

Lesson 1 - Recap

When It Comes to Getting Clear, First Get Quiet

Keep these thoughts in mind as you consider making some major changes:

- To get clear, it's important to get quiet.
- Realize that today's technology makes it almost impossible to get quiet. That means you'll have to act intentionally.
- Establish a morning routine that includes quiet reflective time. Start by spending 10 minutes each day in silence. If you can't find 10 minutes, start with 2 minutes.
- Try to turn off smartphone notifications and check your e-mails two or three times a day. You will become much more productive and free from distractions.
- Look for ways not to be so busy, which will greatly increase your opportunity to get clear.
- Remove clutter by taking care of 1- to 3-minute tasks immediately.
- Try to free up time for yourself by finding areas you can cut back on, such as watching TV and getting caught up on social media.
- Become aware. What do you eat, drink, think, and do? What are your favorite activities? With whom do you spend time?
- After you figure out what you want, create a big enough why.
- Manage the momentum on your journey by securing proper support.
- Be thinking about creating a game changer in your life. What's one thing you could do today or this week to shake things up?

Exercises

1. Do you currently take quiet time in your day? If not, where and when will you take time to pause and get quiet?

2. Fill out the Winning Action Plan. Create a goal for each of the following five categories. Start with an end in mind, asking why you have chosen this goal and listing the action steps needed to reach the goal. Think through how you will keep the momentum going and what support will be needed. Be sure to list in detail.

3. What would be a great game changer in your life? What steps do you need to take to make it happen?

4. What do you need to say no to in your life to get clear?

Winning Action Plan

Goals	Why	Actions	Manage Momentum	Secure Support
1. Business	1.	1.		
	2.	2.		
	3.	3.		
	4.	4.		
	5.	5.		
2. Personal	1.	1.		
	2.	2.		
	3.	3.		
	4.	4.		
	5.	5.		
3. Family	1.	1.		
	2.	2.		
	3.	3.		
	4.	4.		
	5.	5.		
4. Health	1.	1.		
	2.	2.		
	3.	3.		
	4.	4.		
	5.	5.		
5. Financial	1.	1.		
	2.	2.		
	3.	3.		
	4.	4.		
	5.	5.		