

# **LIFE WITHOUT STRESS**

**5 days to healthier better you**

**Juan Santos M.S., CRC, LPCA**

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## A Note from the Author:

For those that know me personally, I am a gym rat. I have completed many fitness programs in my lifetime, P90X and Insanity just to name a few. As a counselor, I began to think about why programs such as P90X achieved a warm welcoming from us. Programs like P90X provide individuals with something that is clear, practical, and result worthy. You, me and pretty much anyone else can pick up a P90X workout, insert it in our DVD player and in 90 days have a better body then what we currently have.

I love programs like P90X for three reasons:

1. I do not have to understand the exercise physiology education behind it.
2. I can always benefit from it.
3. I know that in 90 days my body is going to look better than it does right now.

After writing my first two books *Parenting Education for Hispanic Families* and *100 ways married men can remain emotionally connected*, I felt inspired by one too many of my clients. I wrote *LIFE WITHOUT STRESS*. This book has three things in it that you either love or hate (1) you do not need a psychology background to understand it (2) you can always benefit from it (3) in 5 days you are going to have a whole lot less stress then you do now. My goal for the book is direct. The program behind *LIFE WITHOUT STRESS* is simple to read, result rich, and best of all clear. It is a clear to the point counseling self-help book.

The book supports common people. The 9 to 5 blue collar hard working Americans. The early morning 2 cup of coffee parents struggling to drop their kids off before entering the work day. This book even helps the overly stress medical professionals who work insane amount of hours. The book focuses on understanding stress, worry and anxiety from every angle while creating healthy strategies to assist you in eliminating bad stress. Yes “bad” stress. I told you this book is clear and simply written so that you do not stress over understanding terms. The book is not meant to stress you more!

Thank you so much for investing time and energy into your life and stress. I love the fact that you have purchase my book as your tool to alleviating stress and living a happy life.

See you in 5 days my friend.

Fun fact about me:

*“I would have never guessed, not in a million years, that today I would find a home as a counselor. Yet, not a day goes by that I can’t stop smiling over how much I love what I do!”*

## **ACKNOWLEDGMENT**

I want to thank my wife Elizabeth, my daughter Nola and my son Alexander for the love, compassion and support they provide me daily. My family's role in this book and in life continues to be the driving force for me and all I am. Lastly, I would not be on this path if it were not for God's grace and endless blessings.

Your first two assignments before beginning your journey:

First assignment: I want you to tell your family, significant other and friends that you are reading this book to lower your stress. I want you to tell them for two simple reasons, accountability and awareness. As your journey in this book progresses you are going to begin experiencing some pretty awesome changes. Those around you should know and be there to praise you for your success. In addition, you are going to experience challenges that are aimed to eliminate unwanted stress. You are also going to want these same people present so that they can help you stick with it.

Second assignment: Before your journey begins I want to take you back to the good old days, middle or high school. I remember in high school having an assignment that required writing a letter to our future selves.

You have committed so much of your time to this book by simply picking it up and giving it try. “It is by far one of the greatest personal investments that you can give yourself”. Like many programs that are sold, *Life without Stress*, aims to give you a positive change in your life in 5 days. I want you to write a letter to yourself for a time span of 5 days from now. You can hide the letter away for 5 days or be creative and have it mailed back to you 5 days from now.

Push yourself to write down what changes you hope to conquer.

- Do you wish to feel less stress from your job?

- Do you hope to manage your anxiety so that you can date again?
- Are you tired of feeling depressed or sad?
- Do you wish to have just one week where you do not find yourself overwhelmed worry or anxiety?
- Are you ready for a break?

# DAY 1

## TREAT YOUR SELF

Congratulations to you. Please take a moment to really thank yourself for taking the initiative to do something for you.

- How often do you spend time and energy serving others?

I'm sure that within your role and with all the hats that you wear in your life, you often forget about self-care. It's not really your fault. Most people for one reason or another, have this habit of taking on more and more roles in their life. This causes people to feel overwhelmed, stress, anxious and even frustrated to the point of burnout.

Your first day task will be to treat yourself to whatever it is that you may want. Treating yourself literally means that you find some activity or thing for you. Before identifying your activity or thing to do try to consider the following:

- What does your favorite day look like?
- If you could go anywhere to feel spoiled where would you go?
- How do you feel when you are taking care of yourself?
- Where are you at when you feel at ease, relaxed and comfortable?
- What can you do to avoid thinking about your obligations and focus on self-care?

Below are a few examples of ways to treat yourself:

- For parents: Mothers and fathers you may find that treating yourself means a mini-vacation without the kids. Drop your babies off at a relative's or local daycare for a few



hours. Go out to a local Starbucks or even a day-spa. When you are there, please do not think about your child. They are okay.

- For 9-5 workers: Use one of those PTO days you have been saving. Or after work do something that you desire to do but are typically “too busy for”. The options are endless. I really want you find something that will bring a smile and sense of relief to your face.
- Take a much needed nap. You are not too old or too busy for a well-deserved nap. Wake up revitalized and focused.
- Spend a few extra dollars for a massage or day spa. Don’t overly think about it. Just do it. The simple thing is that if you treat yourself with a massage or session at a day spa you are going to exit that session feeling less stressed than when you entered.

One common feeling that most people experience when treating themselves is “guilt”. You may experience that you do not deserve this or that it is not fair for you to be doing the activity or thing. Please remember, that you are human. If you are not healthy and happy then your overall attitude and self will impact those around you in a negative manner. People around you, your kids, relatives, co-workers, or significant other will notice how much happier, healthier and stable you are once you have treated yourself.

At the end of day one you should be experiencing a strange feeling of relief, balance, and happiness taking over. It’s as if you have taken a deep breath at the beach, “it feels good”. Tomorrow, you should notice a sense of focus and restoration.

Great job completing day one. Just because you completed one and did an awesome job with self-care does not in any way mean day one is over. I want you to treat yourself as often as possible. Every day if it were up to me.

# DAY 2

## ORGANIZATION

Congratulations to you. If I were with you today, I would give you a high five and pat on the back. As cheesy as that sounds, I would still do it. I believe in you and I want the best for you. If you are happier and stronger than life itself will approach you as a gentle wave.

Day two is about awareness and understanding. Please grab a sheet of paper and something to write with. On the paper write down your routine for the day. I know, this is an odd task. Start from the minute you wake up to the minute you go to bed. Make sure to include small and large acts that you do. Below is an example:

- 8:00am - Wake up
- 8:30am - Shower and personal hygiene
- 9:00am to 9:30am – Breakfast with partner/self/family
- 9:30am to 10:00am – Drive to work
- 10:00am to 1:00pm – Work
- 1:00pm to 2:00pm – Lunch
- 2:00pm to 6:00pm – Work
- 6:00pm to 6:30pm – Drive home from work
- 6:30pm to 7:15pm – Dinner with partner/self/family
- 7:15pm to 10:00pm – Relaxation; television time
- 10:00pm – Prepare for bed

*Remember the time frames are relative - don't stress out over perfection.*

Now that you have organized your daily schedule, do a quick run through just to make sure that you have not left anything out that you may want to add in. Remember the end goal of this book is to help you in 5 days overcome stress.

Using the schedule above, I am going to provide you with opportunities of improvement. The opportunities directly impact your stress in helping you manage and eliminate it. Below are activities that you can include:

- In the mornings before getting out of bed make a to-do-list. This can be something real short, simple and to the point. The main goal for the list is that it should be something you can complete that day. A to-do-list provides a sense of responsibility and personal reward as you complete your daily tasks.
- Add a recreational activity, family activity or individual activity after work that you or if applicable those around can enjoy. This can be going to the gym, taking your family to the park, reading a book, or taking an art class. You can even go back to day 1 and utilize some of your self-care activities. At first, it is common and downright normal for you to feel that this will be a burden to you. That is why it is critical to analyze how your life is now. Ask yourself the following questions:
  - “Do I feel that I am living the life I want right now, this very moment?”

If not, trying something new can only provide two options. The first option is that after

you spend time practicing the activities you will notice the benefits. The second option is that you will receive no benefits and you are right back where you started. No harm done.

- While driving to work consider music options, audio books, or podcast that can help improve your life. I understand that this is a broad statement. First think about what you enjoy listening to and make this task a trial and error until you find something that fits.

By the end of day two you should have achieved the following:

- A sense of accomplishment as you wrote down your schedule and found strategies to add pleasurable and empowering activities in it.
- You may have a sense of relief from the breakdown of your schedule.
- A sense of direction as to what you should be doing next.
- You are gaining control over your life. You are in the driver's seat! One of the focal points about stress is that if it controls you, life becomes overwhelming and difficult. Yet, if you learn to control stress life becomes what you make of it. Less worry, more enjoyment and fulfilment.

*“Please remember, as I cannot say this enough. It is vital for you to actively practice the recommendations in order for this book to help you.”*

# DAY 3

## A SIMPLE APPROACH

Each and every step that you have taken deserves recognition. I understand how difficult it can be to make changes. Especially when the changes are not easy nor the first option that you want to take.

Day three focuses on helping you be approach life in a rational and logical manner. As mentioned in day one, we wear many hats and play ample roles in life. Some are parents, employees, friends, siblings, or uncles. Having all of these hats can make us feel at times overwhelmed and consumed by the roles that those around require of us. Unfortunately, I am not going to tell you to end some of your roles. At least not now.

Today I want to encourage you to breakdown the hats you wear into the tasks and responsibilities that you complete on a daily basis. To do this you first will need to write down the tasks that you are required to complete per day. Let's make this easy, practical and to the point by focusing on tomorrows expected tasks and responsibilities.

Below is an example of a typical day that may relate to you:

- Prepare breakfast for the family.
- Drive the kids to school.
- Pick up laundry.

- Run errands.
- Go to yoga class.
- Clean and organize the house.
- Prepare lunch.
- Pick the kids up from school.
- Prepare dinner.
- Clean after dinner.
- Organize and clean prior to bed.

If the day above does not relate to you, please take time to write down your day into short tasks and responsibilities.

Above are 11 tasks and responsibilities that are to be completed. I don't know about you but they seem like a lot for one person to do in one day. The manner in which you approach your day can greatly impact your attitude and overall mentally for that day. In addition, the approach if positive will directly help you in how you feel and act that day. If you are able to approach your obligations in a smooth and comfortable fashion, then you'll be one step closer to experiencing less stress and discomfort.

You have 11 things to complete. First lets breakdown them down into groups. At the end of each group you will have the opportunity to provide yourself with a reward. Your reward can be just about anything you want. Examples include: yoga class, reading a book, watching a 30min television show, or simply enjoying a hot cup of coffee for 20minutes. I know for me,

it's always a hot cup of coffee. Honestly, if you give me a cup coffee I'll give you a smile. Its my definition of sanity and relaxation.

The reward options are endless and entirely up to you. Just be mindful of the time spent on the reward. Too much time can easily distract you from the tasks while not enough time can make you feel uneasy and robbed from the experience of the reward.

Below is an example of the same chores and responsibilities mentioned above with the modified changes. The changes include are rewards that are strategically placed in to alleviate stress and create emotional stability throughout the busy day.

- Prepare breakfast for the family.
- Drive the kids to school.
- *Reward: Enjoy a nice latte at your favorite coffee shop.*
- Pick up laundry.
- Run errands.
- *Reward: Go to yoga class.*
- Clean and organize the house.
- Prepare lunch.
- *Reward: Enjoy a short television show.*
- Pick the kids up from school.
- Prepare dinner.
- *Reward: Sit back in a quiet place and dive into a few chapter of your favorite novel.*
- Clean after dinner.



- Organize and clean prior to bed.
- *Reward: Reflect back on your accomplishments of the day. Reward yourself as you see fit.*

If you need to go back and review the plan listed above. It is up to you on what to place as your reward. The overall points to remember for today include:

1. Be mindful to approach your day in a simple and clear fashion. By making this change you will be able to feel control over the expected responsibilities of the day.
2. Planning ahead often creates an initial spurt of stress while at the end of the process alleviating your overall stress. Invest a little time each day to write down your tasks or responsibilities with the focus being on simplicity.
3. Reward yourself for small and big accomplishments. Each day is a blessing. Allow yourself to find it “okay” to be spoiled and taken care of. As mentioned earlier in the book, you must take care of yourself first in order to take care of those you care about.
4. Be creative in how you reward yourself. Each day does not have to be an ongoing mundane routine. Create fun and enjoyable mini rewards that truly boost your energy and lower your stress. Think of each reward as a “reset button” that allows you to refresh and get back to life at 100 percent.

You have successfully completed day 3 of 5. 2 days to go until you are experiencing less and less stress. By this point you should have already begun to notice changes in your daily stress levels, feelings of personal satisfaction and enjoyment, your ability to remain focused and with feelings of control over your life.

# DAY 4

## MONEY AND STRESS

Give yourself a hug. You fully deserve the recognition. The reason is simple and I hope that you can notice it. To change is a very difficult task as most people are stuck in their ways and often find the process of change to be lengthy, difficult and unfamiliar.

Day 4 focuses on the root of all evil, money. I am not a financial advisor nor an accountant, however, I am a professional counselor and one who focuses on reducing and managing stress. Or as I like to say kicking stress right in the behind. Money for most people is a trigger in life. Money may trigger people to feel anxious, frustrated, happy, excited, depressed, sad, angry and many more feelings.

We are going to focus on helping you create control over yourself which in turn will help you manage your emotions when triggered by money. In a very simple way we are going to follow the 3 steps below to help reduce stress triggered by money.

- Step 1: Awareness of the origin of the stress.
- Step 2: Awareness of how the stress impacts you and those around you.
- Step 3: Creating awareness and control over your money.

Step 1:

You are experiencing stress because of money.

I want you to grab a sheet of paper and something to write with. Next find all your bills and payments that you or your family are responsible for. Make sure to document your information by monthly expenses. Somewhere on the page write down your yearly and monthly income after taxes (if applicable add your partners). As mentioned earlier, today the focus is on alleviating financial stress. This means that I am going to show you how to take the control away from money and to you. Having control over your finances gives you control over your stress.

Below is an example to follow:

Mortgage	\$1500.00
Car payment	\$300.00
Electricity	\$100.00
Water	\$30.00
Cell phone	\$120.00

- A. Total expenses per month:\_\_\_\_\_.
  
- B. Your monthly earned amount after taxes (rough estimate is okay):\_\_\_\_\_.
  
- C. Total in the difference between A and B:\_\_\_\_\_.

Step 2:

Now that you have the information written and out in front of you, how do you feel?

Try answering the questions below:

- Before writing down my financial information I felt \_\_\_\_\_ about my money situation.
- After seeing what I have written down I felt \_\_\_\_\_ about my money situation.
- My money situation is impacting my personal life by \_\_\_\_\_.
- My money situation is impacting those I care about by \_\_\_\_\_.
- My money situation is impacting my stress by \_\_\_\_\_.

Step 3:

Time to prioritize and make executive changes that are focused on improving your overall life. This is not an easy process and it may not be one that you are going to be on board for right away. I encourage you to focus on your responses on step 2.

Making a change in your finances can help reduce stress and provide you with relief. I am not going to ask you to cut your expenses and completely change your lifestyle as that would create stress of its own.

Instead, review your expenses from step 1 and the information in step 2.

Below are strategies to implement when reviewing your expenses from step 1. You can pick and choose the ones that best support you.

- If you are eating out more days than you should be, reduce the amount by one day per week or four days per month. This should save you roughly \$10.00 per month or

\$120.00 per year consider that your meal is worth that amount. Once you have reduced the days keep moving forward in a gradual and comfortable rate.

- If you decide to act on the first recommendation of not eating out, great. I want you to put the money that you would have spent on food in an envelope labeled “extra money”. At the end of the month see how much money you have.
  - How do you feel from seeing the money you have saved?
  - How does the money save support your financial situation?
  - How does the money saved help reduce your financial stress?
- Analyze your phone, internet or cable plan. While reviewing your plans really consider what you need versus what you want. In addition, think about the time that you actually spend using your services. I bet that once you review the information, you’ll find a few places to chop down dollars. Consider the following questions as you analyze your plans:
  - Are you using everything that you are paying for?
  - Are you using all your data? If not, change your plan to a lower data plan and save the difference. Apply the same technique to your internet and cable.
  - Will cancelling a plan and paying the early cancellation fee save you money in the long haul once you switch over to a less expensive plan?
- Are you shopping for extras? These can include clothes, shoes, or things that you may not necessarily need. If so, try to give yourself a monthly cash budget. You could allocate \$50.00 per month or a number that is lower than what you are currently spending. You could also utilize the money saved from eating out for extras. In addition, consider reviewing your expenses when it comes to extras. Consider the following to gain a stronger understanding on spending habits:

- Do you spend more money during specific times of the year? If so, why?
- Are you able to sell any of the items you no longer use?
- Can you wait for 17 days? It's really simple. First of instead of 20 or 30 days, I like 17 days because it's odd and really sticks out. For 17 days you are going to wait and really consider if you want that extra item. During the 17 days you can try to save extra money by not going out to eat as regular.
- Use automatic payments. As we grow older, things really become more hectic. We start taking on more and more responsibilities. Remembering payments is often last on our priority list. I think most people once they receive their bills in the mail place them at a certain trusted location that they often do not remember to go to. I obviously know through practical experience.

Utilize automatic payments in two formats. First, try to set up each bill atomically. Second, add a reminder on your phone and home calendar of when the bills are due. The important aspect of the second part mentioned is that you have control over your bills versus not having control. Not having control can be experienced by forgetting what bills you have, not remembering if you paid a bill or not, or being late on payments. As mentioned throughout the book, when you have control over your stress life will be awesome!

- Create a day each week or month that you set aside to review to your finances. Add this as a reminder on your calendar to help prioritize its importance. When you allocate time to review your finances make it a goal to enter the process with empowerment and control. Common things to review during this process include:
  - Are you happy with your financial situation?

- What changes need to take place to make you happier?
  - What changes need to take place to lower your financial stress?
  - Are you doing a good job managing your finances?
  - Have the changes you made in financial management supported your stress?
- Reward yourself with a savings account. The money you save from reductions on food or random splurges can be added to your savings account.

Once you have begun to utilize the strategies and recommendations discussed above, process and reflect on the positive changes in your life. Revisit the following questions below after a month of actively practicing the recommendations discussed earlier.

- My money situation is impacting my personal life by\_\_\_\_\_.
- My money situation is impacting my stress by\_\_\_\_\_.
- My money situation is impacting those I care about by\_\_\_\_\_.
- My money situation is impacting my mood by\_\_\_\_\_.

The goal of step 3 is to help you create control and empowerment over your finances. You have already achieved awareness in steps 1 and 2. Step 3 kicked things into high gear by giving you the wheel and allowing you to control your finances. If you have followed each step and made an effort towards change you should be reaping the rewards.

# DAY FIVE

## INNER HEALING

Thank you for your willingness to be open to make life better, happier, less stressful, and simply downright a life worth living.

How do you feel at this point?

Are you experiencing positive changes in your life? Small or big, change is change!

- At this point I have noticed that my personal stress has changed by\_\_\_\_\_.
- At this point I have noticed the following positive changes in my mood and attitude \_\_\_\_.
- My ability to handle stress and difficult situations has changed by \_\_\_\_\_.

The focus on day five will be a bit deeper than those discussed in the days prior. If you can right now (if not try and do this later) find a quiet place that is distraction free. Please have a sheet of paper and something to write with nearby. While you are in your quiet and distraction free location please take four to five deep respirations. Think about your life. Really try to focus on your breathing, on feeling calm and relaxed. Once you are calm, relaxed and ready begin processing the questions below:

- Have there been any experiences that has caused you trauma - a trauma that continues to impact you today?
- Are you currently experiencing stress from a past conflicting event or relationship?



- Are you experiencing emotional difficulties from an overly stressful circumstance?

Below are a few examples that you may relate to:

- Childhood trauma related to abuse.
- Relationship trauma.
- Bad breakup that left scars.
- Conflict within your family.
- Relationship conflict.
- Personal trauma related to upbringing.

Before we dive in, I want to encourage you to truly weigh your experience and consider what type of support you may better benefit from. If you are experiencing a deep wound or one that you experience troubling emotional distress from when open, please seek professional counseling. This book is aimed to support in overcoming stress. At times traumas and deep wounds can cause short or long-term stress. Today we will focus on managing and relieving stress associated to your personal trauma.

As mentioned earlier, day five will focus on a deeper weighted experience that continues to negatively impact your life. As you are in your quiet and distraction free place try to focus on the experience.

Below are easy to follow steps in overcoming the stress associated with your experience:

Step 1:

Write down your personal experience, trauma or wound at the top of your paper. As the header.

Step 2:

Write down in bullet points all the ways that your experience has negatively impacted you. Reflect on the physical, cognitive and emotional symptoms that you have experienced. It is completely okay if you cannot remember all of them. Please do not stress yourself because of this. Simply write the ones that come to mind.

Now that you have this list in front of you take a few moments to reflect over it. You may during this time experience emotional discomfort. If you need to, please take a few breaks followed by deep respirations to gather yourself. If for any reason you feel that you cannot continue the activity, it is okay. I encourage you come back and try it again when you feel better or seek professional counseling.

Return to your list and pick one out of the many that you wrote. I encourage you to pick one that you feel comfortable on making changes to. The one you select should be one that can be solely focused on and worked to change in a positive manner. The change you decide to make is going to depend on you.

Below is an example for guidance:

- The issue:  
“I am experiencing conflict with a family relative. The conflict is causing me daily stress and basically burdens my day when thinking about it or when I am together with the family”.

The positive changes I can make:

- Allocate a specific day and time to reflect about the given subject versus feeling out of control and allowing the conflict control you. To do this effectively, you can schedule in your calendar a designated time frame to vent on the subject. It is only during this time you vent.
- Reflect on the pros and cons of spending time and energy thinking about the conflict.
  - Is it worth your energy?
  - Is it worth your time?
  - Could you be doing something better or even healthier with that time?
  - How does it help you to do what you are doing?
- Are you willing to address it? If so. Let's identify your options. I encourage you to find a form of communication that you are comfortable with: texting, emailing, a phone conversation, hand written letters, or face to face conversation. Before addressing the conversation practice with someone you can confide in.
- Reflect on how your life can change as a result of you addressing the issue. This process pushes you to think about the entire process from the beginning to end.
  - How does it end for you?
  - Are you happier after addressing it?
  - Will you utilize your time and energy more efficiently by not thinking about this subject?
  - Will your stress decline if you address and move on from the subject?

The goal from this point forward is to tackle the list one by one. As you make positive changes on your list you will experience relief, control and feelings of empowerment that will help guide you through the process of change. Once you complete one change reward yourself by reflecting on the positive changes in your life.

- After addressing the bad experience, trauma, deep wound how has your stress improved?
- After addressing the bad experience, trauma, deep wound how has your life improved?

Remember the focus of this activity is to help bring light to the negative experience that continues to impact your life in a destructive manner. Whether you do this with the support of the book or through professional counseling you can work towards achieving this goal.

- asking you to review the to-do-list while you are in an important meeting.
- Before writing down anything on the to-do-list create an arrangement that works for you. For instance, some people have a simple per day to-do-list with daily goals. Others prefer to have daily, weekly, and yearly goals on the list. It's really up to you. I do encourage you to have a system of arrangement when creating your platform. You can do this by having tasks that are to be completed today with a star, tasks for the week with a circle and tasks for the year with a square. Again, it is up to you as part of the definition has the word "personally".
- Do you remember back in school "SMART goals"? If not, do a quick google search to refresh your memory. The only part that I will pull away is the "R" for REALISTIC goals. Make sure that the goals you add to your arraignment are realistic. Do not put goals that are not realistic. I want you to challenge yourself using a realistic and logical approach. When unrealistic goals are added to your list, they can create a wave of stress. Consider if you have the goal on your list to run 5 miles during your lunch break. Let's also say that you dislike the treadmill, the idea of running and you have not ran more than 3 miles since high school. This would be an unrealistic goal that could lead to experiencing stress and a few unwanted muscle aches.

One thing I want you to note, we have not even begun to write the to-do-list. So far we are simply planning and creating a strong and effective platform.

- Write down your daily goals and (other goals such as weekly/monthly/yearly if applicable). Remember, only if applicable. It is up to you to decide if the to-do-list will

focus on daily goals, weekly, monthly or yearly.

- Check off the goals as you achieve them. This is a process that most people overlook. I would love for you to be creative here. Have a cool red strike through or a check mark as you complete each goal. This simple small step can provide satisfaction while also lowering stress.
- At the end of each day give yourself a brief 10-15-minute session to reflect on your achievements and to analyze your new goals for the next day. Remember that you are investing in yourself, so you shouldn't feel bad in any way for taking time out of the day to reflect on your achievements. "I often remind my clients that when they are doing well and living healthy, those around them tend to be the first to gain from the positive changes".

The most difficult part of a to-do-list is implementation. Using the information above, you have the tools to implement and effective to-do-list. Please make sure to follow through on what you put on the to-do-list.

Go right ahead and grab the platform that you'll be utilizing for your to-do-list. Jot down tasks to do. For instance, let's say you are reading this three hours prior to bed time. You could right now, write down the following to-do-list:

- Brush teeth.
- Shower.
- Work on tomorrow's to-do-list.
- Reflect on the today's pros and cons.

- Check off tasks that I have completed.

A to-do-list can start when you are ready.