



A CHECK LIST

6 SUCCESS  
HABITS TO  
POWER UP  
YOUR DAY

NLVA



## Success Habits to Power Up Your Day

Use these worksheets to get focused for the week ahead.  
Staying focused means staying productive.

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- I have made a commitment to re-vamp and re-charge the first two hours of my morning
  
- I have set myself up to start following the six essential steps:
  - Set my alarm earlier than usual
  
  - Go to bed earlier than usual
  
  - Open my curtains last thing before bed so that daylight can help wake me
  
  - Drink a glass of water first thing in the morning
  
  - Exercise
  
  - Feed my soul by doing one or more of the following:
    - Pray/Meditate
  
    - Spend time with family
  
    - Think about things I have that I am grateful for
  
    - Claim an affirmation of the day
  
    - Ask myself a question of the day that challenges me and produces a positive attitude
  
    - Take time to daydream
  
    - Read an inspiring article or chapter from a book



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- Create a dreamboard
- Listen to a motivating podcast
- Other \_\_\_\_\_
  
- I have considered the benefits of trying a morning smoothie
- I have planned my day:
  - Away from the computer
  - The night before
- I have centered myself internally before starting work
- I have taken time to include family or pets as part of my morning routine
- My new morning routine:
  - Centers me
  - De-stresses me
  - Powers up my morning
  - Helps me be present in my own day
- I have simplified my first-two-hours routine down to:
  - What doesn't drain or distract me
  - What produces maximum energy, confidence and focus



## Success Habits to Power Up Your Day

- I have:
  - Identified the most distracting and counter-productive morning habit I have
  - Written down the top three essentials I think I need to adopt for daily productivity
  - Chosen one or more new morning activity to energize and inspire me
  - Considered whether or not it would be a good solution for me to add one daily task or responsibility that I have real trouble tackling, normally
  - Chosen one or more activity that stimulates subconscious creativity
  - Added other new morning activities that appeal to me
  - Subtracted the most distracting current, habitual activity from my morning routine
- I have separated my personal and work space in some manner that works for me
- I have re-organized and de-cluttered my work space so that it feels:
  - Inspiring
  - Energizing
  - Calming
- My work space is now distraction-free
- I have made sure I have a comfortable work chair



## Success Habits to Power Up Your Day

- I am focusing on being productive rather than “busy”
- I am keeping Zen-type activities as brainstorming tactics and making sure they are not just avoidant behavior
- I am making notes or prioritizing at the end of the day for the next day, including:
  - What has to be done?
  - What has a deadline?
  - What will bring in actual income?
  - What will actively harm me or my business if I don't do it?
- I am making sure I can see my daily to-do or top three priorities list at all times, while I work
- I understand the difference between:
  - Billable time, where what I am doing will actually and directly generate income
  - Valuable time, such as building client and subscriber relationships; networking
  - Time that doesn't directly make me money or build relationships (tasks that could be done by anyone)
- I have delegated, dumped or outsourced time-wasting and non-money-making tasks
- I am using apps, templates, content packages and forms to automate or minimize non-billable tasks



## Success Habits to Power Up Your Day

- I am organizing the week's/month's tasks for my VA in advance
- I am shutting the door behind me after I finish work for the day—and remembering first thing in the morning to drink my glass of water!

*Thanks so much* for stopping by my website's cool resources page. Please feel free to stop by [my blog](#) and let me know if you found it of value.

Have an awesome day!  
Lisa

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