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**Simplify Ritual Strategy Sheet**

The Simplify Ritual is a daily practice that can help you to create Clarity and Insights in your life and work. It also helps to ensure forward momentum towards achieving your Goals and making your Vision reality for you.

Some clients like to practise their Ritual seven days a week. Some prefer to practise their Ritual on weekdays only and take the weekend off.

Decide in advance how often you’d like to practice your Ritual.

In this strategy sheet you’ll see a section for each module that you’ve already completed in this programme:

* My Mindset
* My Vision
* My Goals
* My Time
* My Energy

You’ll also see an additional section:

* My ‘Today’ List

For each of the first five sections, you’ll ask yourself 1 to 3 questions.

I have listed some example questions, but as you work through this strategy sheet, you’ll have an opportunity to think about additional questions and add them to the list.

You could ask up to 3 different questions for each section, every time you practise your Ritual.

However, to make things simple, I suggest starting with just one question for each of the five sections. Over time consider increasing the number of questions up to a maximum of 3.

The aim of the Simplify Ritual is to keep this process quick, simple, but most importantly – insightful and mindful!

**My Daily Simplify Ritual**

**TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MY MINDSET:**

**Question 1: Example question: *What’s on my mind today?***

**Answer 1:**

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| --- |
|  |

**Question 2: [Choose a question from the list below]**

**Answer 2:**

|  |
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**Question 3: [Choose a question from the list below]**

**Answer 3:**

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Other example questions or statements:

* *“What was great yesterday?”*
* *“What could have gone better?”*
* *“Which of my values will I bring forward today?”*
* *“Today I am grateful for…[Your answer]”*
* *“Today I will let go of…[Your answer]”*
* *“What do I need to do to make today an incredible day?”*
* *“What do I need to do today to make ‘things’ right?”*
* *“What mindset self-development strategy will I practise today?”* Example strategy: Triad strategy (Mindset Module) or Practice ‘Tony Robbin’s Priming’ exercise.
* *“What WILL I change?”*
* [ADD MORE QUESTIONS BELOW…]

**MY VISION:**

**Question 1: Example Question: *What small action will I do today in the spirit of my Vision?***

**Answer 1:**

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**Question 2: [Choose a question from the list below]**

**Answer 2:**

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**Question 3: [Choose a question from the list below]**

**Answer 3:**

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Example questions, statements, or actions:

* *“What will I do today to connect with my vision?”* e.g. I’ll read my vision statement, or I’ll pin my ‘Vision Structure’ document up in my office.
* *“When will I review my annual Vision review?”* e.g. Schedule an annual review of my vision statement in my calendar.
* [ADD MORE QUESTIONS BELOW…]

**MY GOALS:**

In the Vision Module you defined the most important roles in your life. In the Goal Module you created a goal or multiple goals for each of your roles. You either grouped your goals together under each role or decided to group them into goal categories. The ‘Vision Structure’ document we reviewed in the Goal module provides a quick way for you to see your Vision and Goals on one page.

It can be helpful to use this structure to work on your goals for a specific role or specific goal category each day of the week.

**Example Daily ritual plan using Roles:**

|  |  |
| --- | --- |
| **Day** | **Goals I’ll work on** |
| Monday | Parent & Husband Goals |
| Tuesday | Business Owner Goals |
| Wednesday | Community Member Goals |
| Thursday | Investor Goals |
| Friday | Business Leader Goals |
| Saturday | [Day off] |
| Sunday | [Day off] |

**Example Daily ritual plan using Goal Categories:**

|  |  |
| --- | --- |
| **Day** | **Goals I’ll work on** |
| Monday | Relationship Goals |
| Tuesday | Business Goals |
| Wednesday | Health Goals |
| Thursday | Finance Goals |
| Friday | Mindset Goals |
| Saturday | [Day off] |
| Sunday | [Day off] |

**Question 1: Example Question: *What goal (and goal-action) will I work on today?***

**Answer 1:**

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**Question 2: [Choose a question from the list below]**

**Answer 2:**

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**Question 3: [Choose a question from the list below]**

**Answer 3:**

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| --- |
|  |

Example questions, statements, or actions:

* *“How can I ensure I will work on my goal today?”* e.g. Schedule a slot in your calendar.
* *“What would be a great outcome for my goal-action today?”*
* *“Who could be my accountability partner for this goal?”*
* [ADD MORE QUESTIONS BELOW…]

**MY TIME:**

**Question 1: Example question: *“Which business responsibility do I need to focus on today?”***

**Answer 1:**

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| --- |
|  |

**Question 2: [Choose a question from the list below]**

**Answer 2:**

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**Question 3: [Choose a question from the list below]**

**Answer 3:**

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Other example questions or statements:

* *“Which business responsibility do I still need to delete?”*
* *“In which business responsibility do I still need to drive efficiencies?”*
* *“Which business responsibility do I still need to delegate?”*
* *“When should I schedule my annual Time Audit?”*. e.g. Schedule time in your calendar and re-watch the ‘4D’s of Effective Time Management’ video in the Time Module.
* [ADD MORE QUESTIONS BELOW…]

**MY ENERGY:**

**Question 1: Example question: *What ‘Energy’ plate do I need to ‘spin’ today?***

**Answer 1:**

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| --- |
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**Question 2: [Choose a question from the list below]**

**Answer 2:**

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**Question 3: [Choose a question from the list below]**

**Answer 3:**

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Other example questions or statements:

* *“How could I improve my nutrition today?”*
* *“How much water will I drink today?”*
* *“How can I ensure a quality sleep tonight?”*
* *“What could I do today to reduce stress?”* e.g. Practice the 1-4-2 deep breathing exercise (Energy Module)
* *“When and how will I exercise today?”*
* *“When and how will I rest today?”*
* [ADD MORE QUESTIONS BELOW…]

**MY ‘TODAY’ LIST:**

My ‘Today’ list is similar to a to-do list, but it’s a defined list of any additional actions or tasks that you’ll commit to do, today.

In the Time module we focused on auditing your time to help you reduce your business responsibilities and reduce the number of tasks on your to-do list. We did that using the ‘4D’s of Effective Time Management’ self-development strategy.

By completing the Time module and with some focus you’ve hopefully reduced your business responsibilities and shortened your to-do list!

My ‘Today’ list uses the same principle in section 1 to 5 in this strategy sheet - simply commit to working on no more that 3 items from your to-do list, today.

As you look at the list of tasks on your to-do list, ask yourself: “What is most important task for me to work on today?” and this of course is question 1.

You’ll then write down no more that 3 tasks in the space provided.

But ideally start with 1 to-do list task per day initially.

This method provides a regular opportunity to action specific tasks based upon their importance. Having no more that 3 on your ‘Today list’ is a lot less overwhelming than looking at your never-ending to-do list!

**Question 1: “What is most important to-do list task for me to work on today?”**

TODAY TASK 1:

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| --- |
|  |

TODAY TASK 2:

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| --- |
|  |

TODAY TASK 3:

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| --- |
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**The Simplify Concept**

Here’s a quick reminder of the Simplify Concept:

When something in your life or work no longer supports you, ask yourself: “What will I change?”. This is Step 1 of the ‘Simplify Concept’: IDENTIFY.

Step 2 - DECIDE – This step about looking forward and deciding how things WILL be different.

Step 3 - DO THE ONE THING – Just commit to one action at a time. It’s important to review the effectiveness of your action. Be mindful that you may need to adjust or change your action depending upon the results you see.

Step 4 - MAKE IT A HABIT – keep doing what you decide to do. Include a reminder of your action in your Simplify Ritual and keep it there until you do it automatically, then you can remove the reminder.

In the Simplify programme, you’ve asked the question: “What will I change?”, when exploring your Mindset, Your Vision, Your Goals, Your Time, and Your Energy.

But this question can help you in other parts of your life:

* Your Business
* Your Career
* Your Relationships
* Your Finances
* Other areas of your life

The powerful question: “What will I change?” opens a world of possibilities for you and can create opportunities for you to make a meaningful impact in not just your own life but those around you, and those far away!

**Quick Summary**

**Step 1 – IDENTIFY:** Ask yourself“What WILL I change?”

**Step 2 – DECIDE:** Decide NOW how things WILL be different.

**Step 3 - DO THE ONE THING:** Commit to one action. It’s important to review the effectiveness of your action. Be mindful that you may need to adjust or change your action depending upon the results you see.

**Step 4 – MAKE IT A HABIT:** Keep doing what you decide to do. Include a reminder of your action in your ritual and keep it there until you do it automatically, then you can remove the reminder.