

CLOSING THE GAP

CALENDAR

	MON	TUE	WED	THU	FRI	SAT
				4	5	6
	1	2	3			
			10	11	12	13
7	8	9			19	
			16	17	18	
14	15				25	26
			23	24		
				31		
			30			

MASTER**THE DAY**

RECAP

MASTER THE DAY BONUS TRAINING

CLOSING

THE GAP

I use a daily “one page yearly vision” to keep myself focused on the day-to-day process of achieving my health and life goals. It includes everything from the exact daily goals, to the exact daily habits for each goal, to hourly what I’m doing for each goal to stay focused.

That way, each day when I wake up there’s no confusion about what I should really be doing in order to Master The Day.

HERE’S THE RECAP:

PART 1: The one (main) thing you’re going for.

PART 2: The daily tiny habits for each goal.

PART 3: The ideally 3-4 (max) goals for this year. Remember, we’re going to forget about them anyway - but they serve as focal points for daily habits.

PART 4: The hour by hour break down of each day.

PART 5: The quarterly goals (if you’re introducing new, time-limited ones, like a marathon).

PART 6: The right info - limit yourself only to the information you need to achieve that goal. Literally forbid yourself from accumulating any other distracting information in books, online, etc.

PART 7: The purpose. Why do you do this? In the book, we talked about finding your Why, and I shared many stories of the why behind 100+ lb weight loss. What really drives you, beyond weight loss?

APPLYING THIS TO ANY HABIT!

Take a look at the worksheet below for ideas on how you can apply this to whatever tiny habits you are trying to implement in your life.

My advice would be to print this thing out, or create something you can use each year over and over.



2018 ENVISIONING

THE ONE THING

DAILY TINY HABITS

Goal 1:

Goal 2:

Goal 3:

Goal 4:

MY EXACT VISION OF
THIS TIME NEXT YEAR

TIME BLOCK

Hour 1:

Hour 2:

Hour 3:

Hour 4:

Hour 5:

QUARTER 1

QUARTER 2

QUARTER 3

QUARTER 4

BIG 4 GOALS

1.

2.

3.

4.

THE PURPOSE

PART 1: **THE MAIN THING YOU'RE GOING FOR**

Write out your main goal for the year. Remember, we're going to ditch it later, but we need it now to figure out what daily habits we need to cultivate.

THE ONE THING

What's the main thing
you're working toward
this year?

PART 2: **YOUR MAJOR GOALS FOR THE YEAR**

List your major health (or life) goals here for the year.

DAILY TINY HABITS

Goal 1: Content creation and
promotion; 3 hours a day;

Goal 2: Wake up earlier,
meditate twice a day.

Goal 3: Daily book marketing
outreach tactics 1 hour a day.

*Some of my own goals
I used in the process of
writing this book!*

PART 3: **WRITE DOWN THE KEY DAILY HABIT(S) FOR EACH GOAL**

Think about the goal for a moment. What are the most important daily habits you need to engage in every single day to make that goal a reality? In other words, if you just did XYZ habits... and were patient... what would inevitably get you there? List those. Is it cooking at home daily? Walking 45 min? Writing 1,000 words for your novel?

DAILY TINY HABITS

Goal 1: Content creation and promotion; 3 hours a day;

Goal 2: Wake up earlier, meditate twice a day.

Goal 3: Daily book marketing outreach tactics 1 hour a day.

Goal 4: Track daily calories.

PART 4: **THE HOUR BY HOUR TIME BLOCK**

Now, based on those habits, how can you anchor them to certain times of the day? For example, if you control your own schedule, you can write down hour by hour what you're doing. But with a 9-5, you'll need to be smart and strategic. E.g. 5-6 pm go for walk. 7-8 pm, Monday night, bulk cooking ritual. 7:30 am, meditation for 10 minutes. Write it down hour by hour.

TIME BLOCK

Hour 1: Content creation
for my own site.

Hour 2: Content promotion -
guest post.

Hour 3: Content promotion
- outreach, etc. for my own
stuff.

Hour 4: Book promotion.

Hour 5: Weekly SOPs/Goals

PART 5: **QUARTERLY, SEASONAL, OR SHORT TERM GOALS**

Typically, I use this for time-specific goals, like running a marathon, saving for a vacation, or writing a book. You could use this as a personal challenge timeline - each quarter of the year is roughly 100 days.

PART 6: **YOUR VISUALIZATION OF THIS TIME NEXT YEAR**

Visualization has performed miracles in my life, but mostly I've found it as an incredible motivational tool when I have hated my life and was unhappy. Write down in **as much detail as possible** what next year looks like. Make sure to include your health, happiness, work, play, family, service, and more.

PART 7: **THE PURPOSE**

Weight loss by itself is often not a strong motivator. That's why you need to take time to figure out WHY you really want it, as in the deep emotional reason for wanting this. What's the real reason you want this? Write it out on paper.

PART 8: **THE RIGHT INFORMATION**

It's easy to get overwhelmed with all the information out there, read more, and do nothing else. So why do you keep consuming information? Often it's because we hope we'll find something better. But the truly successful pick just a few key concepts, focus on those, and ignore the rest. So write down what information you are going to LIMIT yourself to this year. Is it about changing habits? Nutrition? Something specific like diabetes or IBS?

Once you've done this, review this sheet 2x a day - first thing in the morning, and last thing at night.