

LifeBooking!

Session Five: Mastering Your Day-to-Day

Okay beloved Lifebookers!!

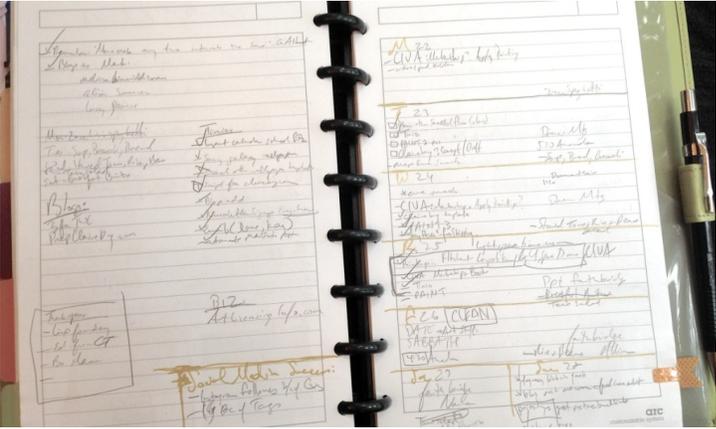
I know y'all are excited, but let's review before we get too crazy building our planner section! So far, you've created your very own unique LifeBook (YAY!!). You have defined some big-daddy dreaming-big dreams for the year, with actionables that will turn these dreams into reality! You've got sections for your Collections of important lists and ideas, your Life Categories that house small goals and plans for different areas of your life, your Month section which breaks down your monthly themes and goals and important dates for each month and now you're ready to tackle your dreams and to-dos one week at a time, one day at a time, one task at a time!

Open your mind to the possibility of organizing your day or week however you want to!

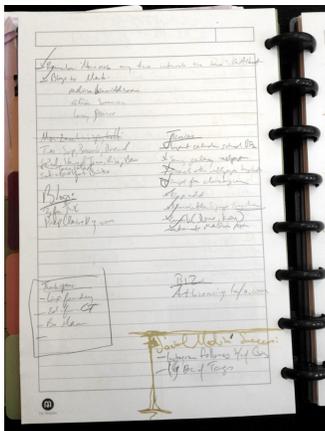
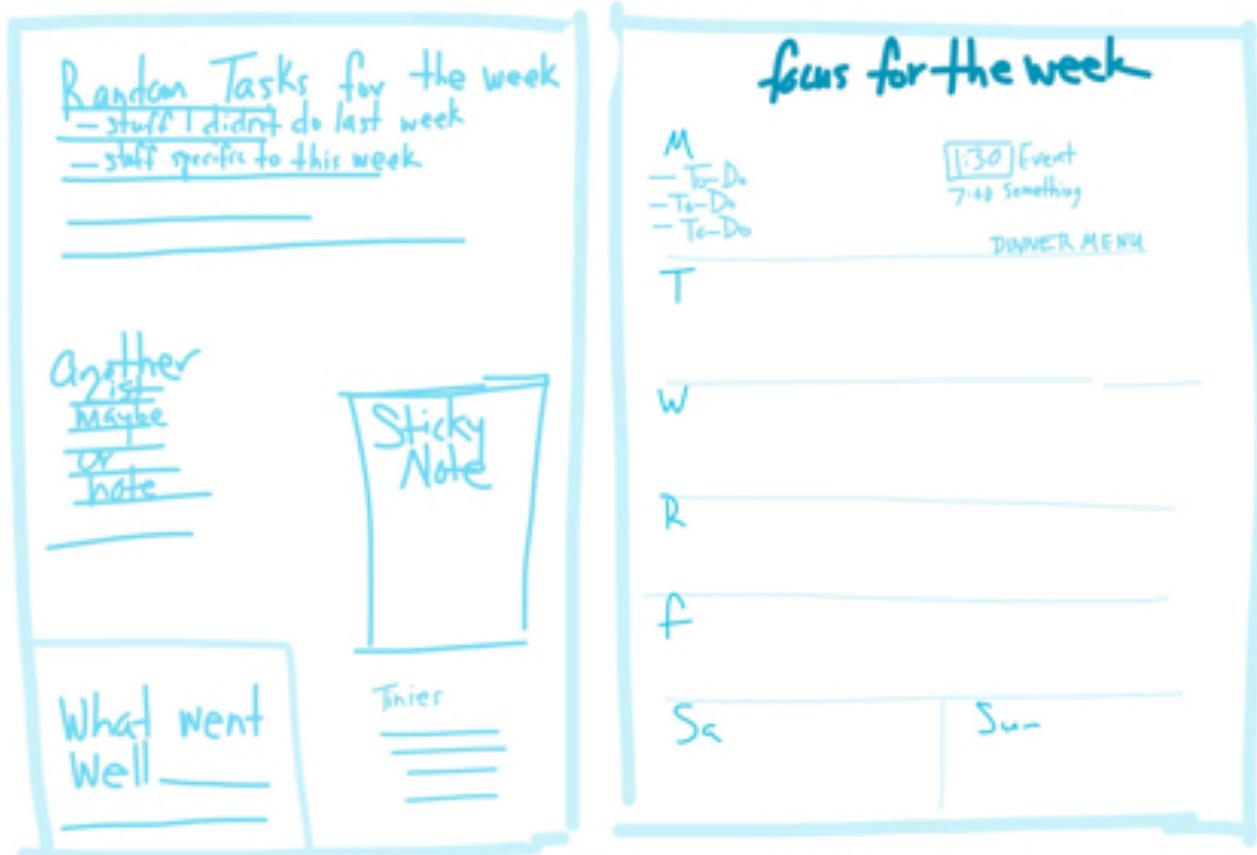
We keep using the word "customizable" to describe the LifeBook system and if there's ANY section that should be approached with your unique needs in mind, this is the section. Most of us are here because we need something more than traditional organizer/calendar systems. We need different sections in our day or week-views. We need places where we can add elements of our focus that are unique to our lifestyle.

So pause for a minute to take note of what you've wished other planning layouts offered. We talked about this in session two, and now is your chance to create that layout. Build that design. Open your mind to the possibility of organizing your day or week however you want to! This is your moment!

To expand your thinking a bit, let's take a look at my day-to-day layout:

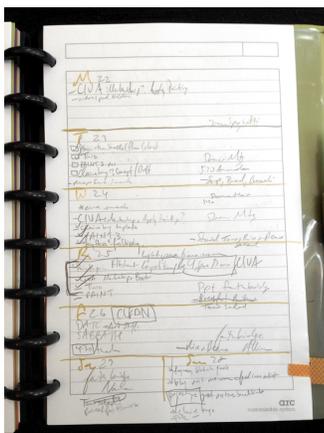


I use a weekly view approach to keep things simple and help me see the whole week. Jump to the next page for a sketch of how I organize my week layout.



Left page:

- Items from my month's theme.
- Personal Reminders (family plans, important dates, etc.)
- "Tiniest" – a batch of to-dos that I put together to knock out in one sitting, making space for the big projects. (ie. thank you notes, emails, social media check-in)
- Notes/Infos... (Examples: meal ideas, people to connect with, blog posts)



Right page:

- Top of page = 1 or 2 main areas of focus for the week.
- Each day's area is sort of gridded:
 - Left column: three or four must-do's for the day
 - Right column: time of events/meetings
 - Right Bottom: Dinner

I usually sit down at the beginning of each week to import details from my google calendar and month-pages/deadlines. Then I fill in my must-do's for the first couple of days, keeping in mind the 1 or 2 main goals for that week. Then I refer to my must-do's every morning.

Homework:

1) Let's go back to the question of what you need in a layout. The day-to-day section is THE place to include anything that you want as a regular element of your daily or weekly life, and the possibilities are as varied as you are! Remember: If you can make it work for you then it will work! There are number of potential layouts in the session worksheet, so ignore the video until instructed to watch it, but grab the PDF layouts in the worksheet on our session five page. Take a look to see if any of these work for you, print them out and give them a shot!

Or, if you want, you can make your own layout that fits your unique needs for the week. Really! Take a minute to have some DIY time. Draw it or print it or make it however you can.

Add whatever you want to your week or day layout

- number of glasses of water per day
- people you want to connect with
- a daily "check" area for any habit you are trying to form or quit
- schedule of household chores
- budget tracking
- record progress on big-daddy dreaming-big goals

2) Once your layout is ready, fill your "day-to-day" section with pages! Then begin to add these to-dos. Pull in your deadlines from your actionables. Flip back to the first month or two and begin to fill in some days/weeks. I'd recommend only doing a few weeks for now, because you might find that this pace will need to be adjusted. These deadlines are suggested goals to shoot for. Keep them in your month-pages, and adjust/adapt as needed. Always give permission for change and adjustments, because if you can make it work for you then it will work!



One final thought:

It's time to celebrate your journey through this LifeBook course. And I'm made you a special video for this very occasion! Take a look on our session five page!

I would LOVE to hear from you one more time before we wrap this up. Please hit reply and tell me what did you think of this experience. What was most useful? What do you want more of? & maybe send a pic of your LifeBook!

Your feedback will help me better tweak my own LifeBook experience AND improve future resources for fellow LifeBookers.

Thank you again. It was such fun to walk through this with you!

~mandy

P.S. We've got a few more extensions for those of you who are interested in developing your own yearly rhythms of reviews and seasonal adjustments. So take a look and consider using these extensions as a part of your monthly and quarterly LifeBook experience!!

1) Quarterly/Seasonal Extension Pack: The ESSENTIAL Questions to ask as you review your LifeBook system. Will address the seasons, holidays, special project check-ins, etc. And maybe some fresh seasonal graphics! All designed to keep you on task and moving in the direction of your big-daddy dreaming-big goals! (Grab the pack for \$5 here: <http://mandythompson.com/lifebook-extensions/>)

2) Monthly review/look ahead Extension Pack: These worksheets are designed to keep you on task from month-to-month, with questions to help you review the previous month as well as plan the theme and goals for the upcoming month. The pack has a double-sheet for each month, to print and use during your monthly review sessions. (Grab the pack for \$5 here: <http://mandythompson.com/lifebook-extensions/>)

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