



In this lesson, you'll learn how to maximize your productivity through your own personal success system. With this system, you'll create and use daily checklists to balance your personal and business life. In addition, this lesson explores alternative proven methods for success, such as meditation, positive affirmation, and focus tools.

Daily Checklist

The daily checklist is designed to make your day structured and fun. When creating your checklist, make sure to:

- Include a checkbox— to-do lists release dopamine in your brain each time you check an item as complete.
- Establish segments of time that work with your focus patterns— use each evening to plan the next day in blocks of time.
- Include time for personal activities/breaks— make sure to schedule time for your morning routine, vision review, meditation, positive affirmations, critical must-do's, top three reach-outs, limbo review, decisions to make, journaling gratitudes lessons learned, and one great "get to" activity.
- Incorporate a timer— make sure you're using a timer throughout your day to stick to your allotted time segments!

Roadmaps

Roadmaps allow you to monitor your vision board and keep a big picture of your progress. Connect your roadmap to your daily checklist. When constructing your roadmap:

- Use a medium as minimal as sticky notes or a sophisticated software such as Trello, Asana, or Basecamp.



- Consider each image from your vision board to be a goal.
- Lay out 7 categories of goals. They can be anything from finance, to love, to careers, to family—you name it.
- Copy the images from your vision board and place them in their respective categories.
- Pull items from your roadmap to fill your daily checklist.
- Develop areas of focus for each week or month.

This lesson is the bread and butter of the whole course. If you commit and follow through on your vision board, roadmap, checklists, progress, meditation, gratitudes, and fun, you are geared for the utmost success. Hold yourself accountable, use meditation to adjust your emotions and mindset, and use positive affirmations to stay focused. Consistent use of these tools are the steps you need to take in order to master your millionaire success system.