



# Journal for Success

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Slow down to speed up....





# Supporting Your Success

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*START YOUR JOURNAL IN A MEANINGFUL WAY*

- Standards of Integrity
- Coaching Arena
- Life Intentions
- Your Transaction Goal broken down from annual to daily
- Handwritten Schedule/Calendar
- Photos of loved ones or drawings
- Important contacts, Zoom numbers, that you use on a regular basis.

# Don't Have Time? Journaling SAVES Time

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We *are* busier. Our TO-Do lists *are* longer. The result of this is a constant nagging chatter in the back of our minds. Something is missing...our great ideas, our clarity, our ease.

2

Keeping a journal is one of the most powerful tools an entrepreneur has.

3

Your brain retains and learns when you write things down.

4

From Dr. Ben Hardy- "The best ideas and insights occur away from your work. They happen when you are relaxing or often while you're thinking about something completely unrelated."

5

Greg McKeown, the author of *Essentialism*, recommends writing far less than you want to - only a few sentences or paragraphs at most. This will help you avoid burnout.

# Journaling Reduces Stress

- Several research studies found that writing in your journal reduces stress. These benefits include:
- Reducing scatter in your life
- Increased focus
- Greater stability
- Deeper level of learning, order, action and release
- Holding thoughts still so they can be changed and integrated
- Releasing pent-up thoughts and emotions
- Empowerment
- Bridging inner thinking with outer events
- Detaching and letting go of the past
- Allowing you to re-experience the past with today's adult mind. Source: Success Magazine



# Small Sweet Steps Celebrated

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- Journaling allows you to record progress and wins every day. Recording your "wins" no matter how small, dumps dopamine into your brain. "Dopamine may well be part of what makes us human—meaning awfully bright, able to plan ahead, and resist impulses when necessary." Psychology Today.
- Journaling can be a record of daily learning. When we write things down, it makes them "sticky" for our brain. Reading a great book? Journal what you are learning. Write down ideas as you listen to a podcast. Take meeting notes. Highlight things that you want to TAKE ACTION on.

# Small Sweet Steps Continued...

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- Write down what you are grateful for. This keeps you inspired! Have trouble finding something? If you have fresh drinking water and food today...think about it. Do you have people you love? Find those moments of magic and record them. **When** you look for miracles everyday you find them.
- Write down your worries and your brain will thank you! Get the crickets out of your head and stop the buzzing. Space opens and resistance disappears when you have clarity.
- Your life is worth **LIVING** and recording. Use a glue stick freely to add business cards, a favorite photo, a quote torn out of a magazine.

# Write Whatever You Want

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Just start...

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The truth will fall out of your pen.

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Free form journaling allows new thought forms, insights, and is creative.

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We do more with less- all it takes is a journal and a pen.

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You can make greater use of your time by taking your journal to lunch, making it an early morning practice, or writing in it before you go to bed.

# What do I write about?

- Begin or end the day by writing down a few things you are grateful for.
- Write three things that went well.
- Work through any issues or judgements that are dragging you around by the throat.
- How you see the world.
- Who you can help or serve?
- Your spiritual life.
- Your big amazing dreams. Start with "what if?"

# You May Want to Index Your Journal

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In the first couple of pages, set aside sections with page numbers. You may want to have a half and half journal...one half pertaining to business and the other half to personal life.

You can create a journal month by month. I used to do a page for each month in the front of my journal.

# The Level 10 Life Spread



# The Journal of Ben Franklin

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- While Franklin never wasted an hour of his life, he thought self reflection was too important for him to ignore. To that end, he never stopped questioning the value of his work and the motives behind each activity.
- For instance, Franklin had the habit of asking himself two questions daily as part of the journaling process he had for his thirteen virtues. At the top of his journal was written the question: *what good shall I do this day?* He would return to self reflection at the end of the day by answering the other question at the bottom of his journal: *what good have I done today?*
- This was his daily integrity report. While he tracked the *what* and *when* during working hours, his time spent before and after waking up was spent on the *why*.

## Business Routine

RESPOND TO 3 COURSE PERSON + PITCH 2 PEOPLE

WRITE BLOG POST FOR THE NEXT DAY

RESPOND TO E-MAILS + IG NETWORKING

DO YOUR DAILY TASK →

FILL IN THE DAY'S EXPENSES

SCHEDULE IN POSTPLANNER

RESPOND TO FACEBOOK COMMENTS

BRANSTORM/RESEARCH NEXT POST

FILL IN POSTS & NOTES IN PLANNER

EDIT PHOTOS | CREATE GRAPHICS

RESPOND TO BLOG COMMENTS

LETTERING

## Daily Tasks

Monday: PHOTO SHOOT DAY + FB LIVE?  
Tuesday: NEWSLETTER + IG NETWORKING  
Wednesday: FREE PRINTABLE + POST  
Thursday: TELERO PODCAST, EDIT + WRITE  
Friday: MAKE A YOUTUBE VIDEO (EDIT & UPLOAD)  
Saturday: PITCH 5 + DO MONTHLY TASK

### Monthly

WEEK 1 - Bill / Enter last months'  
WEEK 2 - Write in book  
WEEK 3 - Schedule IG  
WEEK 4 - Schedule Tailwind

### Planning

WEEK 1 - ADD COLLECTION  
WEEK 2 - BIBLE JOURNALING  
WEEK 3 - ADD COLLECTION  
WEEK 4 - MONTHLY SPREAD

## Planning Strategy:

DO MY PLANNING IN THE MORNING.  
WEEK @ A GLANCE ON SATURDAY AND THEN  
DAILY LISTS EACH MORNING @ 5:30 AM  
COFFEE! ☕ + 📱 = ❤️

## Get 'er done...

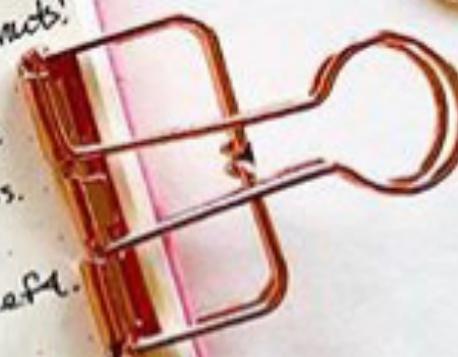
MONDAY: ADD A NEW IG + PHOTO SHOOT DAY  
TUESDAY: MEAL PLANNING  
WEDNESDAY: DO WEEKLY UPDATES / MONTHLY UPDATES  
THURSDAY: DO MONTHLY TASK  
FRIDAY: RESEARCH  
SATURDAY: SET UP WEEKLY SPREAD

ONE

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21

Jordan came to meet me and  
Went to the Global Studies social w/ Olivia  
Watched documentaries on Latin America and party  
Met Olivia to work on presentation, and played Super Mario w/ her  
Worked on presentation, and went to Family dinner  
Did the GPI presentation and ~~did~~ game night w/ Chris & Mike  
Talked to Mamma before school. I feel weird.  
Felt so tired all day, even Leo noticed. Jordan made dinner  
Went to Blick w/ Jordan, but didn't buy anything.  
Worked at Publik Coffee and had game night.  
Went on a donut and movie date with Jordan. 9 direct!  
Was interviewed for the embassy intern project.  
Decided to make a magazine for the global 1 term project.  
Just another day at school. I'm unmotivated.  
I skipped school, which was unnecessary. Jordan left.  
I managed to write a philosophy paper - finally!  
Had a fun afternoon/night with Breanne  
I got the internship at the embassy in Tokyo! My hair is pink.  
Jordan came home, we had Chinese food.  
Jordan's family  
The worst fight with Jordan  
Dinner with Breanne  
Shift with Breanne  
Amazing mushroom soup  
Amino sleep.

STEPS



way to do many things is to

time	Monday	Tuesday	Wednesday
6-7	Morning Routine	Morning	

me
- Mozart
day
p
in

1
1-
2-
3-4
4-5
5-6

course	Evening Routine	Evening Routine	Planning
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