

Maximize Your Day

Be 10X More Productive

Live Your Life By Design

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The Keys to a Perfect Day

To maximize your day and be super productive you need to focus on achieving balance in your life and do the most important activities in the morning and in the evening that produce results.

Unless you're super disciplined most people will not be able to do every activity mentioned here consistently on a daily basis. So try to do as many as you can that fits in with your lifestyle and that works for you.

As with life, routines can change with time depending on your personal priorities, so you may add some activities and drop others at different times.

Keep in mind nothing is set in stone. Life changes, circumstances change, priorities

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change, goals change, so feel free to alter, adjust and fine tune your daily activities accordingly.

Some core activities are constant, never change and can be done year around so make a habit of doing them every day. The secret is to start small and gradually build on it. Form good habits and routines and stick to them consistently on a daily basis.

The key to a perfect day lies in planning and setting the stage the previous evening. A night time ritual affects your sleep and the mood you'll be in when you get up and thus becomes the foundation of your whole day.

Your evening activities starts with your family dinner and you need to make it into a routine if you want to realize changes in your energy

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level, productivity, mood and motivation. Just follow the checklist below.

Evening Activities:

- Finish work at a reasonable hour so you have time to do your evening activities.
- Eat dinner with your family so you can strengthen family ties and share some high quality, family time together.
- Go for a 30 - 45 minute nature walk to get some light exercise and clear your mind from the days stressful events.
- Do not look at any electronic screens 90 minutes before going to bed because this light can be disruptive to your sleep.

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- Take 5 – 10 minutes to assess and evaluate your day to measure progress and make any improvements.
- Plan tomorrow by making a To Do list of your top 3 priorities for the next day.
- Spend 10 minutes thinking about your most important problem you are trying to solve to stimulate your subconscious mind while you sleep.
- Spend 5 – 10 minutes expressing gratitude for all the good things you have in your life to put you in a positive, abundance mind set where you expect good things to continue happening to you.

- Spend 5 – 10 minutes meditating and doing deep breathing exercises to calm your mind and relax your body.
- Read yourself to sleep.
- Get 8 hours of sleep by going to bed 8 hours before you are planning to wake up.

Morning activities:

- Wake up early like at 5 am to get an early start to the day and use your clear, well rested mind and positive morning energy to get more accomplished.
- Try to let your body wake up naturally without the use of an alarm clock.

- If you need an alarm clock, put it on the other side of the room to force yourself to get up and not go back to sleep.

- Don't check your smart phone for emails and messages because you will be starting the day in rushed, busy, reactionary, stress filled mode.

- Open the curtains or blinds and let natural sunlight flood your bedroom to help stimulate your internal clock.

- Make your bed to avoid going back to sleep again.

- Take a shower to help you wake up if necessary.

- Drink a glass of warm, fresh lemon water to flush your digestive system, boost your immune system and re-hydrate your body.

- Calm your mind and thoughts by writing in your journal any problems and challenges you are trying to resolve in order to help overcome them.

- While journaling also write down your goals, dreams and the life you see yourself living because remember, you are what you think.

- Devote 60 to 120 minutes towards working on and completing any outstanding personal or work related projects that are

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important to you. Take advantage of your focus, concentration, energy level, creativity and productivity in the morning.

- Exercise for 30 to 45 minutes. Start slowly and gradually increase the intensity. The more vigorous and intense the exercise the better it is for your body and you'll sleep better at night.
- Don't check your voice mail, email and social media before mid to late morning or you will be in reactive mode.
- Listen and read uplifting material that will inspire you, motivate you and lift your spirits to help put you in the proper mindset for the rest of the day.

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- Meditate and start off the day in a positive, relaxed, calm state of mind which will set the stage for the rest of the day.

- Eat breakfast and lovingly interact with your family. Eat a healthy breakfast consisting of whole grain cereal, fruit, yogurt, juice, smoothie etc.

Your whole day reflects how you wake up. Give yourself some personal time and space in the morning. Be the person who you want to be. Don't live your life reactively. Don't rush in the morning.

Give yourself enough time to do all of your activities so that you're not stressed,

running out the door because you're going to be late for work.

Don't live your life feeling rushed, busy and behind. Don't constantly react to events and things because your entire day will reflect this. It will have a direct negative impact on your energy level, health, happiness, relationships and overall well-being.

Live life by your values, ideals and goals. Be fully aligned and congruent in everything you do. Be in control of your life and activities at all times. Live your life proactively and by design.

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A consistent morning routine will have a profound and dramatic positive change in your life within 2 - 4 months. You will be a calmer, more relaxed person and in control of your life.

You will be living a more satisfying and fulfilling life filled with intention and purpose

Be the person you want to be. Live your life the way you want to live it. Live your life with intention, purpose and by design because you have chosen to live this way.

If you found this guide beneficial and helpful to you, please share it with others.

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Remember to Live Love Laugh and Be Happy!

I wish you every success in your journey through life.

Thank You !

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