IGNITE SUCCESS

4 Daily Actions To Help You

ACHIEVE RESULTS NOW!

ACTION 1: WRITE YOUR GOALS

This is the action that everybody "knows" but nobody **DOES!** You have to write your goals down every morning on a piece of paper by hand. This does two things. First, it gets you to direct your focus on the most important things you need to be doing. Second, writing them by hand will drive them deeper into your subconscious than typing or just reading them.

Even if you "know your goals" this is an essential daily action if you want to start seeing results. If you don't have goals yet, one of our results specialists would be happy to help you set them for free. Just click the link to schedule a [Free Goals Discovery Session](#).

A few quick tips on goal setting:

1. Start with a list of key areas of your life that you want to continually improve. Most people tend to focus on Physical/Fitness Goals, Financial Goals, Career Goals, and Relationship Goals.
2. Brainstorm a few goals for each category, then go through and pick the ones that inspire you the most.
3. Be sure your goals are actually something you want. "Lose 30 lbs" is an ok goal, but honestly, most people do not care what they weigh. "Exercise every day" is also a common one, but is rarely followed through on. Set the goal to be what you will GET when you lose 30 lbs or exercise every day. "Fit into my old jeans," or "Go for a bike ride with my kids without having to stop and rest" are

good examples of what people actually WANT. Weight loss and exercising might be actions you need to take to reach your goal.

4. If you can't measure it, you can't manage it. Commit to how you are going to measure your progress.
5. Set a time limit. 30 day goals with weekly checkpoints seem to be a great way to go. Even if it is going to take you 3 years to achieve your main goal, break it down into what you can accomplish this month, and more importantly this week, and MOST importantly, today.

Now, take a couple of minutes to write your goals down. You can do it on the next page, or get a notebook that you can keep for writing your goals down once a day. Commit to your goals and commit to writing them daily.

COMMIT TO YOUR GOALS HERE!

Physical/Fitness
Goal: _____

_____

_____

Financial Goal:

_____

_____

Career Goal:

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_____

Relationship Goal:

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_____

_____: (Fill in your own category here)

_____

_____

_____: (Fill in your own category here)

_____

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ACTION 2: PLAN BLOCK TIME

There are a TON of different schools of thought and methods based around how to plan your day. To start making a massive impact, there are only two rules when it comes to planning:

Rule 1: You HAVE To Plan!!!

You have to plan. Keeping everything in your head leads to overwhelm and can sometimes cause us to miss or forget things. Additionally, the number of things you can focus on at one time is finite. Writing things down in your planner can   free brain capacity for more important tasks.

Plan weekly, and be sure you schedule AT LEAST one task that moves you toward your goal. You can schedule 2 or more, but at a minimum, each goal gets one scheduled task per week, even if it is simple. Ideally, plan for one task per day to reach the most important goals. Maybe it is the same task every day. Just as long as, come the end of the week, you can pat yourself on the back for making some type of progress toward each goal.

Rule 2: Go Back To High School

If your high school was anything like mine, you probably had homeroom from 8:30 until about 9:00, math from about 9:03 to 9:42, three minutes to get from class to class, thirty eight minutes for lunch, etc. This schedule was a pain in the ass, but it got the job done and got you out of school with an education.

Imagine if you went back to high school and the principal told you that you had from 8:30 AM until 3:30 PM, and that you had to complete forty five minutes of Math, Science, English, and Social Studies, all while taking 30 minutes for lunch and playing outside for 45 minutes. You could do it at your own pace, but had to be done by the end of the day.

Likely, if you are like me, your day would start with recess, and then wade into lunch, followed by another recess, followed by snack time. The hard stuff would have been crammed to the end of the day, probably not finished, and if finished, not finished well.

Set "Block Goals" every day. Imagine spending 15 minutes in the morning before the day starts scheduling exactly what you were going to do every hour of the day. Imagine CRUSHING the first five hours of the day. Even if you fall off schedule toward the end of the day, what an amazing day it would have been.

COMMIT TO YOUR SCHEDULE HERE!

Take a minute to look at your goals from section 1. Re-write your goals in the boxes below, and then write a SPECIFIC ACTION you can take THIS WEEK or better yet, TOMORROW, toward achieving your goal. Once you have the specific action, put it in your schedule and set a reminder so you don't forget. These tasks should be one of your biggest priorities, and deserve your time and attention.

GOAL	SPECIFIC ACTION	SCHEDULE

ACTION 3: TURN YOUR VEHICLE INTO A WEAPON OF MASS INSTRUCTION!!!

This is a seemingly easy one. Did you know that, by nature, we spend the majority of our "alone time" engaged in negative self-talk? It's a wonder we are so averse to being alone and need to be distracted all the time by our smart phones, televisions and computers.

We spend a good amount of our alone time in the car, sometimes thinking about things that we have to do, closely followed by thoughts of "wishing we started doing it sooner" followed by "I wish I wasn't such a procrastinator."

The solution: Spend your car time feeding your brain with positive input. Get an audiobook or find a podcast. These should be of the "success" nature. There is a time and place for fun and fiction, but let's reserve our car time for self-improvement and programming our brains for success.

COMMIT TO POSITIVE EDUCATION

I will listen to these TEN audiobooks/podcasts this month during my Car Time.

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10.   _____

Don't worry if you don't get to them all. Just be sure that 100% of your Car Time is committed to positive learning.

ACTION 4: Journal

Why keep a journal? For the same reason we measure our kids heights on the wall. Journals help you see growth. I often look back on my journal entries from a year or more ago to see what I wrote about then. What was I grateful for? What was I afraid of? What were my goals, and have I achieved them, or have I improved the quality of my goals altogether?

I recommend journaling at the end of every day (again, on paper, with a pen) but once a week is ok too. I can't honestly say I have seen much difference when I skip a day or two, but much more than a week is too long to go. Keep it positive. No need to beat yourself up "Dear Diary" style. No need to write about people being mean to you. Write about the awesome things you did that day. Write about the special moments you shared with friends and family. If you need to write something negative, just be sure to write how you can do better next time. This will keep you moving forward.

Here are some great things to focus on in your journal:

- What am I grateful for today?
- What was great about today?
- What didn't go my way, and how can I do better next time.
- What did I learn?

- Who did I help?
- Who helped me, and how can I pay it forward?
- Did I hear or read anything that inspired or motivated me?
- Why am I proud of myself?
- How did I move my goals an inch or more forward today?
- What am I going to do tomorrow to make it even better than today?

Journaling is probably the most difficult of these four actions to adopt and stick to, but it is just as important. Again, don't get discouraged when you forget or skip a day, just hop right back in. When you turn 100 years old (assuming you're not already 100) you will have volumes of GREAT reading material to review and share.

COMMIT TO JOURNALING

On the page below, or in your notebook, write your first journal entry. Not sure what to write about? Use the ideas above to get you rolling.

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