

# proclivity

## Designing Your Life Structure

To be able to accomplish your greatest goals you first will need to create the structure that will be your foundation of your success. We will work together to design the best possible life structure for you so that you can start accomplishing your greatest tasks and have more time to enjoy the things that really matter!

---

### *Summary*

**Step 1** - Please remove any distractions i.e. phones, unnecessary tabs, programs, notifications on your computer or tablet to ensure you're showing up laser focused.

**Focus** - Designing Your Life Structure With The [Full Focus Planner](#)

- Creating Structure - Discipline - Consistency
- Decreasing distractions and stress
- Creating daily clarity and focus

### **Why is it important?**

- It is the first step in accomplishing your goals, moving towards your vision and creating peace of mind
- It will clear daily stress and anxiety
- You will develop a better understanding of your time management and how to create daily freedom
- It will teach you how to prioritize yourself first so that you can live happier and give your time more freely

### **Goals**

1. Understanding Structure - Discipline - Consistency
2. Implementing your ["Full Focus Planner"](#) by:
  - Establishing the habit of Note Taking
  - Learn to create your "Daily Big 3"
  - Developing your Morning and Evening routines

---

## *Understanding Structure - Discipline - Consistency*

Developing your Life Structure is one of the single most important aspects to a fulfilling life. It gives you the ability to lay the foundation in which you will build your dreams, goals and vision on.

To successfully build a strong Life Structure you need to develop three areas:

- Structure - Time blocking and management of your time.
- Discipline - Your ability to say **NO** to anything that does not allow you to create the structure.
- Consistency - Your ability to recognize the effort and time needed to remain consistent day after day no matter what to put in the work.

This Life Structure can be applied to any aspect of your life and when completed will help you to establish rules and boundaries that will keep you on the path towards the life you GET to live, instead of the life you HAVE to live.

---

## *Implementing your [Full Focus Planner](#)*

"what gets scheduled gets done" - Michael Hyatt

For you to live a healthier and happier life we first must commit to creating daily structure and routines that will create the foundation for your success. The Full Focus Planner is the best tool on the market and will help you to create the structure for your days, weeks and months!

Although there are many components to the Full Focus Planner, we will only be utilizing certain parts that apply directly to the program. If you would like to learn more about your planner you can visit [www.fullfocusplanner.com/start](http://www.fullfocusplanner.com/start)

If you are new to using an analog planner the most important part is remembering to have your planner with you at all times! A tool is only useful if it is readily available, so make sure to find a special place for your planner so that it is with you at all times.

Below are the step by step on how to start using your planner. These steps are in sequential order so that you can build your confidence and create a clear understanding of the planner and how to use it.

You will learn my own personal practice when it comes to structuring my day with the Full Focus Planner, but know that my way isn't the only way. The more you use the planner the better you will become in creating your own personal techniques to create your ideal structure to the day.

---

## *Note Taking*

Why is note taking so important? Ever have a good idea or thought in the middle of a busy day and 10 mins later you can't remember?

Not only is this incredibly frustrating if we do forget, but it also takes up a ton of brain power to try and keep that thought present throughout the day which will keep us distracted on doing what's right in front of us!

So here is the trick that I use every single day that was a complete game changer for me! Use your voice command on your phone to create a reminder or note.

The reason I love using this option is that I don't always have my planner readily available to take a note but my phone is always on me and I don't have to touch it to create the reminder or note.

What this does is it allows me to create a running list throughout my day of things I need to remind my future self without disrupting or derailing my focus.

At the end of the day I will go back to evaluate my reminders to see if they need to be put on my to do list or thrown away as a random thought.

If you like to write things down, that's okay too! On your "Daily Pages" you will see a page titled "notes", it is in this section that you will write down any of the thoughts or reminders you have.

At the end of the day you can look back on your notes and decide if any of the tasks you wrote down are time sensitive or can wait until next week. At the end of the week you can review all of your notes throughout the week to create your next week's tasks.

If you want to become even more effective with your Reminders check out this great video that will show you how!

[How To Use Voice Command On Your Phone For Reminders](#)

---

## *Daily Big 3*

Creating structure to your day is paramount to reducing your daily stress, increasing your focus and achieving more in less time. Your “Daily Big 3” will help you to do exactly that and so much more!

When it comes to planning your day, less is more! All too often we get caught in the trap of trying to complete a hundred micro tasks that just keep us busy, but leave us feeling unaccomplished at the end of the day.

The purpose of your Daily Big 3 is to prioritize the most important things to be done first. Mark Twain famously said “eat the live frog first” which means you should do the thing that scares you the most first thing in your day! When that big task is accomplished it doesn't matter what else happens throughout the day, you will already feel accomplished.

Establishing **ONLY 3** things may be hard for you at first, but the more that you practice prioritizing and note taking the easier it will become.

To get started follow the steps below:

- Take a look at your daily notes/reminders (if you have any yet) to prioritize what are the most important tasks to be completed.
  - Write down your biggest 3 tasks for your day. Try to avoid adding any additional tasks as the purpose is to start prioritizing your day to what is most important.
  - Establish a time each day to review your Big 3 and to create the next day's Big 3.
- 

## *Morning and Evening Routines*

If you want to live your best possible day, it starts by creating your best morning and evening routines. Your morning routine is the first thing that you do when you wake up and your evening routine is the last thing you do before you go to bed.

Each one of these routines should be no longer than 30 minutes and should be solely focused on YOU! This is the time in each day where you can “Charge Up” and “Wind Down” which will help you to be more focused during the day and sleep better at night. Take a look at some of the examples below for “Charge Up” ideas and “Wind Down” Ideas.

#### Charge Up:

- Splash cold water on your face
- Make your bed
- Blow your nose
- Drink 20oz or water with [LMNT](#)
- Read a daily affirmation or one page from [“The Greatest Salesman in The World”](#)
- Pray
- Write down or say aloud 3 affirmations
- Gua Sha or Jade Rolling
- [Morning Movement Routine](#)
- Read
- Journal
- Make a cup of tea/Chicory Root
- Go for a 10 min morning walk
- [Meditate](#)
- Body Tapping

#### Wind Down:

- Calming Essential Oils
- Lighting Candles and lowering all lights
- [Light Alarm Clock to dim lighting](#)
- Calming music and stretching
- Breathwork for relaxation
- [Yoga Nidra](#)
- [Blue Light Blocking Glasses](#)
- [Meditation](#)
- Completing a puzzle
- Reading a fictional book
- Slow walk watching the sunset

So what does your current morning and evening routine look like? Do you have one? Take 5 minutes to write down a 30 minute “Charge Up” and 30 minute “Wind Down” routine in your planner and then test it for the next week. After one week make any adjustments and then try again!

---

## *YOUR HOMEWORK*

1. Decide on using analog (pen and paper) or digital (phone reminder) for your “Note Taking”. Then take 5 minutes to write down all of the different tasks, projects and to do’s that you need to get done. This doesn’t have to be just for this week, just allow yourself to write down anything that comes to mind.
2. Use your “Note Taking” list to prioritize and structure your “Daily Big 3” for tomorrow. Use this same list for the rest of the week to continue to create your Daily Big 3.
3. Write out all of your Daily Big 3’s for the week and send me a picture or screenshot of your calendar for the week.
4. Take 5 minutes and write down your ideal morning and evening routine in the first 30 mins of your day and the last 30 mins of your day then start implementing it TOMORROW!

---

## *OPTIONAL*

If you want to dive a little deeper on the importance of building your Life Structure and the health benefits to it, check out [Episode 2 - Own Your Day Before it Owns You](#) on The Proclivity Podcast.