

Your Ideal Day Workbook

MAKING TIME FOR WHAT MATTERS MOST

**HOW TO LIVE
YOUR GOD-GIVEN PRIORITIES
EVERY SINGLE DAY**

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Your Ideal Day Workbook

HOW TO USE THIS WORKBOOK

I'm so glad that you want to create **Your Ideal Day!**

Using this workbook will help you to plan out a day that enables you to focus on what matters most. Here's how:

1. DISCOVER YOUR PRIORITIES.

We all have things that matter most to us. What matters most to you? It may help you to consider your various God-given responsibilities, relationships, roles, and goals and commit to honoring them while you prayerfully seek to discover your priorities. Use the **What Matters Most: Discovering Your Priorities** worksheet.

2. CRAFT YOUR ACTIVITIES.

Once you know your priorities, you can craft daily activities that enable you to live out those priorities. Use the **What Matters Most: Daily and Weekly Activities** worksheet for this.

3. BLOCK OUT YOUR TIME.

Living your entire day in one big overflowing bucket of time has its problems. Smaller, important activities may become buried and lost under the weight of larger ones. Take a moment to consider your day and the distinct sections it already has or should have. Imagine your daily schedule as a set of buckets, each one with its own time, location, cast of characters, and focus. Use the **Time Blocks: Section Your Day into Manageable Chunks** worksheet for this.

4. DETERMINE YOUR FOCUS.

Once you have your time blocks nailed down, it helps to verbalize your focus for each of those sections of your day. Use the **Time Blocks: Determine Your Focus** worksheets.

5. PINPOINT AND SOLVE YOUR DAILY PROBLEMS.

We all face glitches! When you do, you need a tool for fixing them. Use the **Pain Points: Pinpoint and Solve Your Problems** worksheets to aid you in brainstorming possible solutions. Don't forget to solve the *actual* problem and not the *perceived* problem. To do this, you need to work backwards by examining previous time blocks for opportunities to create horizontal routines or habits that will provide an ongoing solution to your problem.

6. STACK YOUR HABITS.

One of the most helpful ways to solve pain points in your day is to form habit stacks: tiny bunches of habits (that take two minutes or less each) that are anchored to a regular event in your day. Use the **Habit Stacks: Make Your Life Easier** worksheet to create your list of efficient, logically-ordered stacks of habits. These are most helpful when there are only 3-5 habits in each stack. Incorporate these into your time blocks slowly; you want to succeed at one before you bring the next one on board.

7. CREATE YOUR TIME BLOCKS.

Use the blank **Time Blocks** worksheets to fill out all of the information you need to remember to make each part of your day as efficient and smooth as possible. Create universal to-do and to-don't lists for each time block. If you are incorporating habit stacks, list them out and provide the anchor activity or event you will use as a prompt. Take notes; you will probably need to reiterate the process in order to hone your efficiency. Eventually you will be able to live without consulting these sheets because your time blocks will become habitual. That's the goal: to minimize decision making and live your ideal day every day without having to devote head space to it.

8. LIVE YOUR IDEAL DAY.

Don't expect everything you have done to coalesce magically. You have to *practice* living your ideal day! It will take time, but as you work at this, your horizontal routines, habits, and habit stacks will enable you to focus on the most important things you need to be doing, at the right time, all day long. It takes work, but anything worth doing is worth working on.

9. PRAY.

This is a man-made system for living a God-planned life. The system may at times be faulty, but God's plan for you isn't. Don't get wrapped up in the pursuit of perfection: pursue instead God's grand priority for you, for each minute and section of your day. We don't create our priorities; we find them... and we do that by reading the Word of God and heeding the Spirit of God.

Prayer will be the key as you seek to live God's ideal day for you, each and every day. Some days that means that *your* ideal day needs to be tossed out the window. That's okay! Don't let it disappoint you; let it remind you that God accomplishes His will sometimes by helping you live your plans and other times by breaking into your life in an abrupt and disturbing manner.

It's all good. He's in control.

Commit your works to the Lord, and your thoughts will be established.

Proverbs 16:3

What Matters Most

DISCOVER YOUR PRIORITIES

MY RESPONSIBILITIES

MY RELATIONSHIPS

MY ROLES

MY GOALS

What Matters Most

DAILY AND WEEKLY ACTIVITIES

THINGS I SHOULD DO
DAILY

THINGS I SHOULD DO
WEEKLY

THINGS I SHOULD DO
OCCASIONALLY

BUCKET LIST
ITEMS

Time Blocks

SECTION YOUR DAY INTO MANAGEABLE CHUNKS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SET THE SCENE

Questions to ask:

- Does this time block have its own set of tasks that couldn't or shouldn't be done at any other time?
- Does this time block have natural borders at the beginning and end?
- Do I physically move to a new location for this time block?
- Does this time block include a specific set of people?
- Does this time block have a distinct focus?

Time Blocks

DETERMINE YOUR FOCUS

<p>TIME BLOCK:</p> <hr/> <p>TIME:</p> <p>LOCATION:</p> <p>PEOPLE:</p> <p>FOCUS:</p>	<p>TIME BLOCK:</p> <hr/> <p>TIME:</p> <p>LOCATION:</p> <p>PEOPLE:</p> <p>FOCUS:</p>
<p>TIME BLOCK:</p> <hr/> <p>TIME:</p> <p>LOCATION:</p> <p>PEOPLE:</p> <p>FOCUS:</p>	<p>TIME BLOCK:</p> <hr/> <p>TIME:</p> <p>LOCATION:</p> <p>PEOPLE:</p> <p>FOCUS:</p>
<p>NOTES:</p>	

Pain Points

PINPOINT AND SOLVE YOUR PROBLEMS

<p>PROBLEM:</p> <hr/>	<p>PROBLEM:</p> <hr/>
<p>POSSIBLE SOLUTIONS:</p>	<p>POSSIBLE SOLUTIONS:</p>
<p>PROBLEM:</p> <hr/>	<p>PROBLEM:</p> <hr/>
<p>POSSIBLE SOLUTIONS:</p>	<p>POSSIBLE SOLUTIONS:</p>
<p>SOLVING PAIN POINTS:</p> <ul style="list-style-type: none">• Pinpoint the actual failure, not the perceived failure.• Brainstorm 3-7 possible solutions and try them to see which works best.• Create horizontal routines, habits, or habit stacks to solve your pain points.• Work backwards in your day; your solution will probably be found in a previous time block.	

Habit Stacks

MAKE YOUR LIFE EASIER

NAME:



Habit Stack:

- _____
- _____
- _____
- _____
- _____

NAME:



Habit Stack:

- _____
- _____
- _____
- _____
- _____

NAME:



Habit Stack:

- _____
- _____
- _____
- _____
- _____

NAME:



Habit Stack:

- _____
- _____
- _____
- _____
- _____

CREATING EFFECTIVE HABIT STACKS:

- Create habit stacks from tiny tasks that take less than a minute or two each and could or should be done together.
- Stack them in the most logical and efficient order.
- Name your habit stack and anchor it to a current habit or event in your day.
- Use these habit stacks to solve pain points and destroy analysis paralysis.



TIME: _____
PEOPLE: _____
LOCATION: _____
FOCUS: _____

To Do List

To Don't List

Habit Stack #1

Name:



- _____
- _____
- _____
- _____
- _____

Habit Stack #2

Name:



- _____
- _____
- _____
- _____
- _____

NOTES: