

THE NEW HABIT HANDBOOK

MAKE OVER YOUR SLEEP CHANGE YOUR LIFE



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STARTING WITH WHY

An Identity Shift

A SOUNDER SLEEP For Better Quality and Quantity of Sleep

YOUR EVENING ROUTINE Best Practices for Getting to Sleep Faster

YOUR MORNING ROUTINE Best Practices for a Productive Morning

MAXIMIZING YOUR PRODUCTIVITY Working with your Focus not your Time

**YOUR TRACKERS** 33

Measuring and Tracking your Progress

- Daily Tracking
- Weekly Review
- Monthly Review

## START WITH WHY

You are unique. There is no one else quite like you in the world. No one has the same mix of traits, characteristics and experiences that have made you uniquely you.

But who are you?

If you're reading this handbook then I know that you are someone who is growth oriented and are seeking something more from your life. You know that there is something untapped inside of you and you're ready to release it.

Part of our human experience is growth.

No matter how difficult or exciting something is at the start, we eventually tire of it and want more. And there is nothing wrong with wanting more.

You've come to the right place friend.

Our habits are our way of life. Habit and routine guide 50-60% of our daily lives. That is why its important to have great habits that serve you... Because you make your habits and then your habits make you.

First you do it, then you become it.

Everything we do was hard at the start. Its hard to imagine now but at one time you couldn't talk, walk or read. That was quite the hurdle but you overcame it. With that kind of accomplishment under your belt, these new habits will be no sweat.

Here is where you get to create the new morning and daily habits that will create for you, the life that you want.

Enjoy the ride

~ Moyra Michelle

## WHAT TO EXPECT

Change is at once our ally and adversary, both simple and complex. We are hardwired to resist the unfamiliar and go towards the familiar in order to survive in an old world of the past. But in the world we live in, change is a constant. Resilience & adaptability are survival skills in the modern world.

In this handbook I provide some inspiration, instruction and ideas for creating new routines and habits for sleeping, wakening and maximizing your potential all day. These practices can transform your life if you let them.

It takes 21+ days to create a new habit so I encourage you to postpone any declarations or despair until the end of the 28 day period of this handbook. Know that all behavior is just habits of thought, belief and action, all of which can be changed.

## WHY CHANGE IS SO HARD



#### The Authenticity Paradox

The dictionary uses words like 'genuine', 'real', 'original' and 'not copied' to describe authenticity. As it describes ourselves, there can only be one authentic self. We can't be copied, we can't be replaced. This experience is true and real.

Let me ask you a question, when you look at that person in the future who is living the life you want, does that feel great? Does it feel like you?

I'm sure it does. That person has the job you want, the income you want, the skills you want, the relationship you want, the appearance you want. They have it all.

One more question: Will you have to change to become this person?

My guess is yes. Some change and adjustment is required to get you from this gap of where you are to where you want to be. And that is where we often fail. Yeah. It happens.

Because here's the thing. There are now two of us. The person we are and the person we want to be but there can only be one of us so its very confusing to our ego. This is the authenticity paradox.

Only one of these people can win when they go head to head; your future self or your past self.

This is why change is hard. You are essentially saying goodbye to an old version of yourself and inviting in a new authentic self that will take you towards your future.

## **ACQUIRING NEW HABITS**

#### THE HABIT LOOP

We set out for many new endeavors but let's be honest, some stick while others quickly fall by the wayside. What makes the difference?

In his book 'Atomic Habits' James Clear explains the breakdown of habit formation and integration. Habits are based on four things which lead to a cyclical pattern that keeps reinforcing itself called 'The Habit Loop'.

The **CUE** is the trigger to initiate the behavior. We might consider going on a diet for example, and for this the cue will be going to the grocery store. It is the moment when you begin to make the decision driven by a perceived reward for the action.

The **CRAVING** follows and is the motivational force behind the habit. It is the emotional response that the cue brings out in us.

The **RESPONSE** is the action - the new habit. It depends on your having the right cue that brings about a craving towards the action

The **REWARD** is the final piece and it is the satisfaction or learning we get from the action. This satisfaction then leads us to seek out the cue again... And so it continues.



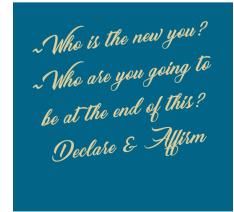
#### **HOW TO CREATE GOOD HABITS**

- Make it obvious
- Make it attractive
- Make it easy
- Make it satisfying

#### **HOW TO BREAK BAD HABITS**

- Make it invisible
- Make it unattractive
- Make it difficult
- Make it unsatisfying

#### True Transformation means Claiming a New Identity



I am	a molning pelson
I am	a great sleeper
I am	
I am	
I can	
I hav	e

## MAKING HABITS PERMANENT

#### REACHING THE AUTOMATICITY POINT

Automaticity refers to the point when things become easy or easier so as to require less cognitive ability to do. When we start any new habit it seems a strain at first but we are working towards a time when it becomes easier. University College of London found that this process takes 66 days. Building on Maxwell Maltz's theory of 21 days for habit formation, they identified three phases of growth each lasting 22 days. • The first 22-day stage is the DESTRUCTION of the previous habit. • The second 22-day stage is the INSTALLATION of the new habit. The third 22-day stage is the INTEGRATION of the new habit into your normal, everyday routine. On the 66th day of your new habit is when it is fully integrated into your life and can be done with general ease and proficiency. Can you spare 66 days out of a lifetime for this new habit? 66 DAYS STAGE 1 STAGE 2 STAGE 3 DESTRUCTION INSTALLATION INTEGRATION **DAYS DAYS DAYS** "Small seemingly insignificant improvements done consistently over time yield staggering results"

~ Robin Sharma

## THE FUTURE YOU

#### WHO IS THE AUTHENTIC YOU IN THE FUTURE?

3 years from now everything you want & are willing to work towards has come true
I am so happy and grateful to be living the life that I truly love and deserve
My health is
Mar and Adin and time and
My relationships are
For work I
I am earning /generating
And work hours per
For fun I love to
I travel to
And also

## A SOUNDER SLEEP



Waking up refreshed comes down to two factors,

#### THE QUANTITY OF YOUR SLEEP.

How many hours sleep you need per night and whether this is adequate.

Every body is different and the touted '8 hour sleep' recommendation is an average and should be treated that way. Some need more, others need less, Typically people lie somewhere within the 7-9 range.

If starting from a highly dysfunctional sleep pattern, it is best to allow 8 hours as the average and then monitor your energy daily.

Creating a consistent routine can cut down the quantity of sleep because the quality becomes that much better.

Refer to your sleep tracker to begin tracking your sleeping patterns.

#### THE QUALITY OF YOUR SLEEP

The quality of your sleep will be determined by certain lifestyle attributes. Sleep quality is impacted by your happiness, contentedness and overall stress levels.

Your physical, mental, emotional and spiritual wellbeing all play a part in your ability to enjoy a restful night of deep restorative sleep.

## MIND - BODY - SOUL

#### CONSIDERATIONS FOR SLEEP HEALTH



### What are Teeding your Mind?

Consider what you are filling your mind with throughout the day and near bed time. Stress is a leading cause of sleeplessness and exercise to unload worry from your mind can help get a good night's rest.

Reading or watching something uplifting before bedtime can help prepare you for a better sleep with more pleasant dreams.

Avoid anything likely to bring about stress or invite fear into your winding down thoughts and dreams.

### How are you Treating your Body?

Sleep is a both a rest of the mind and the body.

Physical drivers of sleep include your diet, physical conditions and overall health levels.

The best night time snacks should be small meals comprised of protein and healthy carbohydrates for the best night's sleep.

While caffeine might be helpful in the morning, it is wise to avoid after about 2pm so that the majority can be out of your system by night time.



#### How are you Nourishing your Soul?

Not following your heart's desire can impact happiness, health and sleep. Playing big and full out, no matter how scary is better for the soul.

Dreaming is a time of memory processing and problem solving. Many great inventors and philosophers used their sleep state to ask questions and get answers.

Try writing down a question at night before sleeping keeping your journal by your bed. Pick up a pen immediately upon wakening up to see what flows.



"MEDITATION IS A VITAL WAY TO PURIFY AND QUIET THE MIND, THUS REJUVENATING THE BODY."

- DEEPAK CHOPRA

Meditation is a way of training your mind towards mental and emotional calm.

Although there are many different forms of meditation, it is generally marked by silence and stillness of the body while the mind goes into a different state of consciousness. The Dalai Lama calls it 'a natural state of consciousness.'

Meditation originated in the East.

Although not a religion itself, it has long been associated with eastern religions of Buddhism and Hinduism before becoming popularized as a secular spiritual practice to enhance wellbeing.

Meditation has a host of benefits reported by its devotees including personal wellness, happiness, contentedness, focus, memory, performance, and selfcontrol.

There are many styles of yoga that help people to get focused. Guided meditations are recordings that help guide people towards calmness. Others focus on the breath for focus. Some include a mantra that gets repeated softly as a focus. Others use the visual and sensation of their third eye as a powerful focal point to bring them towards the mediative state.

That said, all you need to do to start mediating is find a quiet place to sit, close your eyes and breathe. Set some time to do this each day, build up the duration daily and watch the benefits unfold.

## ENVIRONMENTAL FACTORS

#### AND THEIR IMPACT ON YOUR SLEEP

#### YOUR BED & MATTRESS

Your bed and mattress should be personalized to your preferred levels of comfort and support. Generally a firmer mattress is recommended unless you have physical ailments that requires a softer mattress. If you live in hotter climates note that memory foam can trap heat.

#### YOUR PILLOW

Pillows come in a range of fabrics and fillers that determine their firmness and volume. Side sleepers will prefer a firmer thicker pillow while stomach and back sleepers may prefer a soft pillow. Pillows should be replaced every 18 month.

#### YOUR SLEEP TEMPERATURE

Our body temperature changes as we go into various stages of sleep and prefers a cooler temperature. If you are waking up cold or hot and sweaty then layers of blanketing can help and will also help you transition between seasons. You may benefit from a mattress cooler if you live in hotter climates or are generally prone to night time sweats.

#### YOUR BEDROOM LIGHTING

Good lighting choices can help you start to feel sleepy so it is good to start dimming lights and powering down glowing electronics at least 60 minutes before bed time. If you tend to waken in the middle of the night to go to the bathroom, then night-lights along the way will help you avoid turning on the bright lights.

#### YOUR AMBIENT SOUND & NOISE

Judge the right level of sound and noise to help you sleep. Some people love pure silence while others need some background noise. Find out what works for you rather than what you think you should do.

#### YOUR SENSE OF SMELL & AROMATHERAPY

Scents such as lavender and camomile are known to have sleep inducing qualities and can generate relaxation and comfort through your sense of smell. Use them in the bath or shower or consume them in tea.

## SLEEP TECHNOLOGY

#### AIDING, MEASURING & MONITORING SLEEP

## **SLEEP TRACKERS**

**SLEEP TRACKERS** can help you track and measure both sleep quality and quantity. Again - with varied levels of accuracy. Devices such as Fitbit, the Oura ring or Beautyrest help measure sleep duration, sleep phases and more. They can be worn on the body or under your mattress.

While there is a lot of technology on the market to track sleep, independent testing has shown various products to have varied levels of accuracy. It is more important to listen to your personal energy levels than what the technology.



#### **BLUE-LIGHT BLOCKING GLASSES & APPS**

Blue-light blocking glasses block the blue light waves that prohibit your body's natural release of melatonin which brings on sleepiness. It is advised to wear them in the 90 minutes before bed, particularly if you are using technology or are in brightly lit surroundings. The free app F.lux helps block blue light on your computer or laptop.

#### NOISE MACHINES, STORYTIME & AMBIENT SOUND APPS

Whether you like a dull monotonous sound (white noise), ambient sounds (pink or brown noise) or the soft voices through story, there are a range of apps with the sounds to send you drifting off although it is best to have your phone in another room. Sleep headphones are comfortable to fall asleep in and come in handy with your significant other doesn't want to listen.

#### SLEEP TEMPERATURE CONTROL

Sleep temperature control systems and mattress toppers can help control the temperature inside your bed. If you wake up too hot even though your coverings are the right temperature to fall asleep in and wake up in then these smart technologies can accommodate your temperature preferences as you sleep. These could be a good option if sharing a bed with someone who prefers a different temperature than you.

## YOUR EVENING ROUTINE



#### 99 PROBLEMS OR RE-PLAYING ONE PROBLEM 99 TIMES?

Often we believe that we have lots on our mind as our brain races through things to be done, questions needing answers and problems needing solving.

However when we stop to write down those things, it's usually less than we thought. More often, we cycle through the same to thoughts like a skipping track or a broken record.

Thoughts are consistent but fleeting. On average we have 2,000-3,000 thoughts an hour. That's 30-50 thoughts a minute! It is the mind's job to think. We cannot instruct the mind to stop thinking no more than we can instruct the heart to stop beating.

With all these thoughts running wild, no wonder it can be hard for the mind the quiet down to sleep.

We can help it along with some practices that help soothe the body and the mind in order to wind down for sleep.

## THE WORRY JOURNAL

#### SCHEDULE A WORRY WINDOW IN YOUR EVENING



YOUR WORRY JOURNAL is a daily dump to release your mind of any worries, tasks, ideas and plans towards the end of the day.

Your mind is an answer-seeking machine that is constantly working to resolve questions, challenges and problems. This practice allows you to 'park' these problems until tomorrow

These prompts will help you with your worry window:

- How are you feeling about it?
- Do you have a timeline for resolving this?
- Do you have the confidence and capability to solve it yourself?

And the most important question:

- WHAT IS ONE STEP I CAN TAKE TOWARDS SOLVING THIS ISSUE?
- It doesn't have to totally resolve it but you will be more at peace having identified your next step.

Now you're done for today!

You've done all that you can do on these issues and tomorrow is a new day. Whenever these thoughts arise in you, instruct your mind that it is no longer seeking answers in these waking hours.

Refuse to allow your mind to wander back to them.

## TOMORROW'S MUST-DO LIST

#### WAKE UP SET READY TO GO



If tomorrow's tasks find themselves running through your head, a simple to-do list will help with the mental burden of carrying around those lists.

To-do lists can get out of control where we find ourselves doing busy time-consuming work and not the important things.

The 'must-do list' includes only the most important tasks that you will prioritize the following day.

We tend to overestimate what we can achieve in one day while we underestimate what we can do in one month. Keeping your to-do list for the day to around 3 headline items will ensure that you get to check them off and keep yourself on track.

Your Daily Must-Do list is made on a small notebook, note card or post-it. It is SMALL because you will prioritize 1-3 tasks to get done. No. Matter. What. You can also include your first calendar appointment for the day so that you don't have to reach for your phone.

At the end of the day you can easily track your progress on your most important goals.



## THF WIND DOWN HOUR

THE LAST 60 MINUTES BEFORE BED

T- 60 MINUTES - Prepare for the Morning

Power down any electronics and finish up any tasks. Time to prepare for tomorrow.

help you to hit the ground running in the morning.

Pack your bags, prepare your breakfast - whatever will

#### T- 40 MINUTES - Personal Hygiene

Begin your personal night time hygiene routine. If you have an extensive skincare regime it is better to do this earlier in the evening.

Warm baths and showers are great to wind down but avoid cold water which raises alertness.



**TIP:** If you need to shave some time off your wind down hour, shorten your preparation

and hygiene time but preserve the 20 minutes for relaxing before getting into bed

#### T- 20 MINUTES - Relaxation

Relax. This is a great time to write in your night time journal before lights out.

If you have a hypnotic recording this is a good time to listen to it. If you enjoy reading it is best to read some light fiction and not anything work related.



**BEDTIME - Time to get Under the Sheets** 

Time to climb into bed, feeling relaxed, nicely tired ready to get a good night's rest.

The duration between bed time and sleep time varies fore people but should be around 20 minutes.



## SOOTHING SLEEP EXERCISES

#### **ACTIVITIES TO INDUCE SLEEP**



#### **BREATHING EXERCISES**

There are many breathing exercises that are useful to sleep. One of the simplest I call '2-X' where you inhale through the nose for one count, then double that count on the exhale through the mouth gradually getting slower and slower.

Inhale for 2 [hold for 2] Exhale for 4.
Inhale for 3 [hold for 3] Exhale for 6.
Inhale for 4 [hold for 4] Exhale for 8.
Inhale for 4 {hold for 5/6/7] Exhale for 8

This deep breathing will help slow your heart rate down and mimic the body's natural sleeping breath.

#### MUSCLE RELAXATION

When our muscles are tense, we are tense. This exercise helps us to release tension that we hold in our bodies. This exercise follows a specific order of your muscles working in the one direction. Arms -head -abdomen-legs - feet is best

Tense up each set of muscles and then quickly release and relax. You will feel each release bring every part of your body deeper and further into relaxation.

#### MIND GAMES

Sleep is elusive the more it seems like effort and work so we use games to distract ourselves from 'trying' to sleep.

These games should have two elements - they should require focus and be boring.

Try counting backwards from 300 in 3s

Remember a scene from your childhood Recall something you learned years earlier

## YOUR MORNING ROUTINE



The alarm goes off. You become aware of it and the dread sets in... that awful alarm clock that is getting you out of your blissful sleep. You didn't want to go to bed last night and now you don't want to get up this morning. Why didn't you go to bed earlier?

#### THERE IS ANOTHER WAY.

The alarm goes off. You become aware of it and you recognize it as your wake-up time and the realization sets in... that this is a never-before lived day full of potential and possibility. You give thanks for a blissful night's sleep and are glad that you went to bed last night feeling calm, relaxed and fulfilled. You look forward to another fulfilling day of doing what you love, surrounded by people you love and feeling self-love.

#### YOU GET TO CHOOSE.

We get into habits of action that come from habits of thought and feeling. These habits form our identity and our identity forms the core of who we know ourselves to be. You get to choose to be a morning person.

We get attached to the past version of ourselves and of course when we first wake up in the morning we don't instantly remember our most recent decisions. But, we make our habits and our habits make us. Each day we follow through on our action it gets easier.

Here are some suggestions and ideas about your new morning routine.

## THE '5 WINSS' METHOD

#### TO LAUNCH YOUR BUTT OUT OF BED



WATER – when you are reaching for your alarm clock keep that hand outstretched and pick up the water that you left there the night before and start taking some big gulps. We can lose up to a liter of water from our bodies during the night just through the humidity in our breath. Your body will thank you as you start to feel more hydrated and your circulatory and digestive systems start to kick in.

INTENTION – yesterday things were going great and you loved being awake (maybe loved it so much that you didn't go to bed on time!). You lead a wonderful life abundant with so many things. Turn your attention towards the goodness that motivates you daily. Remind yourself in order to motivate yourself because motivation brings motion.

**NEW AIR** – breathe in deep and fill up your lungs with new air filling every part of your being. Take enormous deep inhales through your nose and exhale loudly and forcefully through your mouth. You are allowing your entire body to oxygenate and feel great. No more yawning yourself awake (or back to sleep)!

STRETCH – your body has been stationary for 8 or so hours. What happens when you sit in one place for even 1-2 hours? You get stiff! Your body wants to move and needs to move! This will allow the blood to start flowing around to all the organs and extremities.

**5 SECOND RULE** – Mel Robbins saw herself lifting out of bed like a rocket using the rocket countdown and you can too. Commit yourself to the rule and once you start counting down at 5 – you know what is going to happen. At 5 you are sitting up in bed. At 4 you are pulling off the covers. At 3 your legs are swinging out. At 2 your feet have touched the ground. And at 1 your butt is off the bed and your day is started. Will you commit to yourself to move within 5 seconds?

**SUNLIGHT** – go straight for the window and pull those curtains or blinds open and reach the sun. Our circadian rhythm is set by the sun and so it is important, particularly for people with alternative or dysfunctional circadian rhythms to get into the sunlight as soon as possible. If you live in an area without much sunlight or you routinely get up before the sun then a light therapy box might be useful to mimics the wellbeing effects of sunlight.

## HIT THE GROUND RUNNING

#### SETTING YOUR MORNING UP FOR SUCCESS

MUSIC HAS A PHENOMENAL EFFECT ON OUR ENERGY LEVELS AND ENTHUSIASM. GET A BEAT GOING!

#### **NO SNOOZING**

Snoozing doesn't make your body feel better and is only fooling your mind. If you really do love to get a 'heads up' that your wake-up call is coming you can set two alarms, one by your bed and one 20 minutes later.

#### **MAKE YOUR BED**

Its good to start the day with accomplishment William McRaven recommends its the easiest and most immediate win of the day. It will also make it less likely that you jump back in!

#### **BRAIN TRAINING**

Want to workout your brain first thing? Performance expert Jim Kwik recommends brushing your teeth with your non-dominant hand to wake up both side of the brain.

#### **GET MOVING**

Get moving when you first wake up. There are chemical reactions happening in your body and brain that are warming you up for the day. You can help these along by moving and music can help make that fun.



## FEED YOUR BODY

#### DAILY DOSE FOR PHYSICAL VITALITY



"One cannot think well, love well and sleep if one has not dined well"

~ Virginia Woolf

NUTRITION is our fuel and if we are not filling our bodies with the right foods, our engines can never run at full capacity. Hydration is our number one priority to address overnight dehydration effects.

Modern breakfast has become sugar and carbohydrate laden which are best avoided. Find a healthy breakfast routine that is easy and works for you.

"When it comes to health and well-being, regular exercise is about as close to a magic potion as you can get."

~ Tich Nhat Hanh

EXERCISE is good for the body and good for the mind getting the blood flowing and the heart rate up. No matter what type of exercise you choose, from high impact cardio to gentle yoga flow, your body will love it. Don't wait to feel motivated.

Motion brings its own motivation so get started and any resistance will fall away as your body starts to feel energized.





"Clothes make the [Wo]man. Naked people have little or no influence on society."

~ Mark Twain

BEAUTY & GROOMING reflects how we present ourselves to the world. While we might tell ourselves that these are superficial things, we still judge ourselves and others all the time on our appearance. Like it or loath it, it matters.

Find the point where you are representing yourself as authentically as possible in alignment with your self-image.

## FEED YOUR MIND

#### DAILY DOSE FOR YOUR BRAIN

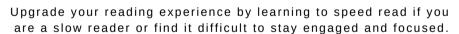


Geniuses and visionaries journaled including Einstein, Thomas Edison, Marie Curie, Leonardo Da Vinci. ~ You will be in good company

JOURNALING is a great way to gain knowledge of self. Thoughts are fleeting but writing down make them more real, more reliable. We become more aware and accountable to ourselves. We can see patterns of thought, habit and action emerge. Whether it's a few lines jotted down or a serious episode of contemplation, the journals of great past leaders show inspired minds.

"Reading is to the mind what exercise is to the body E prayer is to the soul. "We become the books we read" "Matthew Kelly

READING is a great way to expand our knowledge and intellect. It fosters a growth mindset helping us to stay open to novelty and change. Leaders are readers and the most successful people in the world are all avid readers.







To get the creative habit, you need a working environment that's habit-forming. All preferred working states compel you to get started."

~ Twyla Tharp

Creativity is the spark of originality that can be played out in any form of creation. As humans we were made to create so whatever brings you joy, consider making that part of your morning or day. So much of life's frustrations come down to not being able to live the life that we want. Explore new outlets that give you gratification and remind you of your innate creativity.

## FEED YOUR SOUL

#### DAILY DOSE FOR YOUR INFINITE SPIRIT



"Quiet the mind and the soul will speak." ~ Ma Jaya Sati

Meditation or Prayer is a great way to start the day as our minds are not as 'loud' or busy as they get as the day goes on.

Connecting with spirit or source – however you make sense of the world around you – is shown to improve our connectivity to our own power and to the world around us resulting in greater happiness and satisfaction.

## Where intention goes, Energy flows.

Intention Setting is a powerful practice for a consciously lived life. When we stop to ask ourselves what we want from this day, we acknowledge the possibilities that each day brings and that we can take charge of our destiny by taking charge of our day.

Gratitude is a great foundation for setting intention for the day ahead building on what we already have. Including a gratitude practice as part of your daily intention setting will set a great tone for your entire day. ..





"It's the repetition of affirmations that leads to belief. And once that belief becomes a deep conviction, things begin to happen."

~ Muhammad Ali

Affirmations are a key part of a growth mindset. Change does not always have to be difficult and by adhering to affirmations of the identity that may not currently be part of your reality but you know is authentically part of you and part of your future. Affirmations will always be positive statements with powerful language and imagery, repeated regularly.

## GETTING SOCIAL

#### **DEFINING 'YOU' TIME AND SHARED TIME**

Your new morning routine acknowledges that this is your personal time to direct and prepare for your day. You then get to choose when to let the world in.

For those at the back: THIS IS YOUR TIME. YOU GET TO CHOOSE!

"Your personal boundaries protect the inner core of your identity and your right to choices"

~ Gerard Manley Hopkin

Consider what tasks you prefer and do better in solitude and ensure that you have enough time for these. Create your line of 'available time' and 'personal time' each morning to set boundaries and set up a great day.

#### News & Entertainment Media

Accessing Media for news and entertainment is available at the click of a button on our favorite apps, tv and radio shows, social media feeds and more. However once we go in, it can be hard to find our way out again.

We need to make a conscious decision on when we truly need this information and whether it is helping our harming our enjoyment of our morning routine.





#### Calendar & Email

Accessing our Calendar & Email can be an instinct for the worker in us who is eager to see what the day has in store.

A reality is that once our email account is opened, there's no turning back. Fire-fighting begins or we start tending to non-urgent tasks just because.

Taking note nightly of your first daily meeting can help you avoid your calendar until you are ready to start work.

# THE MAGICAL POWER OF GRATITUDE

#### TO SUPERCHARGE YOUR DAY

Gratitude is the one of the greatest feelings that we can feel. It is all good vibes. Scientific researchers have confirmed what spirituality and common sense have long known, that gratitude is good for you. Gratitude can change your physiology as well as just your day.

People who express gratitude daily are happier, healthier, more resilient in the face of adversity and have better relationships among many other benefits. People who are grateful for what they have are more optimistic and hopeful for the future than the naysayers.

"We get back what we put out' is a common saying and this is true with gratitude also. When we are grateful for what we have, no matter how seemingly small, more comes back to us. We attract more goodness into our lives when we express gratitude for the goodness we observe. Keeping a gratitude journal can help you count those blessings.

I live in the space of thankfulness — and for that, I have been rewarded a million times over.

I started out giving thanks for small things, and the more thankful I became, the more my bounty increased. That's because for sure – what you focus on expands. When you focus on the goodness in life, You create more of it.

~ Oprah Winfrey

Whether you take a moment to express gratitude in the morning as a great way to start your day, or at the end of the day to observe all the positive things the day has brought, a daily gratitude practice can transform your life. Ask yourself: What can I give gratitude for today? You always have more than you think.



#### **FORGIVENESS**

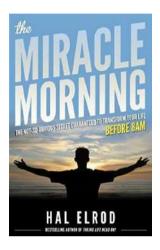
When you carry around anger and resentment in your heart you become the jailor. Because as long as someone is being jailed there is always a jailor. When you forgive another person it is not to free them, it is to free yourself. You are freeing yourself from your past.

A daily practice of forgiveness asks: 'What can I let go of today?'

"Resentment is like drinking poison and then hoping it will kill your enemies." ~ The Dali Lama

## POPULAR FRAMEWORKS

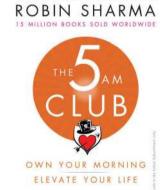
#### FOR NEW MORNING HABITS



### MORNING 'SAVERS'

HAL ELROD RECOMMENDS A COMBINATION OF 6 ACTIVITIES EACH MORNING TO SET UP YOUR DAY FOR SUCCESS

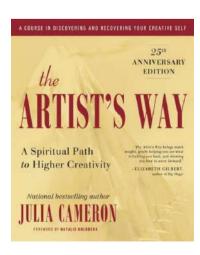
- Silence (Mediation or Prayer)
- Affirmations
- Vizualization
- Exercise
- Reading
- Scribing (Journaling)



## THE 20 / 20 / 20 RULE

ROBIN SHARMA RECOMMENDS A COMBINATION OF THREE TYPES OF ACTIVITY EACH MORNING FOR SUCCESS

- 20 Minutes to MOVE Intense exercise where you sweat hard setting off chemical reactions through body and mind.
- 20 Minutes to REFLECT Journal, meditate, pray, plan and contemplate to increase gratitude, happiness and serenity
- 20 Minutes to GROW - Read, study, consume knowledge, review goals to master your mindset and deepen knowledge



### **MORNING NOTES**

JULIA CAMERON'S CLASSIC BOOK HELPS CREATIVES TO SET THEIR DAYS UP FOR UNLEASHING THEIR CREATIVITY AND DRIVE.

- Daily Morning journaling with brain 'dump'
- Clears the mind for a fresh day of creativity
- Recovers sense of safety, identity, power, integrity and more

## DAILY PRODUCTIVITY



## WORK TO YOUR ENERGY. MAXIMIZE YOUR EFFICIENCY BY MATCHING YOUR TASKS TO YOUR ENERGY LEVELS

Different tasks require different capabilities and temperaments. With a new sleep schedule you will find your energy will dramatically change throughout the day. Get ready for some positive changes ahead.

Welcome this change and try to work with its flow. Hate to sound too cliche but life is much easier when we go with the flow! There is no 'should' about this. Although you might have ideas about how your day will look, you might be battling yourself if you stick to these ideas too rigidly. Have an open mind.

And sure, sometimes we have to do things that we don't like and we will never enjoy, but we need to find a place for these in our schedule.

Leaders have great habits but they didn't discover them overnight. Commit yourself to self-discovery and this is a new experiment for you.

Pay close attention to how your energy levels are throughout the day and align tasks to this energy. Allow a period of trial and error without any judgement and listening to your body and your energy.

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## Your Daily Tasks THINGS TO GET DONE

#### STOP MANAGING YOUR TIME START MANAGING YOUR **ENERGY & FOCUS.**

#### **CREATIVE TASKS**

Best undertaken - when your mind is sharpest - no disruptions to your thinking - dependence on preference to create alone or among your team

#### MOVEMENT

- feeling highly energetic - feeling sluggish or lethargic - align with available resources (gym, shower, exercises classes etc)

Best undertaken when

#### **MINDFULNESS**

Best undertaken - when the mind is already quiet - addressing feelings of overwhelm - innovative problem solving

#### SOCIAL TASKS

Best undertaken when - needing new perspectives & insight - feeling easily distracted - introverts: high energy levels - extroverts: low energy levels

#### **BUSY TASKS**

Best undertaken when - feeling low levels of initiative - feeling easily distracted - run into blocks with larger problem solving



## MAXIMIZING PRODUCTIVITY

#### TIPS FOR GETTING THE MOST OUT OF EACH DAY

## The Brian Tracy Formula

FROM "EAT THE FROG"

- 1. Decide and get clear on exactly what you want.
- 2. Write it down to crystalize that goal
- 3. Set a deadline on that goal, set sub-deadlines if necessary
- 4. Make a list of everything that you are going to have to do to achieve your goal.
- 5. Organize the list into a plan
- 6. Take action on your plan immediately
- 7. Do something every day that brings you closer to your goal.
- 8. Be highly selective about how you spend your time
- 9. Take time for proper planning to save time in execution
- 10. Take action immediately
- 11. Develop decision, discipline and determination until your new habits are locked in.
- 12. Become the person achieving the things you want for your life.

## YOUR NEW ROUTINES

#### **EMPOWERING MORNING & EVENING PRACTICES**

YOUR BODY LOVES
PREDICTABILITY AROUND
SLEEPING AND WAKING UP,
PARTICULARLY A SET WAKEUP TIME.

Old bedtime:
Old wake-up time:
NEW WIND-DOWN HOUR BEGINS:
NEW BEDTIME:
NEW WAKE-UP TIME:
PROFESSIONAL 'ON' TIME:
MORNING ROUTINE DURATION:MINS

#### YOUR NEW MORNING ROUTINE

Meditation or Prayer	5	MINS
Intention Setting		MINS
Affirmations		MINS
Exercise		MINS
Nutrition		MINS
Hygiene & grooming		MINS
Journaling		MINS
Reading		MINS
Creativity		MINS
Media Consumption	:	AM AT THE EARLIEST
Email & Calendar	:	AM AT THE EARLIEST

# Your New Routines NOTES PAGE

How it all comes together...

# IMPLEMENTATION & INTEGRATION

IT'S SHOW TIME!

What new Habits are you Choosing from Today Forward?

What's Next in your Personal Evolution?



"Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us.

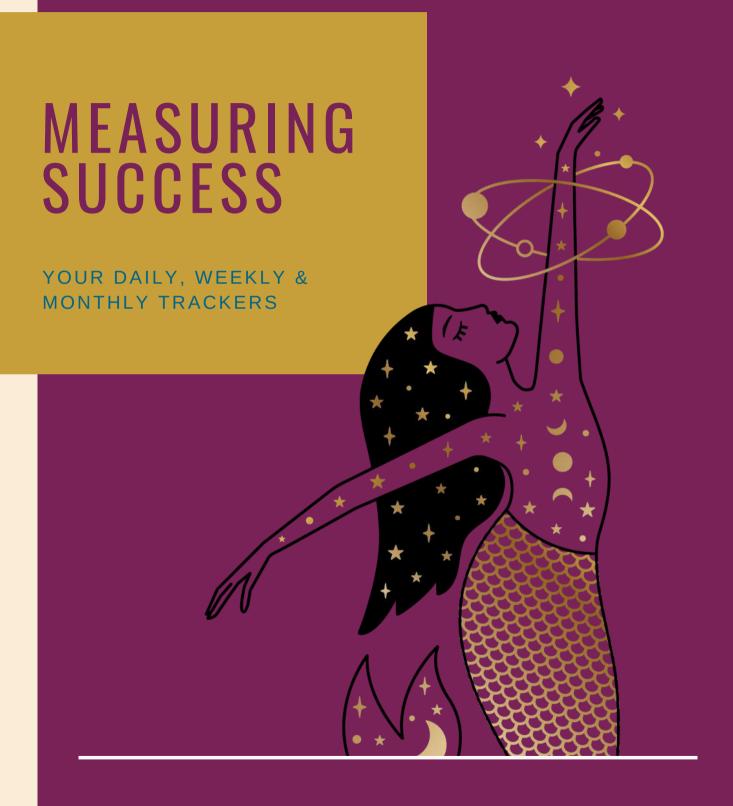
We ask ourselves, 'Who am I to be brilliant, gorgeous, talented, fabulous?' Actually, who are you not to be?

Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won't feel insecure around you.

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~ Marianne Williamson

#### THE NEW HABIT HANDBOOK



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Mind	Body	Soul
DID I REACH MY GOALS FOR MY N	ORNING ROUTINE?	
IDEAS FOR ENHANCEMENT:Personal & Social Boundarie	&	
	ERSONAL TIME & BOUNDARIES?	
IDEAS FOR ENHANCEMENT:		

BY THE END OF THIS WEE	K I WILL HAVE ACHIEVED:	
TODAY'S MUST DO'S	I AM GRATEFUL FOR	WHAT WOULD MAKE TODAY AMAZING
Time to bed (last night):min Approximate sleep time:_min Wake up time:_min Get up time:_min Sleep duration:_min Night Sleeplessness?:_min Daytime Naps?:_min	RATE YOUR ENERGY  (1 = poor   2 = average   3 = just right   4 = ama  Adherence to wind down hour  Sleep quantity last night  Sleep quality last night  Energy level in the morning  Energy level in the afternoon  Energy level in the evening  MORNING ROUTINE	- OBSERVATIONS
DID I REACH MY GOALS FOR MY N	ORNING ROUTINE?	
Personal & Social Boundarie	S.	
DID I REACH MY GOALS FOR MY P	ERSONAL TIME & BOUNDARIES?	
IDEAS FOR ENHANCEMENT		

BY THE END OF THIS WEE	K I WILL HAVE ACHIEVED:	
TODAY'S MUST DO'S	I AM GRATEFUL FOR	WHAT WOULD MAKE TODAY AMAZING
Time to bed (last night)min Approximate sleep timemin Wake up timemin Get up timemin Sleep durationmin Night Sleeplessness?min Daytime Naps?min	RATE YOUR ENERGY  (1 = poor   2 = average   3 = just right   4 = ama  Adherence to wind down hour Sleep quantity last night Sleep quality last night Energy level in the morning Energy level in the afternoon Energy level in the evening  MORNING ROUTINE  Body	OBSERVATIONS
DID I REACH MY GOALS FOR MY N	ORNING ROUTINE?	
IDEAS FOR ENHANCEMENT:		
Personal & Social Boundarie		
DID I REACH MY GOALS FOR MY P	ERSONAL TIME & BOUNDARIES?	

BY THE END OF THIS WEE	K I WILL HAVE ACHIEVED:	
TODAY'S MUST DO'S	I AM GRATEFUL FOR	WHAT WOULD MAKE TODAY AMAZING
Time to bed (last night):min Approximate sleep time:min Wake up time:min Get up time:min Sleep duration:min Night Sleeplessness?:min Daytime Naps?:min	RATE YOUR ENERGY  (1 = poor   2 = average   3 = just right   4 = ama  Adherence to wind down hour  Sleep quantity last night  Sleep quality last night  Energy level in the morning  Energy level in the afternoon  Energy level in the evening  MORNING ROUTINE	-
Mind	Body	Soul
DID I REACH MY GOALS FOR MY N	ORNING ROUTINE?	
IDEAS FOR ENHANCEMENT:Personal & Social Boundarie	&	
	ERSONAL TIME & BOUNDARIES?	
IDEAS FOR ENHANCEMENT:		



IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			
THIS WEEK I ACHIEVED:			
I AM PROUD OF	I AM GRATEFUL FOR		TO BUILD ON THIS SUCCESS I WILL
RATE YOUR SLEEP PROGRES  (1 = poor   2 = average   3 = just right   4 = a  Average nightly sleep duration  Ease of sleeping & staying asleep  Consistency with wind down  Consistency with bed time  Consistency with wakening time		COMMENT This Works: This Doesn't Work: I Will Try This:	ITS /OBSERVATIONS
RE-COMMITMENT /RE-CALIBRATIO	N		
Wind down begins at: Bed time	e is at	Wake up time is at	Get up time is at
DID I REACH MY GOALS FOR MY NIG	HT TIME F		
IDEAS FOR ENHANCEMENT:			
DID I REACH MY GOALS FOR MY MO			
IDEAS FOR ENHANCEMENT:			
DID I REACH MY GOALS FOR MY PER			
IDEAS FOR ENHANCEMENT:			
PATTERNS IN YOUR ENERGY LEV	EL P	RODUCTIVITY & FOCUS N	MANAGMENT
Energy levels in afternoon After		·	or
IDEAS FOR ENHANCEMENT:			

## Notes & Observations from Last Week

MONTHLY TRACKER	MO	NTH:	
THIS MONTH I ACHIEVED:			
I AM PROUD OF	I AM	1 GRATEFUL FOR	TO BUILD ON THIS SUCCESS I WILL
RATE YOUR SLEEP PROGRES  (1 = poor   2 = average   3 = just right   4 = a  Average nightly sleep duration  Ease of sleeping & staying asleep  Consistency with wind down  Consistency with bed time  Consistency with wakening time		COMMENT This Works: This Doesn't Work: I Will Try This:	ITS /OBSERVATIONS
RE-COMMITMENT /RE-CALIBRATIO	N		
RE-COMMITMENT /RE-CALIBRATIO	14		
Wind down begins at: Bed time			Get up time is at
	My	New Routines	
DID I REACH MY GOALS FOR MY NIG	HT TIME	ROUTINE?	
IDEAS FOR ENHANCEMENT:			
DID I REACH MY GOALS FOR MY MO	RNING R	OUTINE?	
IDEAS FOR ENHANCEMENT:			
DID I REACH MY GOALS FOR MY PEF	RSONAL	TIME & BOUNDARIES?	
IDEAS FOR ENHANCEMENT:			
PATTERNS IN YOUR ENERGY LEVI	EL	PRODUCTIVITY & FOCUS N	MANAGMENT
Energy levels in the morning Energy levels in afternoon Energy levels in the evening	,	Afternoons are perfect time fo	or
IDEAS FOR ENHANCEMENT:			

# Notes & Observations from Last Month

# Notes & Observations from Last Month

Moyra Michelle









**MEDITATION** 



COACHING



Moyra Michelle Hypnotherapy and Healing helps beautiful souls to rise up into their full glorious truth and live the life they deserve.

Moyra Michelle Nguyen is a Hypnotherapis, Soul Guide, Spiritual Life Coach and Entrepreneur. She helps her clients install new habits for peacefulness, purpose and productivity.

Thank you for investing in your own transformation in this handbook. It has been a privilege.

~ Moyra Michelle

More information visit my website at www.MoyraMichelle.com

