

2 ways to learn

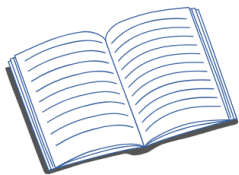
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WEBSITE

To better help you truly understand the philosophies and intention behind the core sections of MAXX I've created a series of instructional videos. You can access these videos on our website themaxxco.com. Make sure you check it out before diving in because I promise you MAXX is unlike any planner you've used before. It will require an open mindset and shift in personal habits.

2



QUICK START
GUIDE

For those of you who want a quick and easy reference, I've created a Quick Start Guide which can be found on the next few pages of your MAXX planner. However you decide to get started, my deepest desire for you is that you use it! I can't express enough how the guidance and practices in this tool can change your entire outlook and experience of life. The results I have personally witnessed and experienced from the practices of cultivating healthy habits, owning personal responsibility, maintaining accountability, and setting aside time to reflect and evaluate are absolutely life changing! These intentional practices will help you build momentum towards designing and living a life you love.

ROUTINES OVERVIEW

MORNING

HERE YOU DESIGN A MORNING ROUTINE THAT MAKES YOU EXCITED TO GET OUT OF BED. **THIS IS THE MOST IMPORTANT PART OF YOUR DAY.** SO, YOU SHOULD BE SURE THAT EVERYTHING YOU DO SETS YOU UP FOR THINKING, ACTING, AND FEELING LIKE THE BEST YOU. SOME OF THE THINGS YOU WILL DO HERE ARE THE THINGS YOU WILL DO TO INTERACT WITH MAXX, I.E. PLAN AND REVIEW YOUR MONTH, WEEK, AND DAY TO ENSURE YOU ARE ON TOP OF YOUR PRIORITIES. THE REST IS UP TO YOU...HAVE FUN WITH IT!

EVERY MORNING I ...

"Each morning we are born again.

*What we do today is what
matters most."*

Buddha

Drink water while coffee brews

Drink coffee & water while completing ...

Review/complete MAXX Weekly & Daily Page

Quick Budget Review

Meditate

Take Medications/Eat Breakfast

Shower/Ready/Dress for the day

ROUTINES OVERVIEW

EVENING

HERE YOU DESIGN AN EVENING ROUTINE THAT ALLOWS YOU TO GO TO BED FEELING A SENSE OF CALM AND CONTROL OVER YOUR LIFE. SOME OF THE THINGS YOU INCLUDE HERE ARE THE THINGS YOU DO TO INTERACT WITH MAXX - REVIEW TODAY, PLAN TOMORROW, REVIEW BOTH THE DAY IN YOUR WEEKLY VIEW AND YOUR DAILY VIEW. RECORD ANY SPENDING YOU DID, REFLECT ON THE GRATITUDES OF THE DAY, AND VISUALIZE TOMORROW. PREP YOUR DAILY SCHEDULE IN YOUR WEEKLY VIEW, AS WELL AS COMPLETE THE PRIORITIES IN YOUR DAILY VIEW. BEGINNING A PRACTICE OF NOT GOING TO BED UNTIL THE NEXT DAY HAS BEEN COMPLETED IN YOUR MIND IS AN EXCELLENT WAY TO BEGIN LIVING WITH INTENTION.

EVERY EVENING I ...

*"At the end of the day
let there be
no excuses, no explanations,
no regrets."
Dr. Steve Maraboli*

Turn off ALL Screens 1 Hour Before Bed

No Eating 1 Hour Before Bed

Facial Care/Hygiene

Brush & Floss Teeth

Review Today & Plan Tomorrow

Weekly & Daily Review/Plan

10 Gratitude's from the Day

Drink Large Glass of water

Bedtime Meditation

MONTHLY OVERVIEW

Month:

March 2020

[CURRENT MONTH]

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Jenny's 34th B-Day!
		St. Patty's Day				
MARKETING CONFERENCE San Francisco						Weekend in Monterey!
Weekend in Monterey!						

CALENDAR VIEW

RECORD ALL THE BIG EVENTS OR PRIORITIES IN THE MONTH AHEAD THAT ARE OUTSIDE THE TYPICAL DAILY OR WEEKLY ROUTINE. THIS MIGHT INCLUDE: DOCTOR'S APPOINTMENTS, BIRTHDAYS OR CELEBRATIONS, TRAVEL, SCHOOL/WORK EVENTS.

GOALS

RECORD YOUR GOALS FOR THE MONTH THAT ARE ALIGNED WITH THE FIVE DIFFERENT AREAS OF YOUR LIFE . BE SPECIFIC AND TRACK YOUR PROGRESS THROUGHOUT THE MONTH.

PRIORITIES

HERE YOU CAN RECORD MORE DETAILS ABOUT THE EVENTS YOU PUT ON THE CALENDAR VIEW I.E. APPOINTMENT TIMES, ADDRESSES, OR PHONE NUMBERS.

MIND-SETTING QUESTIONS

SPEND THE TIME TO HONESTLY AND THOUGHTFULLY ANSWER THESE QUESTIONS IN ORDER TO ENSURE ALIGNMENT WITH YOUR LONG TERM GOALS, ANTICIPATE CHALLENGES THAT MAY ARISE IN THE MONTH, AND SET YOUR PERSPECTIVE IN ADVANCE WHEN THINGS BECOME HARD AS THE MONTH GOES ON.

Monthly Mind-Setting

GOALS

PERSONAL:

Finish reading my book The 15 Invaluable
Laws of Growth By John C. Maxwell

PROFESSIONAL:

Finish Power Point
Presentation for Marketing Conference in
San Francisco & Deliver Stellar Performance

FINANCIAL:

Save 15% of Total Income

HEALTH:

Achieve 10 minute mile splits for
average running time.

FUN:

Get a Massage while in Monterey.

HOW DO THESE MONTHLY GOALS HELP ME MOVE FORWARD
TOWARDS MY LONG-TERM VISION?

Personal: helps me grow and gain confidence

Prof: helps me work toward job promotion

Financial: helps me save for house

Health: helps me train for half-marathon

Fun: helps me to relax and refresh

WHAT ARE THREE CHALLENGES I CAN ANTICIPATE THROWING ME
OFF TRACK THIS MONTH?

New season of Grey's Anatomy

Cold weather

Pull to procrastinate on Marketing Pres.

Desire to eat out or order in

WHAT EMPOWERING BELIEF DO I NEED TO REMEMBER ABOUT
MYSELF WHEN THINGS GET HARD THIS MONTH?

I am exactly where I need to be in my life to
learn, grow, and become the person I am striving
to be.

WHAT HARD THINGS HAVE I OVERCOME/LIVED THROUGH THAT
HAVE MADE ME STRONG ENOUGH TO KEEP GOING?

-I have learned to manage my anxiety w/out the
need for medication.

-I finished graduate school with an A+ while
working full-time and starting a family.

-I supported myself financially through college.

Priorities

7th—Meet Jenny for Birthday Dinner @ 6 PM

17th -St. Patty's Day Party @ work 2 PM

22nd-24th -Marketing Conference in San Fran

Stay @ Hilton Downtown

Give Presentation @ 9:30 AM

28th-29th—Weekend Getaway to Monterey

w/family - Stay in Air B and B.

WEEKLY OVERVIEW

DAY SEGMENTS

EACH LINE REPRESENTS 1 HOUR: THERE ARE 16 LINES. 16 HOURS OF PRODUCTIVITY IN EACH DAY. THE OTHER 8 HOURS ARE DEDICATED FOR SLEEP. WE ARE SERIOUS ABOUT SLEEP!! IT'S VITAL FOR OUR MIND AND BODY TO REST AND REPAIR ITSELF DURING SLEEP HOURS. ALONG THE LEFT HAND SIDE IS WHERE YOU CAN INPUT THE 16 HOURS THAT MAKE UP YOUR PRODUCTIVE TIME. WE HAVE NOT DICTATED A START AND END TIME, WE KNOW EVERYONE HAS UNIQUE SCHEDULES.

IN HERE YOU RECORD EVERYTHING (YES I SAID **EVERYTHING**) YOU DO IN THE DAY IN 1 HOUR TO 30 MINUTE INCREMENTS. MANY PEOPLE HAVE SET DAILY ROUTINES AND OTHERS ARE MORE RELAXED WITH THEIR DAILY SCHEDULES.

IN THE EVENINGS OR EVEN AT THE START OF ANY WEEK YOU CAN BEGIN RECORDING THE ACTIVITY THAT YOU PREDICT WILL HAPPEN IN YOUR WEEK. I.E. YOUR DAILY COMMUTE, WHEN YOU WILL COMPLETE YOUR MORNING AND EVENING ROUTINES, IF YOU HAVE ANY APPOINTMENTS SCHEDULED DURING THE DAY, ETC. AFTER YOU LOG THESE MEASURES, THEN AS ANY PARTICULAR DAY UNFOLDS YOU SIMPLY LOG WHAT YOU DID DURING A SPECIFIC WINDOW OF TIME. WE'RE SERIOUS WHEN WE SAY EVERYTHING... IF YOU WATCHED T.V. LOG IT! IF YOU ZONED ON SOCIAL MEDIA, LOG IT! IF YOU WENT OUT FOR DRINKS WITH FRIENDS, LOG IT! IF YOU HAD SEX, LOG IT! IF YOU SHOWERED, LOG IT!

EACH NIGHT WHEN COMPLETING YOUR EVENING ROUTINE, YOU SHOULD HAVE A COMPLETE DAY FILLED WITH ALL THE ACTIVITY THAT MADE UP YOUR DAY.

WHY, YOU MAY ASK? AGAIN, WE'RE CREATING AWARENESS AND INSIGHT INTO HOW, WHERE, AND WITH WHOM WE SPEND OUR TIME. WE CAN NOT BECOME THE PEOPLE WE NEED TO BE IN ORDER TO ACHIEVE OUR DREAMS BY REMAINING THE SAME. SOMETHING'S GOTTA GIVE AND THIS ACTIVITY WILL HELP YOU DETERMINE WHAT, WHERE, OR WHOM THAT IS.

HIGH-FIVES

NOTE ANYTHING SIGNIFICANT THAT HAPPENED DURING THE WEEK THAT YOU'RE PROUD OF, YOU'D LIKE TO REMEMBER OR YOU ARE GRATEFUL FOR.

GOALS

CREATE WEEKLY GOALS THAT ARE ALIGNED WITH YOUR STATED FOCUS AND MONTHLY GOALS. THESE WILL KEEP YOU ON TRACK. IF YOU SET 3 GOALS FOR THE MONTH THEN YOU WILL LIKELY HAVE 3 WEEKLY GOALS, ONE ALIGNED WITH EACH MONTHLY GOAL.

Friday 6		Saturday 7		Sunday 8	
6	Morning Routine	7	Morning Routine	7	SLEPT IN LATE
7	Meditate	8	Meditate	8	
8	30 Shower/Ready	9	30 Ready/dress	9	↓
8	Drive to Office	9	Run 10k w/Sammy	9	Morning Routine
8	30 Check Emails	10	Shower/Ready	10	Meditate
9	Weeks End Team Meeting	10		30	Drive to gym
10		11	Errands/Grocery Shop	11	Pilates Class & Gym Shower/Ready
11	Continue Edits on	12		12	Drive home
12	Marketing Presentation	1	↓	30	PLU Kids Drive to Bounce Zone
12	Lunch w/ Team Lead	1	30 Make/eat lunch	1	Take the kids
1	Call to New York Office	2	Work Around House	2	to Bounce Zone
2	Online Harassment Training	3		3	Drive home
3		4	↓	4	Zone on Social Media
3	Finish First Edits on	4	Zone on Social Media	5	My Turn to Prep Dinner
4	Marketing Presentation	5	Ready/dress for Jenny's B-day	6	Weekly Family Dinner
5	Drive home	30	Drive to dinner	7	Kitchen clean up
30	30 min. Cycle	6	Dinner @ The Kitchen	8	Watched Ep. Grey's Anat.
6	Pick up Pizza	7	to celebrate Jenny	9	Evening Routine
30		8	30 Drive home	30	Bed/Meditate
7	Family pizza & Movie Night	9	Watch Ep. Of Grey's Anat.	10	Asleep
8	Second Hand Lions	10	Evening Routine		
30	Put Kids to Bed	30	Bed/Meditate		
9	Evening Routine				
30	Bed/Meditate				

High-Fives

•Dinner with Jenny

•Taking kids to Bounce Zone

•Ran 10k w/10m 30s Splits

•First Edits DONE!!

Goals

•Sched. Massage in Monterey ✓

•Exercise Daily ✓

•Finish First Review of Edits on Marketing Presentation ✓

DAILY OVERVIEW

TODAY I AM...

CREATE AN AFFIRMATION FOR THE DAY. I.E. I AM FOCUSED, I AM FULL OF POSITIVE ENERGY, I AM SUPPORTED BY OTHERS, I AM STRONG, I AM AN EXCEPTIONAL MOTHER, ETC.

WAKE UP/BED

RECORD WHEN YOU WAKE UP AND GO TO BED. THIS IS IMPORTANT FOR GAINING INSIGHTS ABOUT YOUR ENERGY LEVEL AND DETERMINING PATTERNS IN YOUR HABITS.

ROUTINES

SIMPLY CHECK THE BOX TO RELEASE A SPIKE IN DOPAMINE IF YOU COMPLETE YOUR MORNING AND EVENING ROUTINES.

TODAY'S SWEAT

RECORD THE INTENTIONAL PHYSICAL MOVEMENT YOU ACTUALLY COMPLETE. IF YOU RESTED ON THIS DAY. SIMPLY RECORD "REST".

FUEL LOG

FUEL IS THE WORD WE USE FOR FOOD. THIS IS WHERE YOU RECORD ANYTHING YOU EAT OR DRINK IN THE DAY THAT CONTAINS CALORIES. GENERAL MEASUREMENTS ARE OK. AGAIN THIS ACTIVITY IS TO INCREASE AWARENESS AND GAIN INSIGHTS INTO THE HABITS YOU EMPLOY. FOOD CAN BE OUR MOST VALUABLE TOOL OR GREATEST WEAPON OF MASS DESTRUCTION.

TODAY'S HIGH-FIVES

TAKE RECOGNITION FOR THE THINGS YOU DID WELL TODAY. WHETHER IT WAS PUSHING THROUGH A HARD WORKOUT, GETTING UP ON TIME DESPITE WANTING TO SLEEP IN, OR NOT SCREAMING AT THE CHILDREN, ETC.

10 DAILY GRATITUDES

REFLECT ON YOUR DAY AND EXPRESS WRITTEN GRATITUDE FOR THE VARIOUS PEOPLE, PLACES, THINGS, EXPERIENCES, SUCCESSES, OR CHALLENGES THAT YOU CAN FIND GENUINE APPRECIATION FOR.

ENERGY

AT THE END OF THE DAY RECORD YOUR ENERGY LEVEL. AN EXAMPLE OF A 1 WOULD BE IF YOU HAD THE FLU AND LITERALLY COULDN'T LEAVE YOUR BED AND AN EXAMPLE OF A 5 WOULD BE YOU HAD AN EXCEPTIONAL DAY WHERE YOU CRUSHED ALL PRIORITIES.

DAILY FIVE

THESE ARE THE DAILY HABITS THAT WILL BEGIN TO SHIFT THE WAY YOU THINK, FEEL, AND ACT. THEY ARE DRIVEN BY PRACTICES IN NEUROSCIENCE AND PSYCHOLOGY FOR OPTIMAL BRAIN AND OVERALL PHYSICAL AND EMOTIONAL WELLBEING. AS YOU CAN SEE 4 HABITS ARE ALREADY PRESCRIBED, THE LAST OF THE DAILY FIVE IS UP TO YOU. CHOOSE SOMETHING YOU WILL COMMIT TO FOR AN ENTIRE 30 OR 60 DAYS. REMEMBER IT TAKES ON AVERAGE 66 DAYS TO CREATE OR REPLACE ANY HABIT.

TODAY'S PLAN

THINK OF THIS AREA AS A TO DO LIST FOR THE DAY. HOWEVER THE LABELS ALONG THE SIDE: HOME, PURPOSE, COMPUTER, AND COMMUTE INDICATE WHERE YOU WILL BE WHEN YOU COMPLETE THE TASKS. THIS IS NOT WHERE YOU RECORD A RUNNING LIST OF THINGS TO DO. INSTEAD THE ITEMS PLACED HERE SHOULD BE SPECIFIC AND VALUABLE TO THIS DAY ONLY. PURPOSE REFERS TO THE ROLE YOU PLAY IN YOUR PROFESSION OR CURRENT "PURPOSE" IN LIFE I.E. STUDENT, INTERN, CAREGIVER, NURSE, TEACHER, ETC. ONCE YOU COMPLETE A TASK AGAIN BE SURE TO PLACE A CHECK MARK FOR ANOTHER RELEASE OF DOPAMINE.

TODAY'S CHALLENGES

RECORD ANYTHING DURING THE DAY THAT YOU STRUGGLED WITH. I.E. PHYSICAL AILMENTS, ENERGY, FOCUS, NEGATIVE EMOTIONS SUCH AS DEPRESSION, ANGER, OR ANXIETY, CONFLICT IN RELATIONSHIPS, DIFFICULTY MAKING GOOD CHOICES OR USING GOOD JUDGMENT. AGAIN THIS IS DESIGNED TO TRACK PATTERNS AND HELP YOU SEE SPECIFIC AREAS THAT REQUIRE FOCUS AND ATTENTION WHETHER PHYSICALLY, MENTALLY, OR EMOTIONALLY. IF YOU FELT THAT YOU HAD NO CHALLENGES IN THE DAY, SIMPLY RECORD THAT IT WAS A GREAT DAY.

TODAY IS

Mon. 3/2/2020

Today I am consistent in my health habits.

ROUTINES



A.M.



P.M.

ENERGY

1 2 3 4 5

WAKE UP: 5:45

BED: 10:15

Daily Five

- ☒ Drink 100 oz. H₂O
- ☒ Wake up by 6 AM
- ☒ Move 30 minutes
- ☒ 10 Gratitude's
- ☒ Meditate

(Choose a new habit to focus on this month)

TODAY'S SWEAT

Ran 5k w/Jenny



FUEL LOG

B: Coffee x 2 & Protein Smoothie
S: handful of almonds
L: Chicken Salad w/ Greens
D: Flank Steak w/ rst. Broccoli
1 glass of red wine



TODAY'S HIGH-FIVES

- Completed my daily 5!
- Ran 5k despite lack of motivation!
- Finished Marketing Edits!

Today's Plan

- Intentional Meditation ✓
 - Prep Kids Lunches ✓
 - Prep Crockpot stew ✓
 - Fold Laundry ✗
-
- Meeting w/Jim @ 9 AM ✓
 - Lunch w/ new clients @ 1 PM ✓
 - Call Mary RE: Stats Report ✗
-
- Catch up on email ✓
 - Edit Marketing Presentation ✓
 - Email Terry RE: Marketing overview/ SF Trip details. ✓
-
- Listen to Audiobook ✓
 - Call Mom ✓
 - Pick up Rx on way home ✓

HOME

PURPOSE

COMPUTER

COMMUTE

TODAY'S CHALLENGES

- Stressed over Presentation deadline
- Annoyed with Susie
- Starving on drive home

10 DAILY GRATITUDES

1. An extra 15 mins. in my morning
2. Maxx's excitement over his class fieldtrip
3. A wonderful Meditation experience
4. Less traffic on my commute
5. Getting in a workout with Jenny
6. Sticking to my plan today
7. Good vibes from my new clients
8. Ethan's help cleaning up dinner
9. Good Energy throughout the day
10. Feeling excited about SF trip
11. The kids laughter at dinner
12. Bedtime snuggles with my little loves