

Hey Awesome One!!

If I were in front of you now, I'd give you a gigantic fist pump and shout "Woo Hoo!!"

But downloading this daily guide (or you could also call it a planner, a roadmap, a blueprint, a treasure map, a compass, a Bullsh**t filter, a ritual for self-care, daily pages, etc. etc.¹) is only the **first step**. But I can tell you this:

This daily guide is a game changer!!!

And let me tell you why.

We have so many distractions:

- Facebook
- Email
- Snapchat
- Instagram
- Twitter

And we have so many tools to keep us organized, focused, and on-track:

- Day Planners
- Phone calendars, wall calendars, pocket calendars
- Todoist
- Awesomenote
- Evernote
- One Note
- Ifttt

And we wonder why we can't turn our mind off and why we are stressed out, busy all the time, and don't seem to get enough done. Can you relate?

What I discovered is that I needed a "shiny object filter" or a BS Filter so I could focus NOT just on a to-do list, but focus on how I want to feel, how I want to show up, and not lose sight of my goals and desires.

This *Awesomeness Guide* does that and more! I realized I didn't need another planner to keep track of my appointments and meetings. That's easy. Checking off boxes on a 'to-do' list is also easy. I don't need another calendar and I presume you don't either. Calendars are great for letting us know what's next or where we need to be, but they are not so great at helping us engage in creating a life we love to live, becoming more receptive, or expressing our awesomeness.

Nope. I needed something more important and more meaningful. I needed something that would help remind me of what's really important – and what's really important is connecting with my genius, becoming more mindful, honoring and valuing myself, nurturing my dreams and talents, enjoying every day, remembering gratitude, and unmasking my authentic, awesome self.

I hope that's important to you, too. If so, this planner will get you headed in the right direction.

¹ To be honest, I agonized for months and months about what to call it and have changed my mind dozens of times. I wanted a sexy name; something that overwhelmed, overworked, over-committed, and over-giving women would jump at. So, it doesn't really have an 'official' name. And I'm open to suggestions.

First, here are the benefits

- Having a clear idea of how you want your day to unfold is a great **stress and overwhelm reliever**. This daily guide isn't about micro-managing the details of your hour-by-hour or minute-by-minute life (over-scheduling also leads to stress and overwhelm), it is about paying attention to the most important aspects of your day:
 - How do you want to be?
 - What do you want to enjoy?
 - What can you appreciate and be grateful for?
 - What went well? (Celebrate the victories!)
 - Are there new habits or rituals or a mindset shift you'd like to establish?
 - What is your top priority for the day?

Looking at the big picture gives you breathing room and a chance to dream.

- Taking time to think about these questions helps slow down your racing thoughts and helps you **become more mindful**. And when you are more mindful, you feel more powerful. Writing things down not only engages more of your senses but helps override that critical 'monkey mind.'
- This planner becomes a roadmap of where you're going and also where you've been. You can think of it as a 'journey tracker' and a mini-journal. Yes, it's nice to know when your last haircut, pedicure, or dentist appointment was (you can find that on your calendar), but it's critical to **reflect on your growth, your accomplishments, your upgraded beliefs, your areas of appreciation**, and all the ways you were able to acknowledge and honor yourself.
- I don't know about you, but I love, love, love to check things off a list. So, of course my daily guide had to have a few checkboxes. However, these are not just mindless 'to-do' checkboxes. These are purpose-filled and thoughtful reminders that help you create a new mindset or new habits and rituals to keep you moving in the direction of your dreams.

To Print or Not to Print?

If I ruled the world, I'd say print this out and keep it with you. I keep mine on my office desk where I can look at it dozens of times a day and be reminded of what's important and what's just a *'shiny object'* that will take me off course and away from my own brilliance. And I write in mine throughout the day. It helps keep me focused on what's important and since I can always see it on my desk, it's also a reminder to me to continue to keep moving forward, appreciate myself and my journey, and embrace my own brand of awesome.

Or you could fold it up and put it in purse and take it with you. And when you think of something to be grateful about or you get an insight or intuition, you can write it down immediately.

And if you do print it out, save your daily sheets in a binder so they become a memoir of your own journey.

But, I realize not everyone has a printer, let alone an office desk (or even a purse???) So, I've made the *Awesomeness Guide* so you can fill it out electronically. If you do complete it electronically, I suggest you keep it open (and minimized) all day. Then save your copies so you can celebrate your daily successes and appreciate all that you've accomplished and remember how awesome you really are.

And if it seems like this is too much.....

...not to worry. Of course the biggest benefit will come if you complete the entire *Awesomeness Guide* every day. However, each component (there are 6 of them) is a great stand-alone tool and will still help you conquer overwhelm, establish clarity, and inspire confidence so that you move through your days with ease, joy, flow, and delight!

Okay, so let's go over the various components and suggested uses. Ready?

Start Here

Date:

The quality I want to **BE** today

♥

What I want to **ENJOY** today

♥

It's a 'no-brainer' to begin with the date. But in my opinion, the other two boxes are one of the [most important](#) to fill out every day. If you only fill out one item, I would choose these two: *The quality I want to **BE** today* and *What I want to **ENJOY** today*.

Before you even get out of bed in the morning, check in with yourself. Ask yourself these two questions. See if you can allow your inner genius to penetrate your conscious mind to determine the quality that is a top priority for you on each day.

You can choose the same quality daily or choose something new every day. I generally choose something new each day. Here are some examples for *The quality I want to **BE** today*:

generous	happy	thankful	spontaneous	open	peaceful	receptive
mindful	friendly	helpful	open-minded	tolerant	accepting	patient
content	playful	observant	kind	passionate	relaxed	focused
confident	organized	upbeat	courageous	truthful	purposeful	enthusiastic

As you can see, the list is almost endless.

Next, focus on what you want to **enjoy** each day. I generally think about what I am doing that day and then choose something to actually make up my mind to enjoy – not just ‘go through the motions.’ When you commit to enjoying something in particular, you end up being much more tuned in aware of all that is going on and this automatically increased your sense of gratitude and well-being.

Here are some things you can enjoy:

meetings	meals	cooking	washing dishes	grocery shopping	phone call
coffee	laughter	exercising	getting dressed	walking the dog	paying bills
music	studying	conversation	a favorite TV show	taking a shower	doing laundry

- Example: Once I wrote down that I wanted to enjoy grocery shopping and when the time came for my shopping trip, it was magical. I noticed how the fruit and vegetables were so perfectly stacked. I enjoyed the abundant variety and selections of everything. I took time out to enjoy noticing the other shoppers and the many ways people were going about the business of shopping, sometimes in a hurry and sometimes very carefully. I enjoyed the sweet fragrance of the flowers and I stopped and smelled many of them. Not to mention taking a ripe plum and peach and being amazed at the gift of their scent. When it came time for me to check out, I made eye contact with the clerk, engaged in a brief conversation, and was overwhelmed with gratitude on how her job was to serve me!

Does this sound dorky? I can tell you at the time it felt weird to even write down that I wanted to enjoy grocery shopping, but it was amazing! In fact, it was so amazing, I still remember that shopping trip over a year later!

What I need to do today
no matter what!

What is your top one to three priorities today? What have you been putting off and you absolutely need to get it done today? Or maybe you haven't been putting it off.

Even though there are 5 lines, I would put a maximum of 3 items here. These top priorities could be family-related, work-related, health-related, or even dream-related.

I wouldn't call this component optional, but if you had to skip something (and you also keep some sort of calendar so you know what's important to take care of each day), you can skip this.

"Learn to be thankful for what you already have, while you pursue all that you want." —Jim Rohn

Do you notice how this is the biggest blank box on the page? It's big for a reason. Gratitude is an important habit to cultivate.

I like to fill this out periodically throughout the day. I might take a moment to just reflect on what I'm grateful for in the moment and write it down.

And don't just limit your gratitude to what happens 'to you.' You can also be grateful about how you helped someone or made a difference.

I also know people that write their gratitude list down immediately after filling out the top portion. They *thank ahead* (so to speak). And others fill it out at the end of their day and reflect later on what they are grateful for.

There is no wrong way to express gratitude. This box is also one of the **most important** to fill out every day.

Gratitude List



Checkboxes! Yay!

Daily Habits

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Okay, nobody wants to write down habits every single day. This is where you can use the electronic fillable form to write in your daily habits and then print it out already populated with the habits you want to reinforce or start.

If you already have a habit that is working for you, it doesn't need to be written down (unless you just love to check it off). If something is genuinely a habit, you'll do it even if it isn't listed.

This *Daily Habits* list is for those habits that aren't quite cemented in place yet or those new habits you want to establish.

Here are some examples:

Drink 8 glasses of water
Write a thank you note
Prospect for new clients
Repeat affirmations
Compliment 3 people
Eat meals at the table

Exercise for 30 minutes
Meditate
Read for 30 minutes
Watch an inspirational video
Read goals 3 times daily
No eating after 7pm

Get 8 hours of sleep
Complete the Awesomeness Guide
Practice a musical instrument
Do stretching exercises or yoga
Visualize for 3 minutes
Take vitamins / supplements

Not Just another Food Log

Or it could be just another food log. If you are attempting to become more of a conscious eater, then a food log is critical.

So many women I know eat in their cars, eat standing up at the kitchen counter, eat at their desks, or eat while watching television. They'd have a hard time describing the taste of their food or the experience of eating.

For these women, the food log is more about the *where* or the *feeling* of eating and less about the food itself.

- *Where*: at the table, in front of the TV, in the car, at a restaurant, etc,
- *Feeling*: rushed, savored, chewed slowly, was reading while eating, etc.

And if you are trying to create new eating habits, then you could add the new habit to the *Daily Habits* checklist above and reinforce it by making some notes. Cool, huh? I think so.

Or just use it like a regular food log to track what you are eating. Or just ignore this component.


MEALS

B

L

S

D

What went well today
Where did I get it right 

I can't emphasize enough how important it is for you to recognize and celebrate your accomplishments. Women tend to put the wants and needs of other people first and then they settle for 'crumbs.'

And we wonder why we have weak boundaries, our self-esteem is in the basement, or our self-confidence seems non-existent.

You do so much right every single day. You make decisions. You keep your promises. You juggle family, work, and social responsibilities. You keep moving forward even when you don't feel like it. You volunteer. You make other people's lives easier.

It's important that you recognize your value and worth every single day. Often, we are only focused on some big accomplishment, we miss all the ways every day we show up and shine. Maybe you didn't lose your temper. Win! Maybe you avoided that extra piece of cake. Win! Maybe you cheered someone up. Win!

This box is one of the most important to fill out every day.

Do yourself a huge favor. Use this *Awesomeness Guide* and help yourself reclaim your power, unmask your brilliance, and reveal your amazingly awesome self.