



I AM *Becoming*



WORKBOOK 8



DAILY RITUAL





This is my powerful daily ritual.

The RULES: NO email, NO social media, NO TV (Family needs ONLY) until you clear your mind and physical space.

All of these things take your attention away, all of these things want something from you. Mostly they want your time.



STEP ONE: Clear My Mind

1. **Brain Dump:** Process yesterday's emotions & reconnect.

2. **Prioritize Me:** In my day, and my time. The VIP is me.

3. **Create an Action List For The Day:**

Choose top 3 priorities for work for today

Choose top 3 priorities for personal for today

Book VIP or body time, movement or self-care

STEP TWO: Clear My Space

(Literally and metaphorically)

Clean up, organize and prepare my CREATIVE space. Connect to what I create.

Connect to the people I create with. Connect to people I create for. Connect to WHY I create.

STEP THREE: Activate My Action List

Delegate / Outsource. Calls and Emails.



Clear My Mind, Why?

Processing Yesterday's Emotions to move forward is the ultimate self management. This is where you REFRAME past beliefs and kick old stories to the curb. Once I am clear of old emotions that don't serve me anymore then can I reconnect to my goals, my alignment and my focus. Feel excited as I focus on my goals.

I Prioritize my time, why? The VIP is ME. I can stay in alignment if I create the time to prioritize me and how I spend my time. When I am fulfilled I make myself the first priority and then I can meet the needs of others with a big full heart.

Creating an action list IS SETTING A BOUNDARY so you can delegate and outsource and stop doing all the jobs you don't want to do anymore. Prioritizing you, then understanding that you can only manage three priorities at a time and if you are giving yourself away here in this moment when you are creating your day you need to set more BOUNDARIES.



Personal priority for the day

What will I prioritize today? How will I spend my time?

CHOOSE THREE:

"Today I prioritize..." Choose your top 3 personal priorities for today. Which of these six areas will you focus on today? The reality is you only get 3 per day so choose and make time on that priority list.

CREATE / WORK

MOVE / BODY

FRIENDS / SOCIAL

PLAY / HOBBIES

SPOUSE / FAMILY

SELF CARE / REST

If you have a career/ or business and family, that's two selected by default. So pick number three! Will you make time to move, rest, play or go to friends?

IMPORTANT: Can I work, move, play and self-care WITH family and friends? YES, that's called working through your highest values.

Example: I don't have time to go to the gym but my kids need me. So move joyfully WITH your kids.



Clear my space

Do I love the physical space I create in?

Clear My Space: I clean up, organize and prepare my CREATIVE space. I want to create in a space that inspires me. How can I make this creative space mine? Where do I feel the most creative? How can I create space to create?

I Activate My Action List: I delegate TO manage my time, TO GROW. I outsource jobs I don't want to do - I employ the help of others and create systems that prioritize and support me.

POWER TIP: the only Discipline you need is to yourself To MAINTAIN your boundaries so you can have the day you want!

I Set Expectations: to my friends, my family, my partner, to my clients, to my staff, to my colleagues. "I can give this much time, I can give this much money. I am available for... I can create, I can give, I can support you this way..."

I Communicate Boundaries: Be honest about what you need, speak clearly, no games, no manipulation. Speak with love, communicate your needs, say no. I have a prior commitment. I have a VIP client. You don't always have to say sorry, no is no. I demonstrate boundaries. I ask for more.



Connect to what I create

Connect to the people I create with. Connect to people I create for.
Connect to WHY I create.

I connect to the people I live with, I set myself up for the day. I send them off empowered and excited for their day. I connect to what I create, why I create, who I create with and what I make. I prioritize myself to choose how I want to spend my time.

In JOY.

SELF *Value*