

Theme: <i>Marketing Monday</i>	<input type="checkbox"/> Perform	<i>Go confidently in the direction of your dreams and live the life you have imagined.</i> ~ Thoreau
Monday Jan / 6 / 2020	<input type="checkbox"/> Plan	
	<input type="checkbox"/> Play	

Intentions (A.M.):	<i>Take 5 minutes in your morning and evening to choose 1-2 questions from each of the IMAGE Prompters on page 29. Start with setting your Intentions for your day. Write down what you want to either bring about or have come about. What will you stay focused on today?</i>
Magic (P.M.):	<i>Because what we focus on expands, notice the good fortune that has shown up in your day. E.g., Chance meetings with people that can help you. Finding a dime in the parking lot. A long lost prospective client that calls from out of the blue and wants to engage your services.</i>
Affirmations [<i>I am...</i>](A.M.):	<i>Who do you need to be today to achieve what you want? How do you need to show up? Revisit your Vision, Mission, and PICs and see yourself making it happen. Write out the aspects of you to be activated today. E.g., I am courageous! I am confident!</i>
Gratitude (A.M. & P.M.):	<i>It's amazing how adopting an attitude of gratitude can right our world so quickly. Throughout the day notice what you can be thankful for. It can be as simple as a good cup of coffee or a client saying YES to the big contract. Give thanks and take nothing...for granted.</i>
Expansion (P.M.):	<i>Based on your values , notice how you honored or deepened those values during the day. If a value of yours is learning or growing, then what did you learn or how did you grow? If a value of yours is contribution, then how did you contribute to something or someone today?</i>

NOTES:

Keep your POD ubiquitous. Rather than jotting notes on post it notes, the back of envelopes, or on loose pieces of paper that can easily get misplaced, capture your thoughts and ideas in this section. By doing so, you will always know where to look for something. Worse case, you may have to flip a few pages.

Think of your POD as your in-basket on the go. Do your journaling in the IMAGE section above. Take your notes in this section.

In the top left box of this page write in your Theme for the day and the date. In the top middle box check the box for Perform, Plan, or Play and stay true. Read and enjoy the daily motivational quote in the top right box.

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	√	Monday A.M. Routine
7am		
:30	O	Joe Campbell @ The Journey Cafe
8am		
:30	□	Prep Proposal for Ralph Emerson
9am		
10am		
11am		
12pm		
1pm		
:45		
2pm		
3pm		
4pm		
:15		
5pm		
6pm		Dinner with family at home
		Monday P.M. Routine

In this column place the corresponding action key from the list below for quick recognition and progress

In this section of the daily spread, write in your scheduled events in the timed section.

Include appointments, meetings, blocked time to work on key projects, as well as blocked time to execute tasks and items from your 6-Pack section.

Parkinson's Law states: Work will expand to fit the time allowed.

Be a great guardian of your precious time.

Life has a great way of showing up during each day. Sometimes he or she goes by the name of Murphey. It is a good practice to build a bit of buffer time in-between appointments, meetings, and key tasks in this section to welcome in life.

√	6-Pack Focus List: High Impact Items (Up to six)	
√	1.	
	2.	Enter in this section the action items, tasks, or projects you must complete today. Be mindful to not over commit here. The emphasis here is <u>up to six</u> items. If it is only one or two that must get done, that's fine.
√	3.	
	4.	This area is for important items. Do your best to keep it free of urgent interruptions.
	5.	
	6.	
	Important items to consider doing:	
	This section starts off with a unique daily focus statement (above). The open area is to write down things that materialize through out the day that need to get done and then to assign them to the appropriate day for them to get done. This section may also include items that did not get done from yesterday that are still important.	
	If they are mission critical then they need to ultimately find their way to a 6 pack list in the future and then slotted to an actual time in the calendar.	

Calls/eMails to initiate or return	
<p>Finally, since you are in business you need to interact with people. It may be a numbers game and still it is a people business.</p> <p>Successful achievers stay in touch as warranted based on the desired relationship with their prospects and clients so they can avoid follow up failure. Write in the names and numbers of the people you must connect with today. Most likely you operate from a CRM or database of some kind. That's great. Continue to do so. The option is to use this section as your call list for the day for both calls you need to initiate as well as return. It is dynamic and organic. You will find during weekly and monthly reviews it will assure nothing falls through the cracks. You can enter important emails you need to send as well in this section</p>	
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:: Prompting I.M.A.G.E. Integrity Questions ::

Refer back to this page to help you fill out the left side of your daily spreads.

Questions are the answer to gain more certainty, clarity, confidence, and capacity in our lives. We all have a current self image of who we think we are in our mind. How one projects that image out into the world is what sets the achievers apart from the rest. This can be achieved by daily diarizing in this journal. Everyday, do your best to get your image in integrity with your full potential. Highly effective people who journal suggest the following: Set **Intentions** on what you want to do, be, and have. Notice the **Magic** along the way. **Affirm** your brilliance. Adopt an attitude of **Gratitude**. Notice your **Expansion** of how you impacted yourself and the world around you.

This section is to support you in your daily journaling efforts.

Each day, select one or two questions from each of the I.M.A.G.E. segments below that resonates for you. Work through or play with them as you fill out your daily spread. This daily process is a cornerstone of this book that will lead to a greater sense of feeling more in control and better organized leading to less overwhelm and a improved sense of peace and purpose.

I – Intention (a.m.)

What is the one thing I can get excited about completing today?

Who needs me to be in my full potential today?

What is the Next Bold Action (NBA) that will confirm my excellence?

Today would be a great success if I did or experienced this?

How will I serve today?

M – Magic (90degree Precession) (p.m.)

What is a project or goal to keep in my mind and heart even though I may not get to take action on it today?

What or who showed up unexpectedly that advanced or accelerated my progress?

How could I have made today even better?

A – Affirmations (I AM...) (a.m.)

What one word captures the person I desire to be today?

Who am I three years from today that has pulled me through today's adversity?

Who am I excited about becoming?

If I was a master mentor viewing my life from a high level, what would I tell myself to remember?

G – Gratitude (a.m. & p.m.)

What is the one thing I am most grateful for in my life today?

What is a quality in me that I appreciate?

What is a special moment that felt really good to me physically and/or emotionally?

What is the evidence I can appreciate that shows me I am on the right path?

E – Expansion (p.m.)

What is a situation I feel good about in how I handled it?

What did I learn?

What did I let go of?

Where/how did I improve?

Who did I contribute to or help develop?

What did I create or more fully develop?

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