

How to Have a Great Day *Your 4-Part Plan*



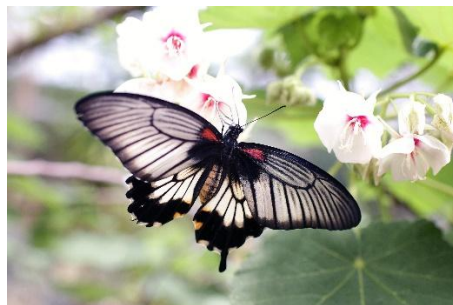
Refresh Renew Revitalize

Welcome!

Don't you just love it when you have a great day? Stuff gets done, you feel good, and everything falls into place.

This simple 4-part plan will send you into your day strong, focused, and better equipped to deal with whatever life brings your way.

No matter what your starting place is, with some effort and consistent follow through, it's possible to cultivate new behaviours and habits that make your life better. You can do it!



Refresh

Renew

Revitalize

Part 1 – Your Morning:

Plan and prepare for a smooth morning start.

A smooth start in the morning feels good and puts you on track for a great day, so work on developing an effective morning routine. Plan and prepare as much as you can the night before.

Suggestions:

- Select what you plan to wear the night before, and verify that everything is wearable to avoid any last-minute surprises.
- Get up early enough to give yourself plenty of time, so you don't need to rush (this is much easier with a proper night's rest.)
- Keep the items you use every morning within easy reach, so you can get ready quickly and more efficiently
- Place items you need to take with you close to the door, so you don't forget them when you leave.

Part 2 – Your Appearance:

"All the world's a stage" – look the part.

Think back to a time when you were dressed in an outfit that you loved. It may have been formal attire for a special event, or a uniform you were proud to wear. Didn't you feel great? Your appearance communicates volumes not just to other people, but also to yourself. It both reflects and influences your self-perception.

Whether your daily activities require that you dress formally or casually, pay attention to your appearance. Knowing that you look polished and put together will impact your entire being and how you get through your day.

Part 3 – Your Posture:
Carry yourself for greatness.

Poor posture detracts from your well-being in several ways. Physically, being hunched over strains your neck and restricts your breathing. By standing up straight, with your chest and rib cage expanded, you can take the deep, full breaths necessary for maximum oxygen intake.

Emotionally, studies have shown that a slumped, depressed posture leads to a slumped, depressed mood. Sitting or standing up straighter, on the other hand, improves your mood, leaving you feeling less fatigued and more upbeat.

Whether you're sitting or standing, be mindful of your posture. Check yourself throughout the day; if you find yourself slumping or slouching, reposition yourself with your head up and shoulders back.

Part 4 – Your Power-Word:
Instantly refocus your mind with this special word.

Your power-word, or power-phrase, is a special word or phrase you use to keep yourself grounded throughout the day. It serves as an anchor to help you instantly refocus your mind, regardless of what may be taking place around you.

Pick a word or phrase that has meaning for you, e.g.: "determination" or "I am capable." Recite it to yourself first thing in the morning and during the day, with a conviction that you embody the actual qualities behind the word/phrase. Your mind will get the message and respond accordingly.

Final Thoughts

The reality of life is that you can't control everything that happens. Ups and downs are inevitable; events don't always unfold exactly as you planned them. At the same time, there are plenty of things that rest fully within your control. You have much more influence over each day than you realize!

Grab hold of your personal power to steer your life in the direction of your choosing.

Have a great day!



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