

# The Success Habit Guide

## Introduction

Hello, and welcome to the Success Habit. I am so happy you found your way here. I'm Christa Potter, a Business and Mindset Coach, and I want to start things off by talking about how this system came to be. Basically it came about because I realized as an entrepreneur that regular daily planners just weren't cutting it anymore. That just simply accomplishing more things, checking more things off my to-do list, tracking appointments, etc. wasn't actually creating the change and the growth and the results in my business that I wanted to see.

Productivity systems that are more focused on using your time more effectively and getting more done, weren't ensuring that I was growing as a person and a business owner. It wasn't ensuring that I was not self-sabotaging in how I was choosing to spend my time. It wasn't allowing me to stay focused and in a mindset that could encourage the growth and the success that I was desiring. It was just creating an environment of feeling like there was more stuff that needed to be done, and it felt like no matter how many hours I worked, no matter how hard I worked, even if I felt like I was busy, busy, busy all day working, at the end of the day I would realize I hadn't actually shown up or accomplished anything that felt like it was truly creating more of an impact and more income in my business. It can be so easy to get wrapped up in all the stuff and the busy work and not really move the needle forward in a way that's going to be truly impactful.

So I wanted to create a system that allowed me, first of all, to feel more organized and that everything could be part of one practice. Because I believe that as entrepreneurs there is much more to running and growing a successful business than just keeping track of tasks and appointments. That may work for employees or someone in the corporate world but as entrepreneurs we need more. We need to be focusing on showing up. We need to be focused on staying focused on what it is we are trying to build. We need to be focused on our mindset and creating the mindset and beliefs that empower us to do the thing we feel called to do.

For me I found that I would have a day planner to track some appointments and bill payments but it wasn't really suitable to use for much else. So I started exploring life

planners, and purpose planners and other planners that did try to incorporate more. But they still felt too confining and still weren't focused on the entrepreneurial side of things. I would have multiple notebooks going that would be filled with creative ideas in one, offers I was building and the things I wanted to create in my business in another. And then other ones that were filled with journaling and mindset work on shifting my beliefs and allowing me to step into the bold boss that I was. And in order to create the business that I desired, there's so many pieces and parts and practices that I knew were so important to really move the needle forward that had 15 different homes around my desk and I could end up spending huge chunks of time just trying to remember where I jotted something down a few days ago.

Whether that was that amazing idea that I had, or when I had that incredible shift that really changed how I saw myself and how I saw what was possible for my business. It's just all over the place. And I also knew that one of my forms of self-sabotage was allowing myself to get wrapped up in the busy kind of work and behind the scenes things and not focusing on the things that I knew would really create and grow the business that I desired now.

I wouldn't show up for my audience the way that I wanted and the way that I knew I desired to show up. And I wasn't doing mindset work to overcome things that were holding me back. And, let's face it, mindset is hugely, hugely, important when it comes to being an entrepreneur. And if you haven't embraced that, I highly encourage you to do so now, because it doesn't matter how much you learn in terms of marketing and strategy. If your mindset isn't in check, and you're not focusing a lot of your attention on your mindset work, you'll only hold yourself back. You will be easily swayed by different ideas and concepts and never be able to commit to following a path.

You'll keep being distracted by the shiny object syndrome of "this'll be the thing that's going to work," or "no, that's going to be the thing that works" and never really getting solid on what's important to you. You won't be clear on what's important to you for the business that you're growing and really anchoring in the decision and who you want to be as an entrepreneur, what you want to create in your business, and really being confident in that and committed to moving forward with that. And instead, you'll let self-doubt and questioning yourself allow you to waiver between all these different things and just not truly stepping up into the true bold boss that you are capable of becoming.

And I knew that mindset was huge and my planning and productivity practice couldn't just be about tracking stuff and activities and things in my daily planning system, it needed to be about growth. And it needs to be about continually pushing outside of my comfort zone so that I could actually grow because you're never going to get to where you want to go by continuing to do things the same old way you always have been. You have to be willing to shift how you see yourself and shift what you believe is possible for yourself and your business, and be willing to take those risks and keep moving forward. Instead of just feeling like you're moving in circles of overwhelm, never getting enough done, never feeling like you're getting ahead and seeing the results that you want to see.

It needs to be a conscious effort to push yourself forward in that way. And that's the only difference between people that succeed and business owners that fail is their mindset. It's the people that are committed and adaptable and willing to take risks and keep moving forward that find success.

It's not just some magic thing that happens overnight. The people who fail are the ones that just simply gave up too soon. And we don't want to be those people that give up too soon. We want to be the ones committed to following through.

So let's dive into the Daily Success Habit. We're going to go through the components of the practice that you will direct your attention to everyday. By taking the time to do this in the morning and really diving into this practice it is going to allow you to relax into the work that's really going to create that difference for you. It is going to release that weight off your shoulders of not knowing where to direct your attention and feeling like those days, those weeks, those months are going by where you're not seeing any true progress.

This is just going to eliminate all that and relieve all that and allow you to move forward confidently, focusing on the things that are truly providing the growth that you want to see and allowing yourself to discover the things that are truly going to move you forward in the way that you want.

You can find your Success Habit in its various versions in the Module called [Using Your Success Habit](#). Before you dive into doing your Success Habit practice you'll want to watch all the videos in the course platform on the different practices in The Success Habit or you can read below. Have fun!

## Affirmation

Choose a daily affirmation for the day. Affirmations are positive statements that you say out loud on a regular basis. The goal is to reprogram your subconscious mind so you can remove any negative thoughts that prevent you from living your dreams.

Affirmations work by overwriting negative thoughts, which are stored in your subconscious, with positive ones. This helps shift your belief around what's possible so you can start taking more empowered actions towards what you are affirming.

Affirmations must be said in the first person and in the present tense. For example "I am" instead of something like "you must" or "I will".

An affirmation must be stated in a positive manner. "I must stop eating junk food" sends your mind a distorted message; it interprets the same as "I eat junk food." This type of statement will lead you in the opposite direction of your goal. Instead, "I choose fresh, healthy snacks when I am hungry" is a positive statement telling your mind the exact desired behavior.

Finally, an affirmation works best with repetition. So try to repeat your affirmation several times out loud during the day. That's why it's on page one of your Success Habit, so you can say it aloud every time you see it. You can also try sticking with the same affirmation for a few days to really anchor in the new belief.

When it comes to choosing an affirmation I recommend choosing one related to whatever new belief or transformation you are trying to claim for your business right now. I do have a product called The Happiness Habit that includes over 400 affirmations that would be a great resource for exploring different affirmations you can use.

## Main Focus

The main focus area is where you will want to have taken some time to decide what your main focus is right now and claim it here. Because, let's face reality here. If you aren't clear on what your main goal and vision is for your business right now then how can you expect to be taking the steps needed to make it happen or stay

motivated to do what it takes to achieve it. So make sure that you're regularly taking to to get clear on what the big goal, the big overarching thing that you want to be focused on, that's most important for you right now at this time in your life and business? This is a place to state that, to claim that, to remind yourself of it daily by putting it front and center. This is you why. Your North Star to keep you moving in the right direction.

You can also take the space to not only state that main focus but also to affirm what it is you're doing today to make progress in that area.

- What is my main focus/goal right now? What progress do I want to make around it?

## What I'm Selling Today

If you are a business owner then it's important that you are bringing in money.. Otherwise, let's face it, it's just an expensive and time consuming hobby. It is not wrong or selfish to be focused on making an income in your business. The more money you earn the more impact you can make in the world and the more people you can help. You succeeding creates a ripple effect out into your family, your community, and the world around you.

You should always be very clear on what you offer in your business at all times and what you are focused on promoting or actively selling each day. I see so many entrepreneurs spending days and weeks and months on end in creation mode or learning mode or "once I just do x, y, and z then I'll be ready for \_\_\_\_" mode.

There is always something you can be selling or offering right now in your business. Be clear on what it is. If you have a big project you're in the trenches of in the background then make sure you have a more passive or one off type income stream you are utilizing while you are working on it.

It might be really easy for you to decide and write down what it is you're selling because perhaps you're in the middle of a big launch. Or maybe what you're promoting right now is discovery calls towards one-on-one coaching or done-for-you services. Whatever it is, you want to know what you're selling and be taking steps towards actually selling it each and every day. I can't tell you how many

entrepreneurs are out there frustrated they aren't making money but when you ask them when the last time they actually asked for sell, whether that be on a call or through a call to action on a post or email, they admit it has been a while. You have to sell to sell. Whether you are selling by showing up to your audience, getting on calls, or paying for ads, you have to be selling in some way.

If you're not doing a big launch right now, it's important to know what you have in terms of maybe a lower ticket offer that you can run in the background when you're not promoting a bigger program or course. You always want to know in your business, how you're bringing customers in, what you're selling them, what you're offering them and how it fits into your business strategy. Some entrepreneurs like to focus on only a few big launches a year to generate all their revenue. Some like to operate with just a few high ticket clients. Others like to be always selling a lot of passive income products. Maybe you're bringing in customers in on a lower end offer that is at the beginning their customer journey and you ascend them into working with you in your higher investment offers..

Maybe you're focused on your core signature offer right now and promoting that.

The important thing is that you want to know what you're selling, how you're bringing people into your business, and what part of that customer journey you are bringing them in on, and where it's going to take them. You want to know your business strategy and have your value ladder mapped out so you can make sure that you're not just continuing to go through a process of throwing spaghetti at the wall, just to see what sticks and just randomly throwing stuff out there and wondering if they'll buy this today. We want to know what we're selling, because there is a plan behind that. There is a strategy behind that and know how that fits into our business and know every day that what we are doing is supporting that.

So this is where you can remind yourself that this is what I'm selling today so you can always know what you are selling daily so you can include calls to action in your content, emails, and social media posts. Make it easily accessible and discoverable by your audience. Don't EVER make it hard for someone to work with you and give you their money!

## Today I'm Grateful For

Gratitude is a personal growth practice that is actually scientifically proven through countless studies to improve one's health, wellbeing, and happiness. It is so important to include this in your daily practice. And while some may argue this belongs in a personal practice and not one for entrepreneurs I do not agree.

Practicing gratitude is so important for entrepreneurs. It can be so easy to focus on where we are desiring to go and why we haven't gotten there yet that we can forget to be grateful and appreciate what we have in the moment and honor how far we have come.

When stating what you are grateful for each day I want you to go beyond the surface layer. Don't just say you're grateful to have a roof over your head and food on the table. I want you to get specific and go deep with what you are grateful for and why. And take the time to sink into the feeling of appreciation you have for them. That is the true magic of a gratitude practice.

## Priority Tasks (Needle Moving Tasks)

The priority task area is for you to track the three things that are your priority tasks for the day. Now, what you'll want to write in this area is, the three things that if you got nothing else accomplished today, you could feel good about your day. These are the things that really move the needle forward in your business in a measurable way.

These are things that you can do in your day that really create an impact. And, and when I say create a big impact in your business, that doesn't necessarily mean these have to be big time-consuming tasks, but these are just the priority tasks that, when completed, it's really doing something and it's opening up the opportunity for more growth and more income in your business.

This helps ensure that you are directing your time and energy first to those things that you can feel really good and solid that if even just those three things get accomplished, and you do those first, that it doesn't matter what happens for the rest of the day. You can feel good and know that you have made progress in a meaningful way.

- 3 Priority Tasks for today.
- Be honest with yourself. What are the actions you can take right now that will make the most impact in moving your life and business forward. DO THEM.

## Income Generating Actions (IGAs)

Your income generating actions, or IGAs for short, are your money-making activities. These are the 8-10 actions you are going to take during the day that are focused on the things that directly tie into making a sale and generating income. These actions are different for everyone. One of the first things I like to do with my clients is help them get really clear on what these are. You want to take the time and sit down and figure out what are the things that you can be doing every day that can actually translate into income. These are the actions that are actively growing and nurturing your audience and asking for the sale.

For you this might be different forms of social media posts that include a call to action or engage your audience. It might be something like writing every day or doing a live video to your people every day. It could be something more specific like sending out an email or creating a post with a link and call to action to an offer or product. It could be launching and optimizing ads. It can look a lot of ways but these are all the things you show up and do each day that actually translate into audience growth and translate into income.

A lot of these IGAs may look similar each day and many may fluctuate and change depending on whether you are launching a new offer or promoting something you always have running in the back end. When you are mid launch all 8-10 of these actions may be sales related whereas during other periods they may lean more heavily on audience growth.

It may seem like a lot of actions but it's really not that hard to come up with eight or 10 things you post, do, say, publish each day across different platforms that build on one another. For example you it could include sending out a newsletter broadcast with a call to action, publishing a blog post (with a lot of the same content you may have included in the email), posting about your latest offer on your Facebook page, in your group, on Instagram in a post and a Reel, DMing to follow up with a potential client your had a call with the other day, etc.

This is the place for you to make sure that you're taking those actions every day with intention to ensure that you're showing up in your business instead of spending days and possibly weeks on end building out a new offer in the background while ignoring sales and audience growth... you know those things that you actually need to result in sales. Sometimes we fool ourselves into thinking something is a money making activity when in reality it's a detriment like working on products behind the scenes you may never launch. Don't spend all your time on things that might make you money one day, or starting a bunch of stuff you never follow through on, at the expense of what will make you money right now.

- How Are You Growing Your Audience & Visibility
- How Are You Nurturing and Serving Your People to Turn them Into Clients
- How Are You Selling To the People in Your Audience

We can't create the impact that we want in the world without that income. So get clear on your income generating actions and keep track of them there.

## What Action Feels Most Aligned to Take Right Now?

This area is where we get to take time to check in with ourselves and look at what action we are feeling called to take. What pull or draw are you feeling towards taking a certain step. Are you feeling a nudge to do, try, share something? It's so important to take the time daily and ask yourself what feels like the most aligned action I can take right now. What do I feel called to do? What is the action I feel called to take right now? It might not make a lot of sense to you at the moment. It might not seem practical or it might be one of the things that you've already included in another area of your Success Habit like your priority tasks or your IGAs. Or it might be something completely different and unrelated. But it's important that you are allowing yourself the space to tune into what action you feel drawn to take. It might seem kind of bizarre, or it might seem to not make a lot of sense, or it might be a total 'duh' of course. But allow yourself to be drawn in this way to taking aligned action each day because this is where the magic can happen. It could be something as random as feeling the urge to go grab a coffee at your local coffee shop when you always make your coffee at home or pop on a Facebook live out of the blue. Take time to tune into these nudges. If we are always blindly pushing ourselves forward without allowing ourselves that time to check in with ourselves

we may miss a beautiful moment of synchronicity or opportunity that opens up a whole new world for you.

This is your place to remind yourself to take that time, record it, and take action on it.

What inspired action am I called to make right now?

## Daily Expansion

This is one of my favorite parts of The Success Habit because it is so powerful. So important. How am I getting out of my comfort zone today? Just take the time to imagine how much further along you would be right now, in this moment, if, every day for the last year, you had been pushing yourself outside of your comfort zone just a little bit more each of those 365 days. If every day you were just taking one step into that next, bigger, bolder vision of you. I hope you can imagine how incredible that would be. I'm sure if you took the time right now to look back at where 5 years ago compared to right now you will see that there are things you are doing all the time that feel like no big deal at all that you couldn't have even fathomed yourself doing 5 years ago. Now imagine that growth amplified by being intentional about expanding that comfort zone every day. Expanding yourself into the highest version of yourself every day.

If we aren't taking time to consciously push ourselves out of our comfort zone, it's really easy to spend a lot of time going in circles. Bumping up against walls and just continuing to play safe and small and comfortable. And if you are committed to this journey of being an entrepreneur and growing an impactful business, whatever your dreams may be for that business, if they are dreams for yourself or dreams for creating change in the world, whatever they are, it's not possible if you aren't willing to get uncomfortable and take steps beyond your comfort zone.

If you're not continually pushing the line and growing beyond what you feel comfortable with right now, if you aren't willing to feel the fear and do it anyways, you can't go from where you are right now to where you want to go. I guarantee you, you have pushed beyond your old comfort zone a lot of times already. And I'm sure if you can look back to where you were a year ago, two years ago, 10 years ago, whatever it is, you will be amazed at the things you were doing now that seemed like no big deal that back then you couldn't have imagined. And this is where we

are consciously, taking the reins and choosing to move forward every day and step a little further outside our comfort zone. So make sure you're not skipping that step and staying safe and comfortable. I want you being bold.

- You can't expand into that next level version of your life and business by continuing to do things the way you always have.
- How will you feel the fear and do it anyway today?
- How can you take a big or small step outside your comfort zone and stop playing small?

## Manifestation Exercise

So manifestation is a big subject and you can really dedicate yourself to fully incorporating a manifestation practice into your life to varying degrees. I do have a course called The Manifestation Habit you can look into if this is an area you'd like to explore further. When it comes to The Success Habit the manifestation area allows you to take a step into incorporating manifestation into helping you grow your successful business with a daily manifestation exercise.

So one of my favorite ways to use this manifestation component of The Success Habit is to do a manifestation journaling session which is journaling as your future self. For this exercise, you write down a date, maybe a month in the future, six months in the future, a year in the future, whenever you envision having manifested what it is you are writing about. You write this date as if it is the date you are writing this journal entry. This is the date you want to have achieved things in your business and your life that you are desiring. You want to create a journal entry and write about your day as if you have already accomplished what it is you want to manifest. You are writing in the present tense as if it is that day and what you are wanting to manifest has already happened.

So let's say, for example, you have plans to launch your big signature course a month from now. You can write the date a month in the future for when you are just wrapping up that launch. You can write about how you are so excited about the success of the launch and how you've brought in 20 new students and you made X amount of income. And when you're doing this manifestation journal exercise, you don't want to just write about about the stuff that you've accomplished. You also want to incorporate how it's making you feel. Who you're telling about it, how you're

feeling about it, and also incorporate some kind of everyday stuff that you would journal about in there so that it feels more real. It feels more natural. In this example for instance you can write about “Oh, it feels so good. I, I told my partner and we went out for dinner here to celebrate, and this is what I ordered. We got a bottle of champagne to the table to celebrate etc. etc.

Another way you can use this manifestation area is to write out gratitude statements for things that you haven't actually called into your life yet, but that you are working on manifesting. You write these gratitude statements as if you've already manifested what it is you're desiring to claim it and to start creating the belief that it is yours and that it's possible. It's a really great way to anchor into the feeling and feel grateful for these things as if they're already present in your life. And that is a great way of getting yourself into the vibration of having that and therefore calling it into your life

It's also a great place to just kind of look at who you want, that next level version of you to be, and just kind of writing about or talking about, let's say, million dollar, Christa million dollar business, Christa, who, who is she? What does she believe? How does she feel? How is she going about her day? You can use this space to dive into that and inspire you to start making choices and taking actions as that version of you now so you can call it into your life.

Do a manifestation exercise. Options include:

- manifestation/future self journaling
- gratitude manifestation exercise
- write about how the next level version of you would be thinking and behaving as that version of you who has what you desire.

## Creativity Expression

I was going to call this the creativity dump area, but I don't think dump is a very nice or fitting word. So we won't call this the creativity dump, we'll call it creativity expression. This is a part of the Daily Success Habit that I think is so important because, as entrepreneurs, we are creative beings. We are wanting to bring this business and bring what we offer into the world and create an impact and create change. And part of being an entrepreneur is that we are always creating. We're creating content, we're creating new offers, we're creating courses, programs,

products, whatever it is, there is creative activity happening all the time. And we want to be encouraging that and we want to be honoring it.

You are always coming up with brilliant ideas, I can almost guarantee it. The problem is rarely a lack of ideas, it's a lack of execution. And the fastest way to guarantee you won't take a brilliant idea to the finish line is to forget you even had it in the first place!

We want to have somewhere to record it all because you will have these ideas and these concepts that come to you for new things that you can create in your business and you don't want to let them slip away. And if you don't record them, they can slip away. I mean, maybe you have this magical memory that remembers every genius idea that you have but I know I don't! Plus you may often get ideas that you think are crazy or that you can't quite make sense of at the time, but you want to have them recorded because even if it's not a fully fleshed out idea when it comes to you, it may turn into one in the future. It may come to you in pieces over the span of days or weeks or months. And if you don't have it recorded, then you might lose some of those pieces and not be able to see how they were meant to all fit together.

So this is a really important part of the Success Habit that I really want to encourage you to use every day. And then you will have it all available (and findable) so that you can have an idea and you go, oh my gosh, that fits in perfectly with that idea I had two weeks ago. Now you can go back and find it, and you can put all the pieces together and see how maybe you had all these creative inspirations and things come to you over a period of time that you couldn't really make sense of and then suddenly you see the big picture and you can unleash that next amazing thing into the world from it.

So use this creativity expression area to flex your idea brain and make space for creativity, inspiration, and ideas to come through.

- Ask yourself what would feel fun and exciting to do/create?
- You'll be able to look through the days and put together amazing offers/courses.

## Alignment Check-in

The Alignment Check-in area is such an important part of your success habit because this is one of the best ways to avoid push and struggle and to avoid building a business you end up hating. You can do your alignment check-in at the end of the day or you can do it as part of your morning practice reflecting on the day before.

You're going to want to look at how you spent your time that day. You're going to want to look at the things that you did, the people that you interacted with, the decisions you made, and just do a little alignment check in with yourself. What did you do and what happened during that day that felt really good to you? What really lit you up and inspired you and feels like part of your vision moving forward? The stuff you want to let motivate you to continue making progress. There may be something else, something maybe surprising that you dabbled in that day, that really woke something up in you. And that might encourage you to explore that a little more.

Now look at the other side of the coin. What did you do during the day that didn't feel good? Things that you might want to reevaluate. Ways that you're spending your time or people that you are spending your time with, whatever it may be, that just doesn't feel aligned to you. What feels heavy? What feels off?

Maybe it's something that is important to your business but it's something you just don't want to be spending your time on anymore. And then you can make that decision to start looking into outsourcing that. Or it might be a part of your business that you have to admit that you're really just not enjoying anymore and never really intended to get involved with in the first place. It's really something that you might want to drop from your business altogether.

So this is kind an area where you're allowing yourself to take time to reflect on all that, because it's so easy without doing that, to just, get wrapped up in life and get wrapped up in the busy-ness of day to day, and just keep pushing forward with stuff in our business that doesn't feel good. And we didn't start our business to not feel good about it. Whatever inspired you to start your business, whether it was financial freedom, time freedom, creative expression, a purpose or calling you couldn't

ignore, whatever it is for you it is something you need to be looking at every day to ensure you're building a business you feel good about and that you enjoy.

Without continuing to check in with yourself and how aligned you are with what you're doing, it's easy to get wrapped up in the wrong path. That could look like making decisions in your business based on what you've seen other people doing or maybe following recommendations from a program or coach that you knew didn't feel like you but you ignored that inkling. You didn't give your intuition and your gut that space and the voice it needed to help guide you on your most aligned path. By taking time to reflect daily it gives you the chance to see when things may need to shift and change. Because if you're not, and you just keep busily pushing forward, you end up waking up one day, realizing that you have created another job for yourself that you hate. Things have gone off the rails and you don't enjoy what you've created anymore. And that's not what we want to happen. Trust me. I've been there and done that.

So take that time to just reflect each day and do this alignment check-in with yourself.

## Mindset Review

A lot of your Success Habit practice is focused on mindset but this Mindset Review area in particular is where you are again going to take a look at your day and reflect on what beliefs came up for you today. Where there any moments or situations that arose where you felt fear or insecurity? Was there stuff that came up where maybe there was an opportunity or something you felt the desire to do and then a little voice popped up that said "oh, that's not possible for me" or "that doesn't make sense, don't be ridiculous". Were there times a belief came up that you weren't good enough or worthy enough to do that or try that? Or that you didn't have the credentials or the knowledge or the experience to do that.

Be conscious of the stuff that is going on in your mind throughout the day that is affecting your decision making and action taking. Look at your mindset throughout the day, at all the stuff that came up for you throughout the day, and take some time to dive into that. What are the beliefs that are holding you back so that you can work on it and begin shifting it. This mindset area is where you're going to look at your beliefs; your beliefs about yourself, your beliefs around money, your beliefs

about growing your business. What are the beliefs that are ruling your day and affecting how you are running your business?

If there are limiting beliefs that are coming up, look at them. Are they true? I'm willing to bet that 98% of the time, they're not true. They're not facts. They're just beliefs that you have. Whether they've been beliefs that have been shaped by how you've been raised and the people you were raised with, or what you see going on around you with other people's businesses, whatever it is, look at your beliefs, dig into them and see them for what they really are. They aren't facts that are actually holding you back. They are beliefs and beliefs can be changed. Choose what you're going to choose to believe. Choose new beliefs that are going to empower you to move forward and grow the business that you want to grow.

Having a confident entrepreneurial mindset is essential if you want to create the successful business you want and create the change in the world and help people you want to help. You can't do that staying small and stuck. You have to be willing to look at that stuff and shift it and choose to believe that I am doing this for a reason. And it's in me to do this. The desires that you have are there for a reason and they're calling you towards what's possible for you. So whatever beliefs are coming up that are holding you back in that regard, look at them, shift them and choose what the beliefs that are going to get you where you want to go.

- What fears and limiting beliefs are coming up today? Are they true? (Hint... no!)
- What do I choose to believe and BE today?

## Self-Sabotage Review

This is a part of planning and productivity that is completely ignored and this can't be ignored! Being an entrepreneur is HARD and if you aren't willing to be self-aware then you are going to continue to bump up against walls. Ask yourself in this section how you sabotaged yourself that day with your actions or lack of action? We have to be willing to look at how we're sabotaging ourselves and sabotaging our businesses. Did you get sidetracked looking through competitors' social media feeds and allowing it to make you feel like shit about yourself, and then you got totally derailed and didn't do anything for your business all day. Or did you allow yourself to get sidetracked? Just doing whatever background tasks that weren't

really moving the needle forward. Everyone has a different self-sabotage flavor of choice, whether that's distraction, or getting upset or frustrated, whatever it is. Start being willing to look at it, recognize it, start learning and recognizing your patterns and then you can proactively work to overcome them.

This can also bring awareness to the parts of your business that you're self sabotaging around. Maybe there is a particular reason you are avoiding following through in that area. It could be related to limiting beliefs around something you deeply want. Or it could be that it's something you're not aligned with in the first place. That is how all the areas of your Success Habit can work together to really help you step into creating a life and business you'll truly love.

If it feels like you work, work, worked all day with your face buried in your laptop for 10 hours but at the end of the day you feel like you didn't really accomplish anything then be willing to look at it. Did you spend a lot of that time scrolling stuff? How much of that time did you actually spend on those priority tasks and IGAs? How much of that time did you spend on stuff that really didn't matter? Be willing to look at it so that when it comes up tomorrow, you're not going to allow yourself to succumb to your own bullshit.

Make commitments to yourself that you won't do x, y, and z until you've spent x amount of time on a. And I know you've probably heard that advice 100 times. It isn't rocket science. But how many of you have heard it 100 times and still not changed anything? This is a form of self-sabotage. You're not just doing it because you're disorganized. It's happening because there are benefits you're getting by staying distracted and discombobulated. Then there's the issue of clarity and decision. Another way you're holding yourself back is by refusing to decide on what's most important. So make sure you have honed in on your Main Focus, Priority Tasks, etc.

Again, be real with yourself. Be brutally honest with yourself and look at how you self-sabotage that day, so you can nip it in the bud.

- How did I self-sabotage today?

## Soul Guidance

Whether you resonate with soul or not, you can think of this area as guidance from your higher self, guidance from your soul, guidance that next level version of yourself, guidance from God, guidance from spirit or source, guidance from the Universe, whatever feels good to you. This is just another one of those reminders to check in with yourself.

This could look like meditating or spending some quiet time outside or on a walk, or even just driving without the radio on and allowing your inner wisdom to come through. And with The Success Habit we want to take it one step further and not just give that guidance the space to come through but also a place to record it and then ideally take action on that guidance.

This could also look like you doing some free flow journaling. If you work with Tarot or Oracle cards you can spend some time each day pulling a card for yourself and seeing what message is coming through for your day.

I know I've said this already, but I'll repeat it again because I do believe it's so important to take that time to go within and check in with yourself, with your intuition, your desires, your heart, and any other way you receive guidance and insights to help you be on your aligned path to success.

- Listen to your intuition.
- Follow soul/higher self's guidance.

## Mind/Body/Soul

So this is an area where you can focus on scheduling and recording some self care, family time, hobbies etc.. All the things that support your mental and physical health and happiness. This is just a little place to remind yourself that your life isn't all about your business. You have your family, your relationships, your health, your own interests. It isn't always all about your business. And I know sometimes for a lot of us, it's hard to step away, but this is just a little place for you to record how you're going to take care of your whole self today. How are you going to take care of your mind, body, and spirit, and focus on something outside of your business.

## Education/Mastery

I think for all people, and particularly entrepreneurs, it's important to always be growing and learning and expanding. And this goes beyond mastering and expanding your skills that are part of your business. That is of course important, and a big part of what you will track in this area, but what makes this even more important is that you need to be continuing to expose yourself to new things in order to nurture your creativity and insights. If you surround yourself with the same things every day it can be hard to have those creative sparks and inspirations that fuel your next offer idea or content. Or inspire you to explore a new avenue of serving your audience or making connections with other entrepreneurs. There are far too many benefits to maintaining a focus on growth and learning that I can list here but I just want to encourage you to make it a regular part of your day. Whether it's taking 15 minutes a day to read a book or listen to a podcast. Or maybe it's regularly taking new courses to expand your skills or support your personal growth. All of these things have benefits that can branch out in so many directions and support you being not only a more successful entrepreneur but also a happier human. We aren't meant to stay stagnant.

So this is a place to just kind of reflect on and track how you're growing, how you're continuing to learn. If you are taking any courses, reading any books, etc. you can make note of it here. If there is something in your day that pops up that inspires you to look into learning more about a certain topic or a book recommendation etc. you can note it here. Any big ahas that come out of what you're learning you can note it here. I think you get the idea!

- Always be learning and growing.
- This helps both your skills and creativity

## Appointments

So maybe this is just me. I've never been a huge fan of planners that have all the set times of the day laid out because that's not how I function in my day, but I do have appointments. I have a certain number of client calls a day or, different zoom calls, or personal appointments, whatever it is, I need to record them, but I'm happy just writing the appointment and writing the time. That's all I need. I don't need a fully time blocked area..

## To Do List

There are going to be some things for your day that just aren't impactful enough to be part of your money-making activities or part of your priority tasks or whatever it is. These are just little to dos that need to get done, and they can go on your to-do list. And I check them off. If you do them, they're not big deal things. Obviously they're not, if they're not on that first page, carry them onto the next day.

## Income and Expenses

If you, if you are building a business and growing a business, you need to know what money is coming in. You need to know what money is going out.

You, I know in the beginning of my business, I wasn't paying a whole lot attention to it. , like yay. If I was making money and I was investing and stuff all over the place, but I wasn't really looking at my bottom line. I wasn't really paying attention to the stuff that was really translating into income in my business and staying on top of my income and expenses and honoring your income. I mean, this also goes to the fact that if you are having, if you've had a really amazing day, you need to honor that you need to celebrate that if you've had a really high income day or something exciting happen, maybe it's that, that time where you, you broke the six figure mark in your business, or you had your first, four figure day or five figure day, keep track of it and celebrate it and honor it and appreciate the growth and, and, and what you're accomplishing in your business. Don't just blindly keep pushing forward and ignoring what's going on. And when it comes to your finances in your business. It's really important to stay on top of this stuff. So that is an area where you can just do that every day. Okay.

Don't ignore money in your life and business. What you appreciate and care for appreciates you. Keep track of your finances so you know what is and isn't working.

## Open Area

And then the bottom two sections here are some things, well, the one on the right is just a blank area. So that is, if you have something else that you want to record, whether that's fitness or some of the goals or whatever else, this is just a free space where you can record something else, write something that wasn't already covered in the Success Habit.

## Notes

And there's the notes section because, even though you're thinking "Holy crap Christa, I think I've written enough already for the day. Surely I don't need more room to write" but this area can be used for overflow from other areas in the Daily Success Habit or as an open area for other daily journaling or journal prompts that you want to dive into for the day. I love picking one or two journal prompts that go beyond what's covered in The Success Habit to just dive into to make the most of my daily practice.

I know this may seem like a lot to incorporate into your day but I promise you, it's going to feel like it's opening up time and space for you to just accomplish so much more of the stuff that really matters and really moves the needle forward in your business and in your life. And really encourage you to grow and expand and step beyond where you are now into where you're meant to be.

And I just can't wait to hear how this is impacting your life.

## Tips

Do you want to know what makes it impossible to achieve your goals and start living the dream life you've always wanted? Not knowing what the heck it is you actually want! I know it might sound silly but you might not be as clear on what you desire from your life and business as you think you are.

Now is the time to get clear on that and get a clear look at the things that can help get you there so that you can be using the Success Habit daily to move you closer each day to making it a reality.

Don't avoid doing this deep dive work. This is something you can work on with a business coach or sit down and start working out on your own today so you know your priorities and your focus when planning your days.

When it comes to productivity and going about your day in an aligned and positive way, try to avoid looking at your phone/computer first thing in the morning. Do your morning routine first! Keep notifications off so you can take care of yourself first before considering what everyone else wants from you.

Don't dive into busy work or your to do list until you've done your morning routine and taken care of your soul work, priority tasks, and money making activities first

Pay attention to your patterns and start figuring out your best flow. Do you work best creating content right after you journal or meditate? Do you like getting all of your money making activities done right after you have your morning coffee and a walk? Create groups of daily actions that can become habits that trigger each other sequentially and help your day flow with more ease and momentum.

Avoid multitasking and distractions as much as you can. This will allow you to get more quality progress accomplished and give you the opportunity to actually disconnect from work and have some free time instead of feeling like you're always working.

Now go build that empire Bold Boss!

*Christa xo*

If you want to establish the business model and marketing strategies to help you achieve scalable and aligned success in your online business so you can have clarity around what your money making activities are and how to structure and sell your offers then you're ready for the Stand Out and Scale Success Formula!