

Exercise: Reduce your mental overhead

POINTS TO DISCUSS:

- What are some of the benefits of weekly planning?
- What are you willing to try to change today to improve?

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Journaling... A Jump Start to Your Success!

Decide right now to set aside 10 minutes every day to write in your journal. It's very important that you make journaling a consistent and regular part of your routine.

Buy a quality notebook... something that you will treasure and take good care of. The ideas, thoughts and feelings that you're about to capture are priceless.

Journaling will give you better insight into who you are and what you value. It helps you capture the people and events that matter to you. I'm not sure if the unexamined life isn't worth living, but I know that the examined life produces more abundant results. Congratulations on taking this first step!

Here are ten ideas to help you get a jump start. You don't need to reflect on all of these questions every time you journal. Just pick the ones that will work for you and get started now!

1. What are some of the "key" events that have happened since your last journal entry?

This could include business meetings, a family dinner, your trip to the gym, a movie you watched, maybe even a simple trip to the mall. "Key" events are typically new experiences or something that generated a fresh idea for you. They create meaningful emotions or cause you to look at the world differently. The important point is to capture the highlights of "what" has happened.

2. What did you learn from these "key" events?

Were you unprepared for the important client meeting? How did that work for you? Did you dread going to the gym yesterday? How did you feel after you finished your workout? Watch re-runs with the family last night? What would have happened if you had taken a walk together?

3. What goals are you making progress on?

I know you have a to-do list and I'm glad you're checking stuff off; but are you making progress toward your goals? Spend less time thinking about what you want "to do" and more time thinking about what you want "to be"!

4. What goals appear to be stalling?

Why aren't you making progress? It's important to be brutally honest with yourself.

5. If you had to re-live the past day, week or month, what would you do differently and why?

6. What choices did you make that you're the most proud of?

You make decisions each and every day that impact your success and happiness. Are you making good choices?

7. What are the patterns of success (or failure) that you continue to embrace?

As you develop your journaling habit, these patterns will start to emerge. You can't be great at everything all of the time, but there is no excuse for not knowing yourself!

8. What are you grateful for?

Scientific evidence proves that people who focus on being thankful experience more joy, happiness and life satisfaction. Look for the good in everything, it will make life more enjoyable for you and those around you!

9. Where are you wasting your time?

It's not about working 24 X 7 X 365. It's about being purposeful using the limited amount of time everyone has.

10. What are the three most important things you want to focus on for the next 24 hours?