

Day 4: Creating Your Own Powerful Routines

Now that we've looked at some examples of successful routines, it's time to begin creating and improving your own routines. Over the next couple lessons, we'll be taking some time to read over the steps of making and improving your routines and by the end of this, you'll be able to have the most productive routines possible! Without further ado, let's dive right in.

Day 4:

Step One: Your Motive

Before you begin to look at your daily tasks and routines, you need to first think about what you really want to accomplish. What is the motive behind you wanting to tap into the power of routine?

The easiest way to do this, is to examine (or set) some long term goals. You should have goals that focus on the things you find important. Successful people usually have goals based around things like:

- Household
- Health/Fitness
- Work
- Family
- Spiritual
- Financial

Take some time to think about long-term goals you would like to accomplish in each of those areas. This is important, so that later on you can assure that your current routines are working towards these. Also, you will be able to create new routines that address any current areas of weakness.

Step Two: Examine Your Day

Now you want to examine what you already do on a daily basis. You may already have routines that you aren't aware of. Alternatively, you might be on the cusp of having helpful routines, and just need a nudge to get there.

To start examining your day, simply spend a day recording all the tasks you do.

Start with a single day, but keep in mind recording a whole week will be significantly more helpful. Start recording what you do when you wake up, right up until you go to bed.

- Think about the things you have to do before you go to work
- Think about everything you need to do to help your family get their day started
- Consider the repeatable tasks you need to do at work
- Consider the repeatable tasks you need to do to keep the household running (cleaning, organizing, eating, etc...)
- Ask yourself what errands you need to complete
- Ask yourself what things you do to stay in good health
- Think about the things you do for your financial health

Once you have jotted down all of your tasks, you will have a master list of the things you do already

Step Three: Examine Your List

Now that you have your list, examine it and take stock of the things you do daily.

Ask yourself the following questions about each task...

- Is this a positive or negative daily action?
- Are these actions progressing me towards my goals?
- Are these actions an efficient use of my time?

If you find a number of daily tasks that are positive, fit your goals and efficient uses of your time – highlight them.

These are powerful daily routines that you already have and you should commit to continuing and perfecting them. Alternatively, if tasks don't tick off all the 3 above boxes, you might want to look at dropping them, or replacing them with new routines.

Step Four: Look For Weakness

Earlier you wrote down (or set new) goals that addressed a number of areas in your life. Looking at that list try and pinpoint any weaknesses in your daily tasks routines.

- Are any of your goals not being addressed properly?
- Are you doing things everyday that progress you towards each of your goals.
- Are the things you are doing, as good as they can get?

If so – then congrats you are using the power of routine already!

If not, and let's be honest, most of us can do better, then you should jot down where you think you are struggling. Create a list of the areas that you don't do enough each day to address.

For example – some people might get a lot of exercise each day, but they aren't saving enough money. If this is you, then you would write down “financial” as an area of struggle.

At the end of this step you should have a number of areas in your life you need to focus on.

Step Five: Brainstorm New Routines

Using the list you created last step, focus on the areas of life you feel you aren't properly addressing yet. Make a list of a 2-3 things you could do each day to address them.

For example, if you highlighted “financial”, go ahead and write down a daily task or two that can help you with that. The task could be something like cutting down on lunches out, or it could be throwing your loose change into a change jar at the end of each day.

Now, let’s take some time to apply these steps into your routine process.

Please proceed to Exercise 4