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|  | **READ INSTRUCTIONS BEFORE TRYING TO FILL IN WEEKLY AND DAILY PLANNER!** *If you rinse and repeat the system, it will work for you…* |
| 1 | * Block 90-minutes on Friday to complete weekly Top 5 Commitments for next week plus Top 5 Activities for Monday. * Block 30-minutes end of day Mon-Thu to review today’s daily Top5 and create tomorrow’s Top 5 from the Weekly Top 5. * Use a clipboard on your desk for your weekly + daily planner sheets below! |
| 2 | * Top 5 Weekly Commitments stem from monthly /quarterly commitments representing your 6-month goals.   **Examples of Weekly Top 5 Weekly Commitments**   * Complete ABC project by Tues noon; submit to client * Create and upload social-media content for month by Wed end day * Organize bookkeeping for bookkeeper by Mon 11 AM * Research, confirm weekly workout outside home Mon 3 PM * Plan Dad’s90th B-Day celebration by Thu end day * Prospect 10 new leads x 90-minutes Mon + Wed 10-11 AM * Schedule annual dentist, physical, eye appointments by Fri noon   **Exampleof *Stress is Optional* Mindset Today**   * From *there is not enough time* to *I AM managing my time and energy well today* * From *I don’t have time to do this* to *I AM doing this to free up time and slow down*   **Examples of Top 5 Daily Activities**   * Organize receipts for book keeping x 60 minutes (10-11) * Client project -review draft summary x 90 minutes (1-2:30) * Cardio x 30 + meditation x 15 (7-8 AM) * Source 30 images for social-m content for month (3-4)   **Examples of Rewards**   * Fifteen minutes silence before dinner with candlelight, soothing music * Twenty minute walk in neighborhood with just you at lunch * Thirty-minute lunch away from your desk while reading a book * Make a batch of soup in between client calls in morning = healthy lunch! * From *I’m too tired to work out* to *IAM investing in self-care with 30 minute walk* * Haven’t got a quarterly/6-month plan? Connect with us. * At end of each day, identify your Top 5 Inspired-Activities for tomorrow to fulfill your weekly Top 5 Commitments. * Ponder your #1 negative stress thought that is keeping you contained. Write down the opposite thought under Stress Solution Mindset. Read it 10x daily. * Reward yourself for completing Todays’ Top 5 Activities. * Friday-during your non-negotiable time, review your Weekly Top 5 Commitments and work to complete all. Reflect on commitments that needed more time – give yourself more time next week. Reward yourself for completion. Rinse and repeat this weekly + daily practice, results will follow. * If you don’t complete your daily Top 5 add them to tomorrow. Do not create more than a daily or weekly 5. This is about learning to do less way better. It forces you to let go of tasks that are ‘filler’ and not revenue generating or client fulfillment on the highest level possible. |
| 3 | **Reminder** When you rinse and repeat this simple, you shift old worn out habits into ones’ serving you, well. It may take a bit to get the hang of it. Your results will always show your level of commitment to practice with discipline. The rewards will motivate you to make this a non-negotiable. |

**Learn More about Us!** [http://christinemonaghan.com/reset](http://christinemonaghan.com/reset%20/) **|** <http://christinemonaghan.com>

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|  | **WEEKLY TOP 5 COMMITMENTS** (projects and high-level working on vs in your life) | | | Completion Time (90 Minutes, etc.) | | | Completed |
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|  | Monday**: DAILY TOP 5 ACTIVITIES / TASKS (make them inspiring)** | | | | | | Completed |
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|  | Stress is Optional Mindset Today | I AM … |  | | / Reward = |  | |

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|  | Tuesday**: DAILY TOP 5 ACTIVITIES / TASKS (make them inspiring)** | | | | | | Completed |
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|  | Stress is Optional Thought for Today: | I AM … |  | | / Reward = |  | |

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|  | **WEEKLY TOP 5 COMMITMENTS** (projects and high-level working on vs in your life) | | | Completion Time (90 Minutes, etc.) | | | Completed |
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|  | Wednesday**: DAILY TOP 5 ACTIVITIES / TASKS (make them inspiring)** | | | | | | Completed |
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|  | **WEEKLY TOP 5 COMMITMENTS** (projects and high-level working on vs in your life) | | | Completion Time (90 Minutes, etc.) | | | Completed |
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|  | Thursday**: DAILY TOP 5 ACTIVITIES / TASKS (make them inspiring)** | | | | | | Completed |
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|  | Stress is Optional Thought for Today: | I AM … |  | | / Reward = |  | |

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|  | **WEEK: Top 5 Focus** | | | Done By | Completed |
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|  | Friday**: Top 5 Inspired-Actions** | | | | Completed |
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|  | Stress is Optional Thought for Today: | I AM … |  | | |
|  | Today’s Reward | |  | | |

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|  | **TODAY SPEND HALF THE MORNING GETTING ORGANIZED, WORKING OUT, THEN GO OUT & PLAY!**  Saturday= groceries, workout, errands then go play and socialize or read a book, watch a movie! | | | | | | Completed |
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|  | **TODAY IS A DAY OF REST, FUN, PLAY, ROMANCE....JUST LET GO AND ENJOY!**  Sunday= **A Day of Rest x 1 / Fun x 1 / Love x 1 / Good Food x 1 / Reflect + Read x 1!!!!!** | | | | | | Completed |
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