

HOW TO TAKE SUCCESS-BUILDING ACTION EVERY
SINGLE DAY EVEN IF YOU DON'T FEEL LIKE IT



GETTING THINGS DONE

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Getting Things Done

Resources Report

How to Take Success-building Action Every Single Day

Toxic Mindsets Checklist

Do you believe in any of these toxic beliefs?

Please be completely honest!

Check the items that apply.

- _____ Mindset #1: My potential for achievement will carry me through
- _____ Mindset #2: I have achieved stuff in the past so I can coast now
- _____ Mindset #3: I can achieve the same results without having to change
- _____ Mindset #4: Success comes through intuition
- _____ Mindset #5: Achievement comes through raw insight
- _____ Mindset #6: No matter how hard I try, success is ultimately random
- _____ Mindset #7: Personal effectiveness is hard wired
- _____ Mindset #8: Effectiveness is not as important as efficiency
- _____ Mindset #9: I don't have to build learning systems
- _____ Mindset #10: I can rely on others to boost my personal effectiveness

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PERSONAL DECISION STATEMENT

Read this and modify this to fit your situation.

Read it at least three times in the morning.

Read it slowly. Let it sink in. Wrap your mind around every word. Believe each word!

"I decide to be more effective NOW. Not just today. Not in an hour or so. But NOW!"

"I decide to do MORE things NOW. I have decided I will do them MUCH BETTER."

"I decide to hold myself to the HIGHEST quality standards."

"I decide NOW that 'good enough' is NEVER good enough."

"I have decided to do whatever it takes for however long it takes to DO MORE and DO THINGS BETTER."

"By (DATE and TIME), I will achieve (IMPROVEMENT)"

"By (DATE and TIME), I will achieve (IMPROVEMENT)"

"By (DATE and TIME), I will achieve (IMPROVEMENT)"

"By (DATE and TIME), I will achieve (IMPROVEMENT)"

"By (DATE and TIME), I will achieve (IMPROVEMENT)"

My Action Sheet

My Top 3 Life Goals

My Top 10 Goals which WILL make my top 3 life goals happen

My breakdown of my My Top 10 goals into Sub-goals

Goal #1 _____

Sub-goal #1: _____

Sub-goal #2: _____

Sub-goal #3: _____

Sub-goal #4: _____

Sub-goal #5: _____

My breakdown of my sub-goals

To do list Item #1: _____

To do list Item #2: _____

To do list Item #3: _____

Daily Task Item Management

Which of daily to do list items can I....

_____ Do myself quickly and effectively?

_____ Outsource for faster delivery and higher quality?

_____ Delegate?

_____ Postpone?

_____ Forget?

My Daily Effectiveness Rituals

of hours slept: _____

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Time I woke up: _____

Exercise I did: _____

Cold shower?

Light breakfast?

Mindfulness ritual?

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