

HOW TO HAVE A GREAT DAY

1. Prepare for the next day
 - a. What you are wearing
 - b. To-Do-List
 - c. Anything needed for success
2. Go to bed right
 - a. Early, without stress – no TV, news, electronics
 - b. Pick a shut off time (6:00PM, 8:00PM, 9:00PM)
 - c. Shower, read before sleep
3. Wake up early enough to do your orderly routine before leaving the house
4. Leave 15 minutes earlier than you have to, to be on time for where you are going.
5. Go over to-do-list, calendar, banking, social media (with time limit)
6. Work in 15 or 30 minute increments.
 - a. Take breaks; Take lunch
 - b. At end of breaks and lunch go over to-do-list
7. Invest in someone else's accomplishment or success:
One in the morning; one in the afternoon
8. 1 hour old; 1 hour new; 1 hour future
These 3 hours will lead you on how to invest the other 5-7 hours
9. Re-cap your day to rejoice over victories.
Adjust for improvements; plan for the next day
10. Share your day with someone important to you
11. Repeat over and over to maintain success