



HOW TO  
FEEL  
ACCOMPLISHED  
*Every Single Day*

If you have a massive list of tasks to do written down on a massive A4 bit of paper, then really you are setting yourself up for FAILURE.

You want to go about the rest of your day feeling great about yourself, & not constantly thinking of what else you need to be doing.

Where is the accomplishment in a list that is never ending?

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I'm so excited to share this workbook with you, because it is honestly life changing.

Feel -

ACCOMPLISHED.  
FULFILLED.  
HAPPY.

EVERY.SINGLE.DAY.



Start by recording what you do on a daily basis for 4 days.  
That is everything you do in your day including the time you do  
it at & how long it takes.

This way you are outlining what is most important to you  
because you are already doing It;

but not only this, you are outlining where change can happen,  
where procrastination is happening & where you have the TIME  
to do your biz tasks.

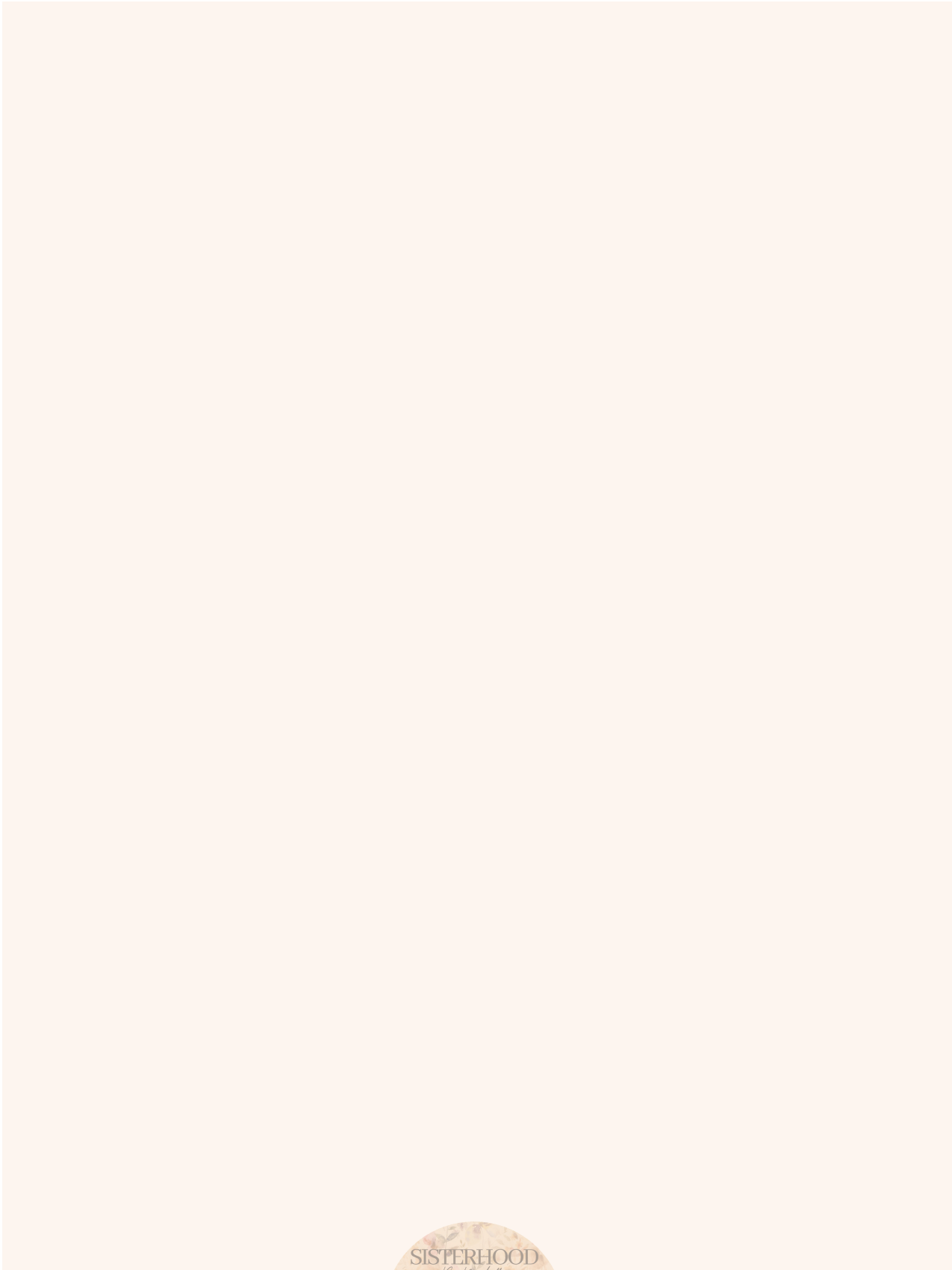
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# DAY 1



# DAY 2



# DAY 3



# DAY 4



Well done!

Now, have a look at these things within your days -

## WHERE ARE YOUR GAPS IN THE DAY?

## WHERE ARE YOU WASTING TIME?

Things like scrolling Insta, re-tidying up, lounging around etc

## NOW, HOW MUCH TIME DO YOU ACTUALLY HAVE TO WORK ON YOUR BIZ?

Be realistic, don't force work into already crammed parts of your day.



Amazing, now that you've highlighted what time you have per day to work on your biz, now, assign tasks to these times either on a Sunday eve or a Monday morning.

This will set you up for the week

You will feel

ACCOMPLISHED.  
FULFILLED.  
HAPPY.

EVERY.SINGLE.DAY.

I hope this helps, & plz let me know what you think of this challenge, if it works or if you think something needs to be added :)

Love Michelle x

