

5 Fundamentals for your Life & Business



POWERtoLiveMore.com

5 Fundamentals to Work Through to Improve Life and Business

Complexity and disorganisation in your life and business can lead to you being ineffective and feeling overwhelmed. It can create:

- a lack of focus
- distractions as you keep thinking about future tasks that need your attention
- stress by overwhelming your senses, causing your body to release cortisol, the stress hormone
- an inability to process information
- procrastination
- a lack of creativity or thinking outside the box
- memory loss
- an inability to live in the moment

In this 'always on' digital world it's easy to get bogged down and overwhelmed with an overflowing inbox, information flowing faster than you can deal with it and 'busyness' stopping you actually getting the important stuff done including 'living more'!

Use this checklist to work through my 5 Fundamentals for your Life and Business so you can stop the overwhelm, get organised, reduce your workload, get and stay healthy and improve your life so you can spend, and really appreciate, more time with your family and friends and/or doing your hobbies as well as improving your business success!

So, you can be fulfilled, successful, healthy and happy and 'live more'.

Simplify your Life and Business

- I have decided what's most important in my life and business
- I have decided what groups, activities, and people enrich my life and which don't and organised accordingly
- I continue to 'measure' all new things, activities, people, and opportunities against what's most important enabling me to easily prioritise what I do
- I am politely turning down offers to do things that I don't want to do.
- I am getting good at 'saying no'; good time management means making the most of my time, and that means taking care of my personal responsibilities before committing to help others.
- I have decided which possessions I need in my life and business and have started to minimise and eventually remove everything else.
- I have decluttered my digital life. Email, files, cloud sites and systems can all be streamlined to make life simpler.



Systemise your Life and Business

- I have created streamlined systems and processes in my life and business to make sure that I am getting stuff done effectively and with ease
- I have taken away some of the many choices I have each day, like what to wear, what to eat, etc. to save my brainpower for important decisions.
- I have a handle on where I stand financially to reduce stress. I have simplified and automated my money systems.
- I focus on 'one thing'; I don't multitask.
- I have automated everything possible in my life and business so I have more mental energy and time to be creative.

Share with Others in Your Life and Business

- I have an operating manual and/or instructions written down so that I can easily delegate tasks within my life and business
- I am delegating as much as I can in my life and business to colleagues, friends and family. I know that I need help and I'm also not always the best person to do certain tasks.
- I am outsourcing what I can't delegate, e.g. employing a cleaner, working with a VA etc so that I am left with only what I want to do / am the best person to do.

Self Care in your Life and Business

- I have reconsidered how I spend my down time, ensuring that I have more energy to enjoy hobbies.
- I am regularly doing what I want to do rather than what I feel I should do or have to do.
- I am actively working on reducing stress in my life. Studies show that the more stress in my life, the more likely I am to suffer from inflammation. Inflammation is the root cause of many debilitating and chronic health conditions
- I ensure that I get enough sleep. Research shows that you can never catch up on sleep that you miss.
- I focus on eating healthily most of the time
- I practise meditation and / or have mindful practices and hobbies
- I ensure that I take regular breaks and move every day, including not sitting all day if I have a desk job

Sustain Momentum in your Life and Business

- I have routines and rituals built into my life and business so that I can be sure to sustain a great life and business
- I work on my most important tasks each day before almost everything else
- I ensure that my planned tasks are time bound as I know that work expands to fit the time available!
- I understand that the concept of kaizen (continuous improvement) is key in my life and business, taking daily, small, incremental actions towards my goals and vision.