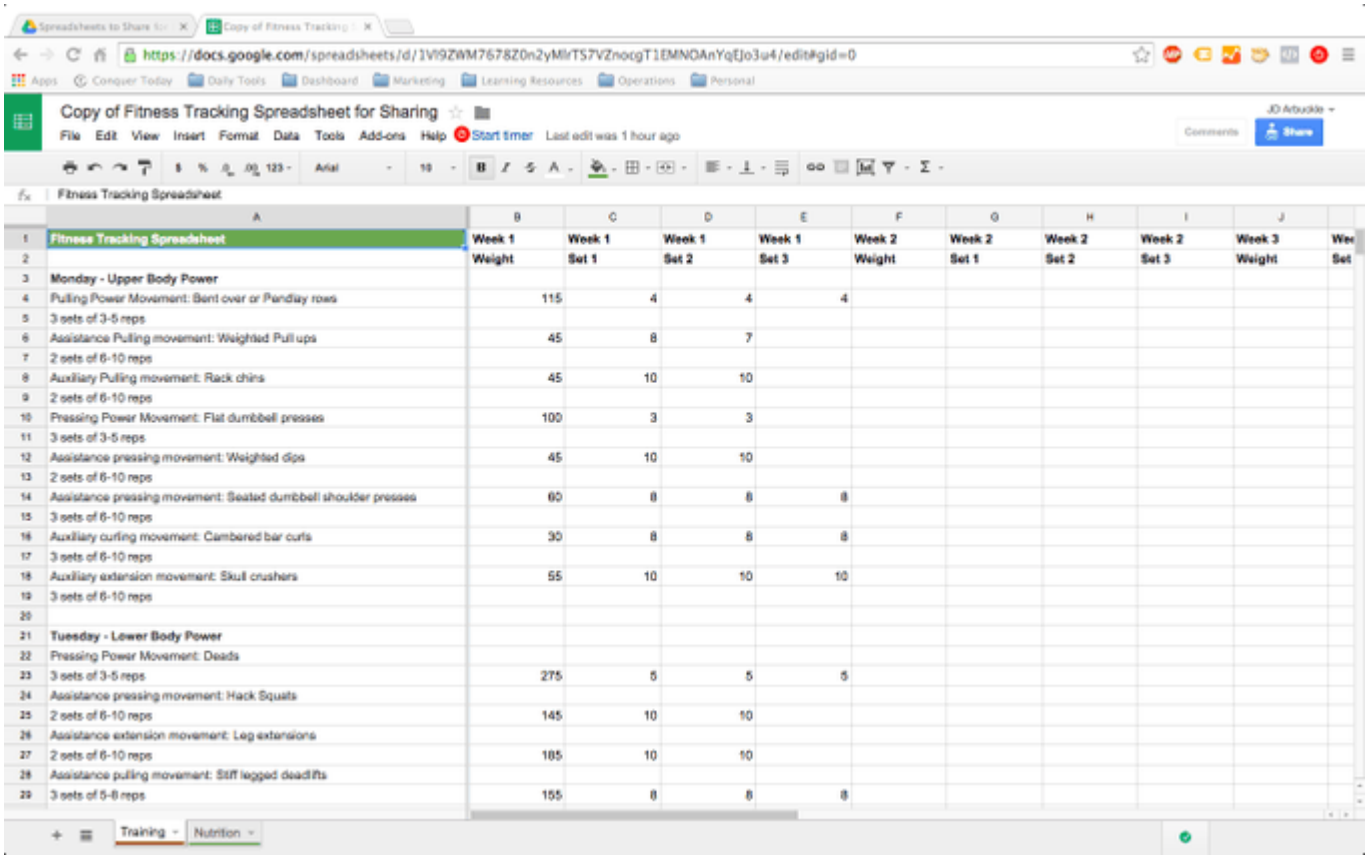
1. Fitness Tracking Sheet

Achieving your fitness goals is easier when you track your progress.

Track weight, sets, and reps for strength

Track miles and time for cardio

Use the LoseIt iPhone app to track daily calories (this can be exported into Sheets)

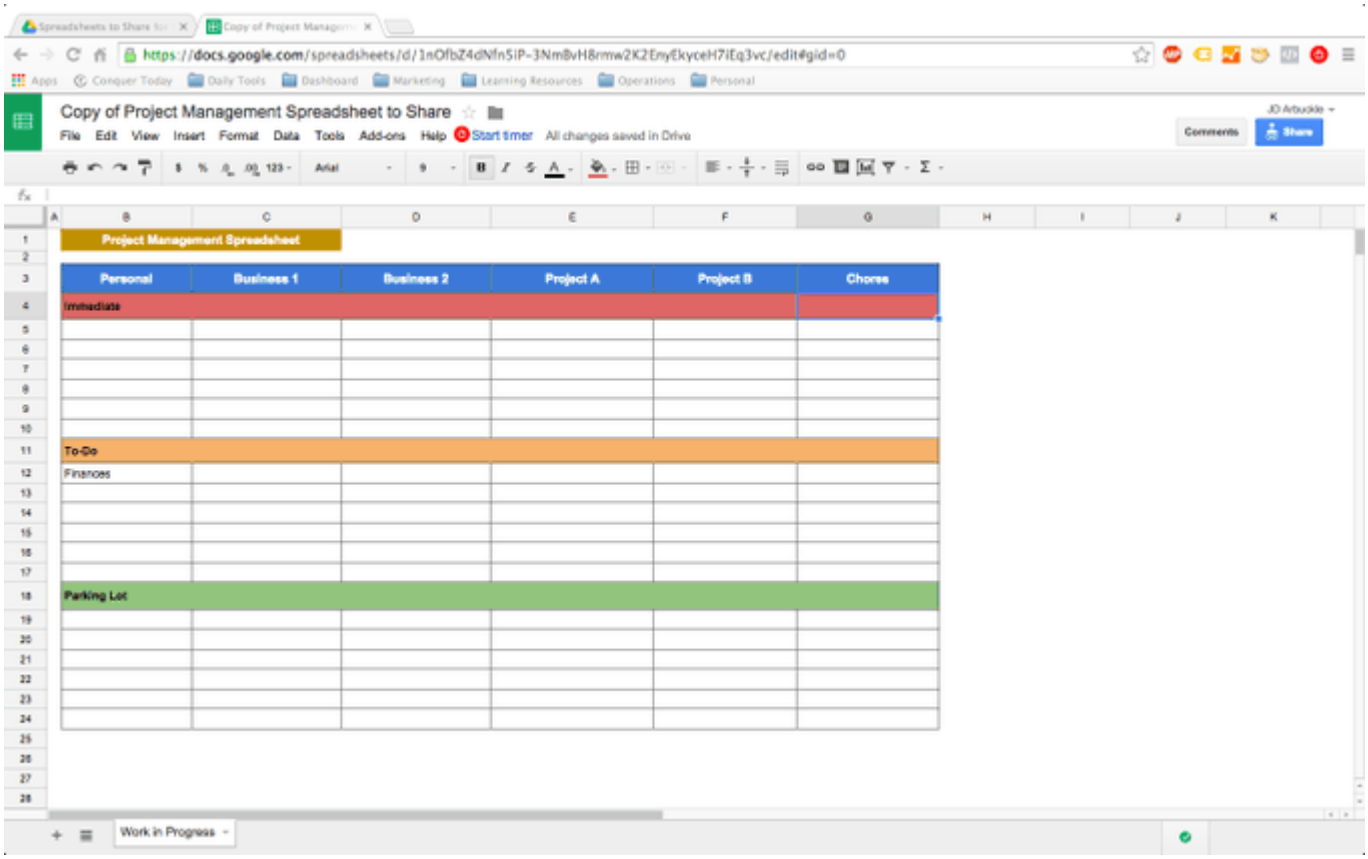


2. To-do List Spreadsheet

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)

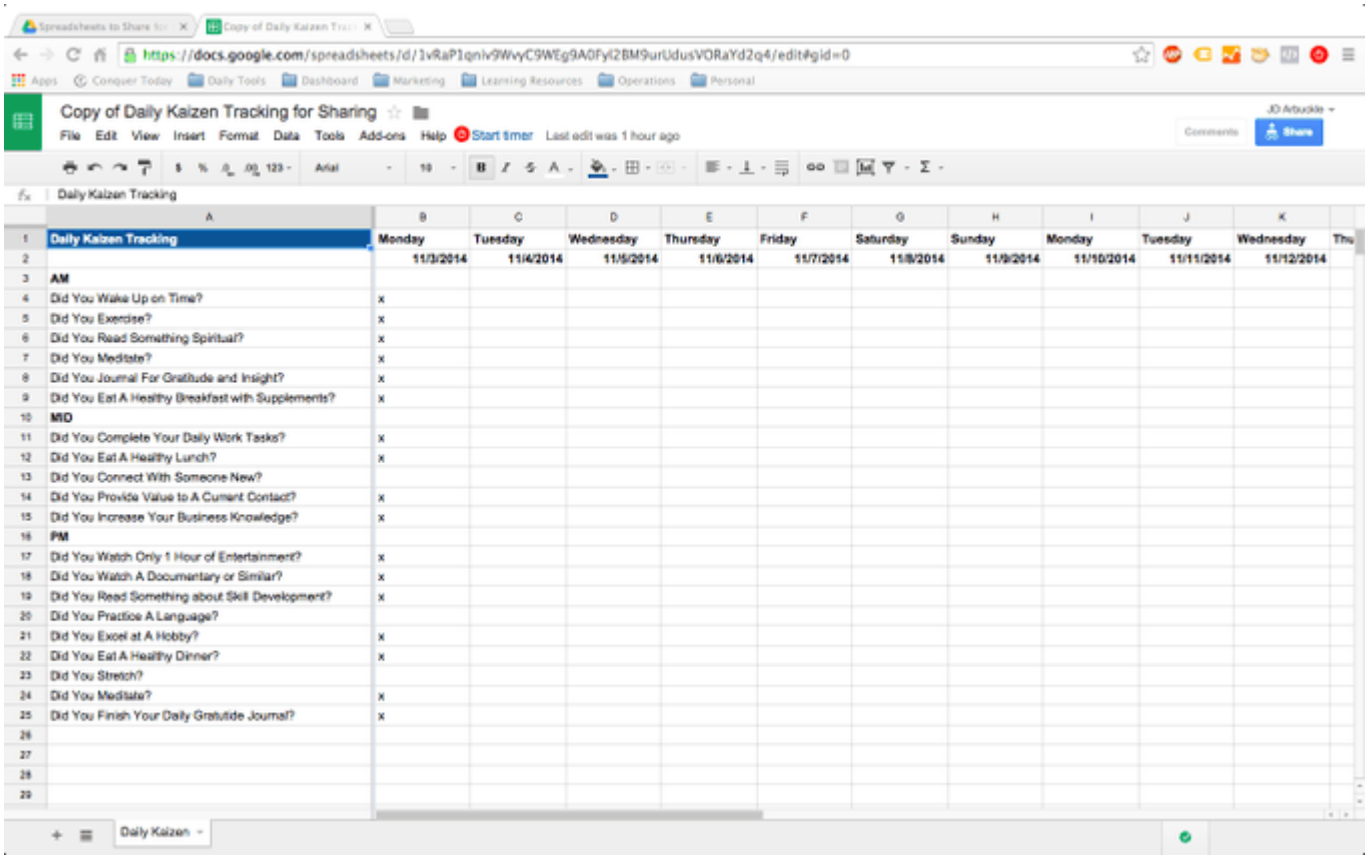


3. Daily Kaizen Spreadsheet

This list should include everything from:

- Journaling
- Meditating
- Pushups
- Hobbies

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



Copy of Daily Kaizen Tracking for Sharing

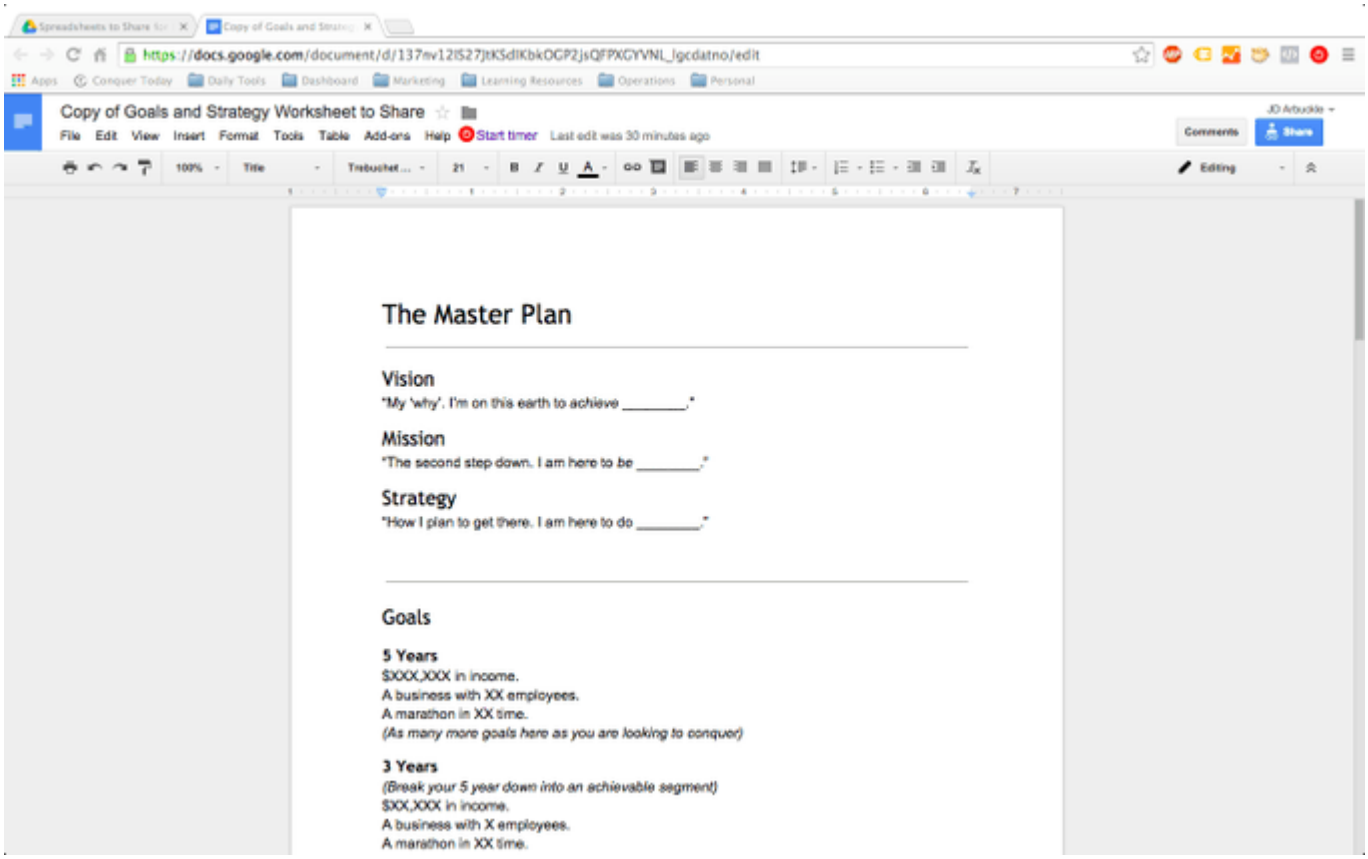
Daily Kaizen Tracking	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	11/3/2014	11/4/2014	11/5/2014	11/6/2014	11/7/2014	11/8/2014	11/9/2014	11/10/2014	11/11/2014	11/12/2014
AM										
Did You Wake Up on Time?	x									
Did You Exercise?	x									
Did You Read Something Spiritual?	x									
Did You Meditate?	x									
Did You Journal For Gratitude and Insight?	x									
Did You Eat A Healthy Breakfast with Supplements?	x									
MID										
Did You Complete Your Daily Work Tasks?	x									
Did You Eat A Healthy Lunch?	x									
Did You Connect With Someone New?										
Did You Provide Value to A Current Contact?	x									
Did You Increase Your Business Knowledge?	x									
PM										
Did You Watch Only 1 Hour of Entertainment?	x									
Did You Watch A Documentary or Similar?	x									
Did You Read Something about Skill Development?	x									
Did You Practice A Language?										
Did You Excel at A Hobby?	x									
Did You Eat A Healthy Dinner?	x									
Did You Stretch?										
Did You Meditate?	x									
Did You Finish Your Daily Gratutide Journal?	x									

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.



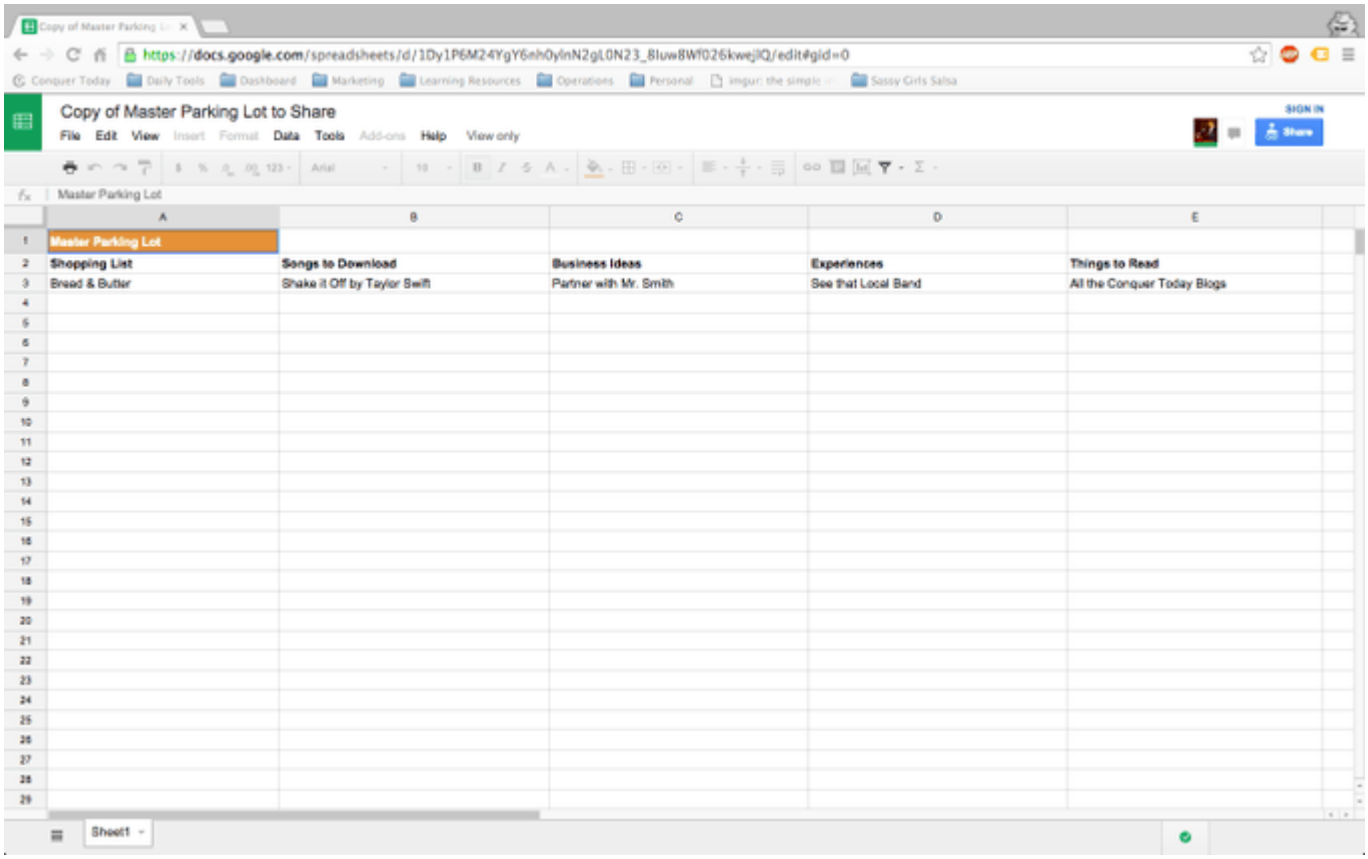
5. Master Parking Lot

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.



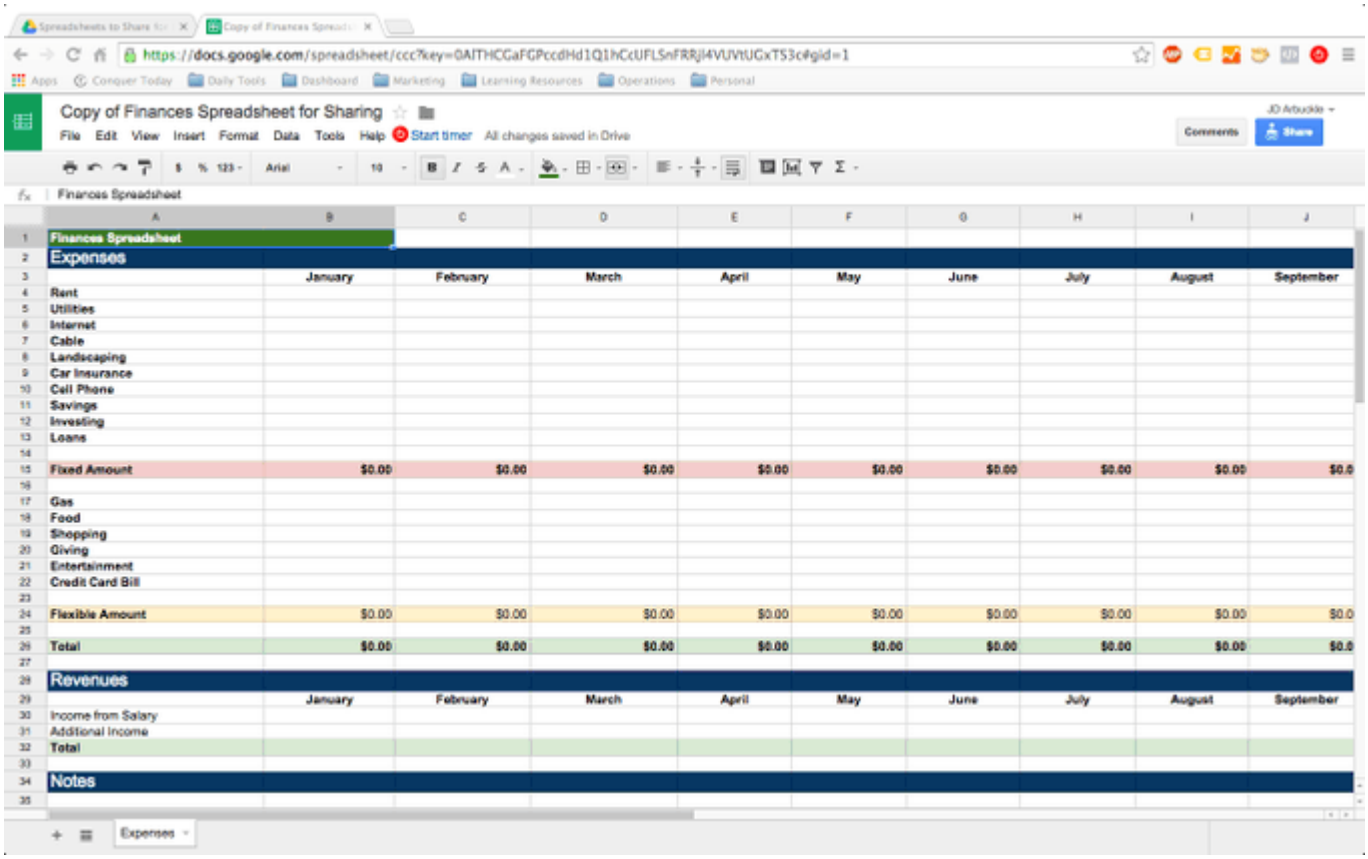
6. Finances Spreadsheet

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.



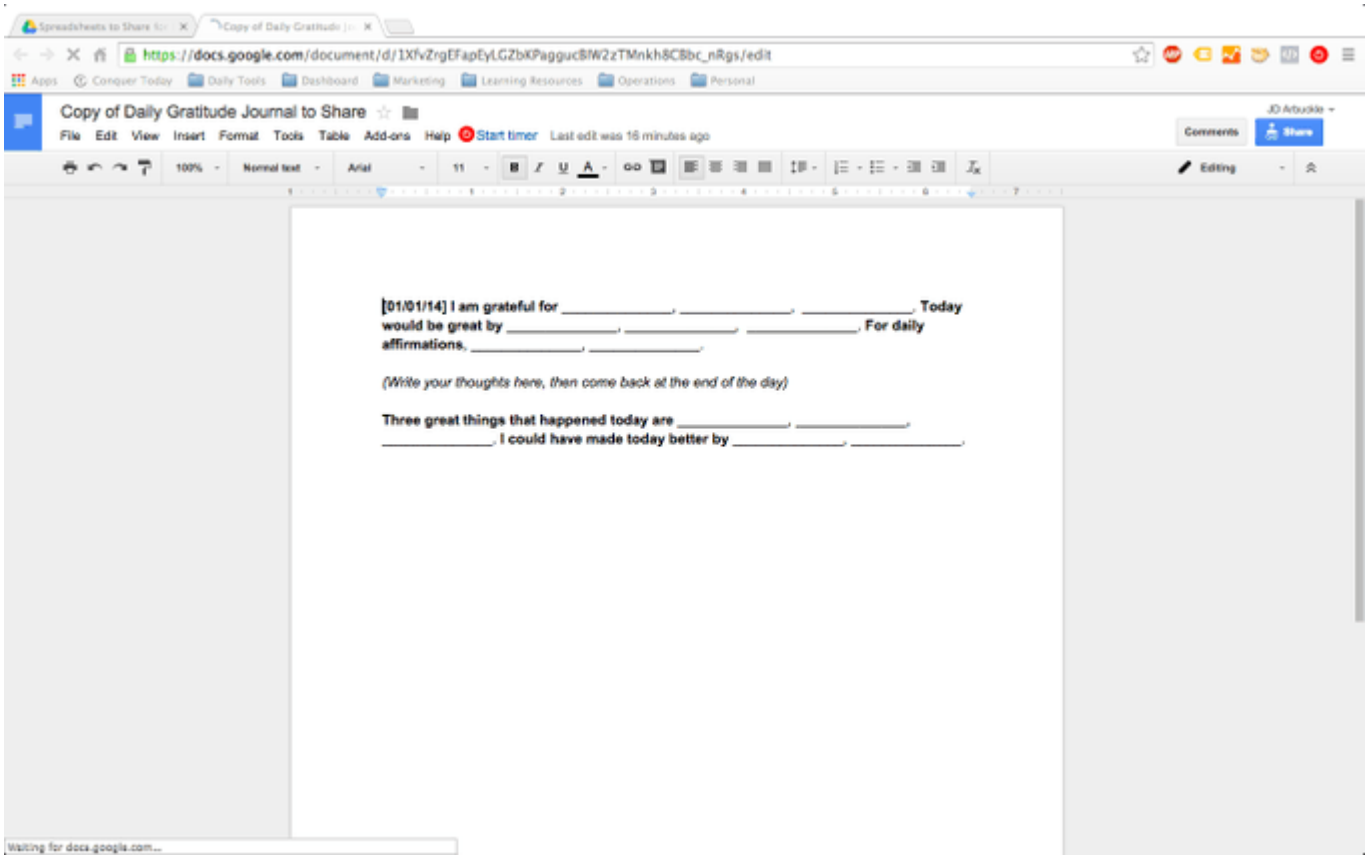
7. Daily Gratitude Journal

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.



Thank you for reading this thread.

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