

OVERFLOW CHECKLIST

7 Steps to Increase Happiness in Life & Work

This is for you if you're feeling overwhelmed trying to do it all. This is for you if you desire harmony between your life and your work.

Implement one action each day or the same action for 7-days. Be in radical action to shift and create the happiness you deserve!



Start your morning by nurturing your Spirit. Meditate, journal, pray, color/draw, be in Nature, exercise.

Plan major activities, tasks, and projects prior to the start of your week.

Write down everything that is worrying you so you can "see" it.

Do a "brain dump". List **highest priority** to **lowest priority** tasks.

Delegate tasks, activities, and projects that don't make you happy or don't make you money.

Focus 20% of your time on greatest **momentum building** tasks.

Take a full lunch away from your desk and devices. Treat yourself. Have lunch in a park or outside.