

The

Minute Life™

Creating a Life with Meaning "7 Minutes" at a Time

e-Workbook



prioritize. 



organize. 



simplify. 

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Author, Speaker, CEO of Seven Minutes, Inc.: Allyson Lewis
President of Seven Minutes, Inc.: Susan Naylor
Designers: Mark McNabb (ChrisMarketing.com), Grant Hinkson

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For information about ordering any books at special quantity discounts, please call or email Susan Naylor.

870.275.7674

hello@the7minutelife.com

or write to Seven Minutes, Inc., P.O. Box 17284, Jonesboro, AR 72403. You can also find more information by visiting our website at
the7minutelife.com

1.0 Neuroplasticity: The Science of Re-Wiring Your Brain for Success

Become more productive, more efficient and more organized. You will learn about breakthrough scientific evidence regarding how you can modify your daily behaviors to sustain positive personal change and maintain motivation at home and at work. You can literally re-think your way to success.

2.0 Prioritize, Organize, Simplify®

The 7 Minute Life™ Daily Planner is a 240+ page tool. With this brand new goal-setting, time management and productivity tool, you will learn how to re-claim the minutes in your day and understand the power of having a daily written plan of action.

2.5. Discovering Your Purpose

In just “7 Minutes” Allyson Lewis’ life changed forever when she completed one simple exercise. When you choose to live your life in alignment with your purpose you will gain a greater sense of meaning and fulfillment in your life.

3.0 “7 Minute” Micro-Actions

Micro-actions are tiny changes and activities that anyone can choose to implement into their daily lives. Often the biggest, most meaningful differences in our lives are really just a series of small, seemingly insignificant changes. Learn how “7 Minute” micro-actions can change your life.

3.5 Reading Can Change Your Life

Books can change your life. Choosing to become a reader is one productivity idea for everyone. If you want to be different tomorrow than you are today, then make sure you set aside time to grow and learn from books.

4.0. Pushing Past The One Yard Line

Common wisdom in the business community says that although many executives can move a project to 98% of completion, only a few actually finish the last 2% successfully. These tools and ideas will help you push past The One Yard Line of life.

5.0 Create Your 90 Day Goals

Written goals help you define your objectives and clarify the specific action steps you need to take to accomplish each goal. In this workshop you will clearly set your next 90 day goals and translate them into repeatable daily activities.

6.0 Life 7.0 - Creating the Life You Want “7 Minutes” at a Time

Life 7.0 is not about time management it is about freedom. Our “7 Minute” tools provide a framework to help you focus on and pay attention to what you believe should be most important in your life.

7.0 The Final Secrets

The final secrets will begin to solidify your understanding of how the breakthrough scientific evidence of neuroplasticity can modify your daily behaviors and help you sustaining positive personal change and maintain motivation at work and at home.

7.5 Conclusion

You can be different tomorrow than you are today.



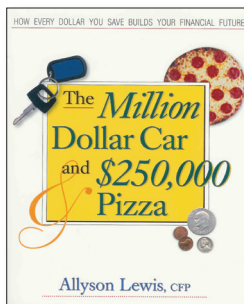
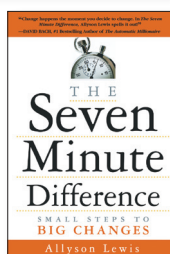
Allyson Lewis, CFP®, CIMA®
 CEO, Seven Minutes Inc.
 Author / Speaker

A renowned time management and productivity speaker, Allyson has spent the last 27 years developing and teaching concrete yet actionable business ideas to executives all over the country. Her book, *The Seven Minute Difference*, has grown out of the workshops she has been teaching for the last five years.

Author of 3 books, *The 7 Minute Life™ Daily Planner*, *The Seven Minute Difference* and *The Million Dollar Car and \$250,000 Pizza*. Allyson has trained thousands of people in cities throughout the country including New York, Los Angeles, San Francisco, Chicago, Houston, Dallas, Orlando, Baltimore, and San Juan. She is frequently asked to host motivational and educational public workshops throughout the country.

Recognized as an opinion leader, Allyson has been a guest on CNN and Bloomberg Information TV – she is a monthly columnist for MorningstarAdvisor.com and has appeared in a broad range of national publications such as Investors Business Daily, The Chicago Sun Times, The Los Angeles Times, Advisor Today and Family Circle Magazine.

She is married to Mark Lewis and they have two children, Abby and J. Mark and two Golden Retrievers, Buddy and Vero.



Susan Naylor, CFP®
 President, Seven Minutes, Inc.

As President of Seven Minutes, Inc., Susan is responsible for helping other successful professionals design and implement repeatable processes and systems. She works with individuals and teams to create a realistic business model to help them work to their strengths.

Her mission is to prioritize, organize and simplify. Susan is instrumental in creating the framework and structure for the underlying systems that help people achieve their dreams and goals. Designing repeatable processes, organizational flow charts, checklists can make your life simpler and better.

She is married to Jerry Naylor and they have two sons, Bowen and Heston, two Golden Retrievers, Hannah and Sidney, and a cat named Gracie.

- CERTIFIED FINANCIAL PLANNER™ practitioner
- Past President - Altrusa International of Jonesboro
- President - ASU College of Business Alumni Chapter
- Arkansas State University, BS in Business Administration and MBA
- Graduate of the "2004 Leadership Jonesboro Class" sponsored by the Jonesboro Regional Chamber of Commerce
- Recognized as an Outstanding Young Executive by the *Northeast Arkansas Business Today* publication

1.0 Neuroplasticity...

The Science of Re-Wiring Your Brain for Success



Why 7 Minutes?

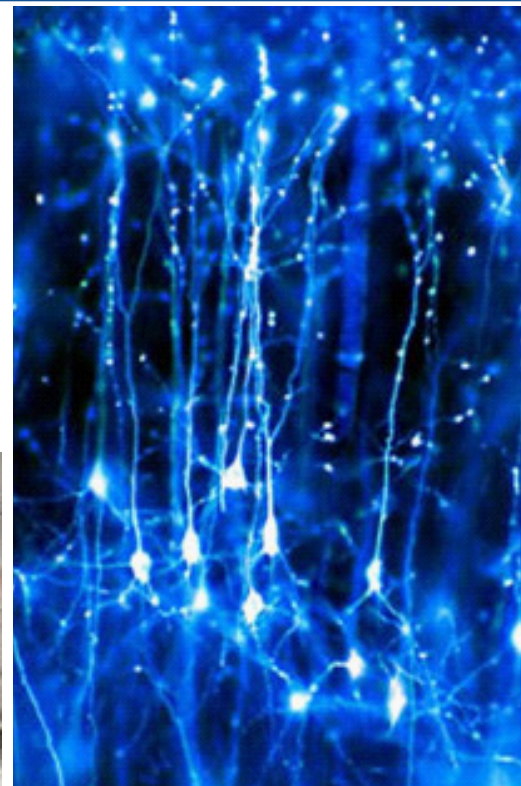
Choosing to live an attentive life.

William James, in his textbook *Principles of Psychology*, remarked:

“(Attention) is the taking possession by the mind, in clear and vivid form, of one out of what seem several simultaneously possible objects or trains of thought. Focalization, concentration, of consciousness are of its essence. It implies withdrawal from some things in order to deal effectively with others, and is a condition which has a real opposite in the confused, dazed, scatterbrained state which in French is called *distracted*. . .”

The power of attention

- You decide what to let into your life
- You decide what to pay attention to
- You focus on what is important to you and filter out the rest
- We create ourselves by what we choose to notice



Through what you pay attention to, the human brain makes **NEW** connections—called SYNAPSE. These connections are formed in direct response to what you choose to pay attention to. SYNAPSES are created and strengthened through repetition.

From: *Find Your Focus Zone* by Lucy Jo Palladino

You choose which connections you will strengthen by what you **CHOOSE** to do with your:

**Thoughts
Time
Actions**

Your life is the **sum total** of what you focus on.

From: *Rapt* by Winnifred Gallagher

Are you ready for a “7 Minute” revolution?

It's time to revolutionize your life by turning talk into action.

You choose how much you will sleep, what you will eat, how much exercise you will get, how much water you will drink, what you will read, and with whom you will spend time. Life is about choices. If you want to be different tomorrow than you are today, then you must choose to be different.

Living The 7 Minute Life™ is a choice.

By using this book you will learn how to behave differently. We've taken proven time management and productivity ideas and molded them into a systematic, repeatable, daily process that you can use every day to achieve your goals in your professional and/or personal life. *The 7 Minute Life™ Daily Planner* is more than a calendar, much more than a daily planner, it is even more than a business plan.

The 7 Minute Life™ is a way of life.

I was inspired to write my last book *The Seven Minute Difference* after the life-changing experience I had when I wrote in seven minutes time what my life's purpose is. While researching *The Seven Minute Difference* I learned that studies show the average person's attention span is only seven minutes long. In fact, in his groundbreaking research, Harvard psychologist George Miller found that the human brain is limited to remembering only seven pieces of information at a time. These studies

struck a chord with me because I've personally experienced the power of what seven minutes of total concentration can do.

We've all had moments of inspiration and insight, usually in spontaneous, random bursts. But what if you could harness your brain's focusing power and put it to work in a repeatable system that would keep you inspired and energized? *The 7 Minute Life™ Daily Planner* does that. Our research shows that most people want to simplify their lives by eliminating the prevalent chaos that prevents them from being effective and happy. *The 7 Minute Life™ Daily Planner* will give you the necessary tools to define your priorities, organize your activities, and help you simplify your life down to one question:

Did I do what I said I would do today?

Most people intuitively know what they want to accomplish. They even know what they should do. *The 7 Minute Life™ Daily Planner* helps articulate self-knowledge and translate it into small, attainable daily activities. Part of what draws people to the 7-minute system is celebrating the tiny “wins” of actually reaching their daily goals. Daily, small achievements are good for you.



WHY?

prioritize. 

organize. 

simplify. 

1. Think
2. Write
3. Do

- **STRUCTURE**—Your brain craves structure.
- **STRATEGY**—You will create a new strategy.
- **SAFE**—You will have one safe place to write all of your ideas, to-do's, goals, thoughts, voice mail...everything.
- **SYNAPSE**—You will create stronger and stronger connections to give you the momentum for sustained success.





- Prioritize your Values
- Rediscover your Purpose
- Establish Your 90 Day Goals



- Organize your daily work flow



- Simplify your success down to one question

prioritize.

Now is the time to choose how you will live your life. Now is the time to slow down long enough to prioritize your values, establish new goals, and create a systematic plan to become the person you want to be. Every day you make tiny choices about how you spend the minutes of your day. You choose with whom you will spend time, what you will read, what you'll learn, and what you will eat. If you choose to focus on the positive opportunities in life, you can build the life skills necessary to reach new heights in your own personal growth.

organize.

Once you have prioritized your values, you need to organize your goals into a daily plan of action. *The 7 Minute Life™ Daily Planner* is a systematic, repeatable process to take your 90-day goals and translate them into daily action steps. Your '5 before 11™' list will become one of the primary keys to your success. Chaos, distraction, indecision and procrastination are enemies of success. Organization allows you to focus on what is truly important to you.

simplify.

Simplicity is one of the highest forms of thought. Albert Einstein famously said, "Things should be made as simple as possible, but no simpler." Clutter and disorganization complicate our lives. Use this opportunity as an inspiration to simplify all areas of your life. When you prioritize what is most important to you, you can simply decide to live a life that is in authentic alignment with those values and goals. The 7 Minute Life™ is about doing what you say you will do.

Prioritize Your Top 10 Values

Please turn to page 17 in *The 7 Minute Life™ Daily Planner*.

The only true way to prioritize what is most important to you is to rank what you value in a numerical list. So, the first step in *The 7 Minute Life™ Daily Planner* starts on page 17, where 75 values are listed. Scan the list and circle or check the ones that speak to you. Some will stand out more than others. Then, at the bottom of the page, prioritize your top 10 personal values by ranking them. Once you have ranked your personal values, stop and reflect on how you spend your time and money. Are your daily choices lining up with what you really believe to be the most important in your life?

Prioritize MinuteLife

What's Important
Define and Prioritize your top 10 Personal Values

Rank ✓	Rank ✓	Rank ✓
<input type="checkbox"/> Love	<input type="checkbox"/> Faith	<input type="checkbox"/> Family
<input type="checkbox"/> Friendships	<input type="checkbox"/> Change	<input type="checkbox"/> Serving others
<input type="checkbox"/> Achievement	<input type="checkbox"/> Philanthropy	<input type="checkbox"/> Leading
<input type="checkbox"/> Excitement	<input type="checkbox"/> Authenticity	<input type="checkbox"/> Solitude
<input type="checkbox"/> Arts	<input type="checkbox"/> Balance	<input type="checkbox"/> Time
<input type="checkbox"/> Community	<input type="checkbox"/> Laughter	<input type="checkbox"/> Honesty
<input type="checkbox"/> Happiness	<input type="checkbox"/> Influencing others	<input type="checkbox"/> Knowledge
<input type="checkbox"/> Security	<input type="checkbox"/> Compassion	<input type="checkbox"/> Recognition
<input type="checkbox"/> Meaningful work	<input type="checkbox"/> Money	<input type="checkbox"/> Contributing
<input type="checkbox"/> Helping	<input type="checkbox"/> Nature	<input type="checkbox"/> Inspire
<input type="checkbox"/> Choice	<input type="checkbox"/> Sharing	<input type="checkbox"/> Pleasure
<input type="checkbox"/> Freedom	<input type="checkbox"/> Competence	<input type="checkbox"/> Health
<input type="checkbox"/> Intimacy	<input type="checkbox"/> Joy	<input type="checkbox"/> Self-respect
<input type="checkbox"/> Success	<input type="checkbox"/> Efficiency	<input type="checkbox"/> Teaching
<input type="checkbox"/> Adventure	<input type="checkbox"/> Growing	<input type="checkbox"/> Stability
<input type="checkbox"/> Independence	<input type="checkbox"/> Adventure	<input type="checkbox"/> Expertise
<input type="checkbox"/> Power	<input type="checkbox"/> Peace	<input type="checkbox"/> Travel
<input type="checkbox"/> Learning	<input type="checkbox"/> Integrity	<input type="checkbox"/> Connecting
<input type="checkbox"/> Fun	<input type="checkbox"/> Creativity	<input type="checkbox"/> Recreation / Play
<input type="checkbox"/> Passion	<input type="checkbox"/> Belonging	<input type="checkbox"/> Making a difference
<input type="checkbox"/> Comfort	<input type="checkbox"/> Advancement	<input type="checkbox"/> Competition
<input type="checkbox"/> Trust	<input type="checkbox"/> Relationships	<input type="checkbox"/> Financial security
<input type="checkbox"/> Order	<input type="checkbox"/> Intellect	<input type="checkbox"/> Decisiveness
<input type="checkbox"/> Reach full potential	<input type="checkbox"/> Excellence	<input type="checkbox"/> Taking risk
<input type="checkbox"/> Wisdom	<input type="checkbox"/> Tradition	<input type="checkbox"/> Leaving a legacy

Prioritize We all value different things and our values influence our actions, our attitudes and the choices we make in life. Please check and rank your top 10 personal values. List what is most important to you below.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

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Your time and your energy are both finite resources. Therefore, you must consider carefully which daily activities and emotions you chose to spend your limited amount of attention on. You may be surprised to learn that you are squeezing out those things most important to you, while lavishing huge amounts of attention on unimportant things in your life. This is why we must redefine our priorities.

2.5 Discovering Your Purpose

Discovering Your Purpose, please turn to page 18

As I discussed in the Preface, I was a 43-year-old successful financial advisor and a happily married mother. Yet it wasn't until 2003 when I defined my purpose that my life was profoundly changed in exactly 7 minutes. I had no idea until I completed this thought-provoking exercise what my true purpose in life was. In order to be successful, both personally and professionally, you must be able to clearly and articulately define your goals. But before you can do that, you must understand what your purpose in life is. Your purpose in life is defined by how you use your individual gifts and talents, not only to make a living, but also to make a difference in the world. Goals clarify how you use your purpose. Your priorities are the order in which you accomplish your goals. While the three concepts cannot be separated, they should be looked at independently. Discovering or rediscovering your purpose should be a top priority. This exercise will challenge you to examine your life, review your prioritized list of what you value most in life, and then work toward creating a written statement about what you believe your purpose in life is. Turn to page 18 and find the words.

My purpose in life is . . .

written on the top of the page. Take a few minutes to reflect on the top 10 values that you have already identified. On the right side of this page you will see a place to write down seven things that you love about life. This list may include foundational items, like

Prioritize

What's Important

Define and Prioritize your top 10 Personal Values

Rank ✓	Rank ✓	Rank ✓
<input type="checkbox"/> Love	<input type="checkbox"/> Faith	<input type="checkbox"/> Family
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<input type="checkbox"/> Power	<input type="checkbox"/> Peace	<input type="checkbox"/> Travel
<input type="checkbox"/> Learning	<input type="checkbox"/> Integrity	<input type="checkbox"/> Connecting
<input type="checkbox"/> Fun	<input type="checkbox"/> Creativity	<input type="checkbox"/> Recreation / Play
<input type="checkbox"/> Passion	<input type="checkbox"/> Belonging	<input type="checkbox"/> Making a difference
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<input type="checkbox"/> Reach full potential	<input type="checkbox"/> Excellence	<input type="checkbox"/> Taking risk
<input type="checkbox"/> Wisdom	<input type="checkbox"/> Tradition	<input type="checkbox"/> Leaving a legacy

Prioritize

We all value different things and our values influence our actions, our attitudes and the choices we make in life. Please check and rank your top 10 personal values. List what is most important to you below.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Discovering Your Purpose

Purpose is what you do for others.
 Purpose is how you use your gifts and talents to change the world.
 Love is the foundation of purpose.

My purpose in life is.....

What I Love

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Purpose Words

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

At the age of 85, I will know I have fulfilled my purpose when: _____

Signed _____ Dated _____

3.0 "7 Minute" Micro-Actions

Tiny, original ideas. Big, lifelong results.

You can't choose to remain the same
and expect your life to change.

choices

If you want your life to be different—
you must be different.

Formula for Failure:

A few errors in judgement repeated everyday.

Formula for Success:

A few simple disciplines repeated everyday.

Source: Jim Rohn, *The Art of Exceptional Living*

The key is MICRO-ACTIONS!

- Outlining a daily written plan of action
- Completing '5 before 11™'
- Handwriting two thank you notes per day
- Getting up 15 minutes earlier
- Drinking more water
- _____
- _____
- _____
- _____
- _____

Change Your Life in Seven Minutes

Micro-actions are tiny changes and activities that anyone can choose to implement in his or her life. Often the biggest, most meaningful differences in our lives are really just a series of small insignificant changes. We call these small activities micro-actions, and even more importantly we believe there are literally hundreds of these tiny ideas or micro-actions that you can complete in as little as seven minutes.

Research has shown that the average person has an attention span of seven minutes. If this is true, then how can you work within the limitations of your personal attention span to make the time you spend working as productive as possible? You

[Continued Next Page](#)

Reading as a MICRO-ACTION

580%

of Americans will never read another book after they graduate from high school.

Source: American Booksellers Association

10 pages a day can change your life!

Can't find the time to read? Listen up!

Virtually all books are available for download to personal MP3 players and iPods. Make better use of your time and 'read a book with your ears'.

One of Allyson's favorite websites for downloading books is:
www.audible.com

can work on focusing your attention on implementing some seven-minute micro-actions into your daily work habits.

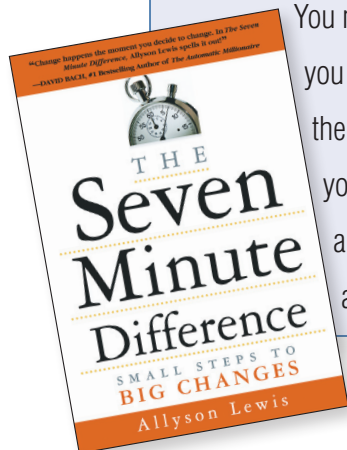
Seven-Minute Micro-Action Ideas for Work

1. Create your '5 before 11™' list.

Just before you leave your office for the day, take out your daily planner and create a list of five high-value tasks you will commit to accomplishing before 11 o'clock the next morning--we call this concept completing your '5 before 11™' list.

2. Write down your top three work goals.

You must regularly write down your goals. The more clearly you can define exactly what you would like to accomplish, the more likely you are to reach your written goals. Write your goals in present tense as though they are occurring and always include several specific action steps to achieve your goals.



Continued Next Page

3. Make a list of three prospects and look up their telephone numbers.

In order to grow your business, you know you need to regularly ask qualified people to do business with you. Take a few minutes to make a list of three prospects and list their contact numbers beside their names. As you build this list of what we call Seven Minute Life Connections, you will find that having the list makes it easier to actually call them.

4. Mail two handwritten thank-you notes each day.

It takes longer to write the address on an envelope than it does to write a two- to three-sentence handwritten thank-you note. Make it a daily habit to send two notes per day to your clients, vendors, family, and friends. You will be amazed at the power of a personal letter.

5. Set up a conference call with a mentor.

In every industry there are superstars; they are men and women who have somehow discovered the secret to overwhelming success. Most of these people are very generous with their time. Call and ask if you can have a 30-minute conference call to learn from their success.

6. Design an annual projects and tasks calendar.

Whenever possible, work to create repeatable processes and systems. Take seven minutes to design an annual projects and tasks calendar that lists your client appreciation events, your major marketing campaigns, and the conferences you will attend.

7. Pick up the phone.

Every time you have a few minutes, pick up the phone and call a client. Think back to the activities that originally made you successful and being on the phone will likely be near the top of your list. Clients want to proactively hear from you with ideas and advice.

Seven-Minute Micro-Action Ideas for Life

1. Decide to go to bed on time.

Common sense tells you that the average adult needs eight hours of sleep per night. While each person may need more or less sleep, many people are not getting enough rest, which makes them less productive at work and in life. It takes only seconds to decide to go to bed on time.

2. Drink a glass of water.

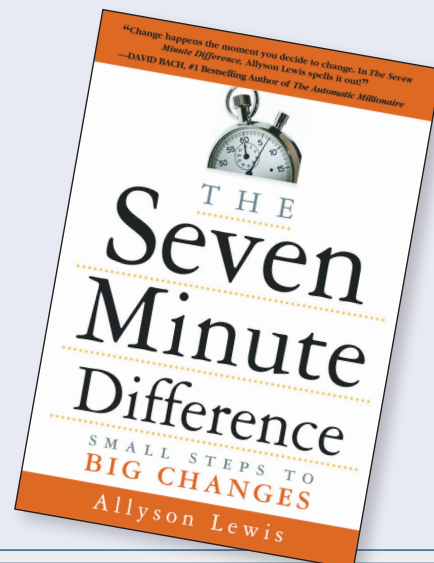
Staying properly hydrated is vitally important to your overall well-being. One of the simplest micro-actions is making sure you drink enough water each day.

3. Eat a piece of fruit.

There is no magic to these ideas; they are easy to do. The next time you are at the grocery store, add a few bananas, apples, or oranges to your cart.

4. Take a walk.

This is one micro-action that can't completely be done in seven minutes. Most experts agree that you need 30 minutes of walking per day to stay healthy. However, they also agree that you can walk 15 minutes in the morning and 15 minutes at night for a similar benefit.



Continued Next Page

5. Make a list of the next few books you want to read.

If you want to be different tomorrow than you are today, choose to become a reader. Take seven minutes and make a list of books that can make your life better. I recommend:

Endurance by Alfred Lansing

Lone Survivor by Marcus Luttrell

Getting Things Done by David Allen

The Richest Man in Babylon by George Clason

How to Win Friends and Influence People by Dale Carnegie

The Last Lecture by Randy Pausch

The Go-Giver by Mann and Burg

For a more complete list of reading recommendations, visit www.TheSevenMinuteDifference.com

6. Get a library card and pick up a book.

Your public library is an amazing place to enrich your life. It is a wonderful way to spend a Saturday afternoon and the library is great for your whole family. If you are not currently a reader, you can request most books in audio format.

7. Clean out your car.

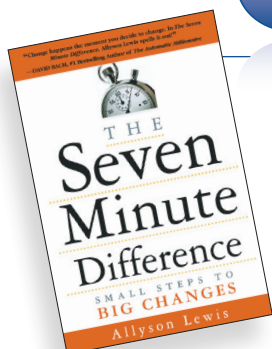
After a day at work, it feels so good to climb into a clean car. Take a few minutes to throw away all of the trash, move any items you have been transporting in your car to a more appropriate location, and vacuum out the carpets.

When you commit to adding some of these seven-minute micro-actions into your daily work plan, you are setting yourself up to achieve more of the daily wins that make your work more meaningful and fulfilling. The idea of knowing that you can successfully accomplish a series of small steps that are consistently moving you closer to accomplishing your longer-term goals is a powerful motivator.

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Notes:

4.0 Pushing Past The One Yard Line



Pushing past the One Yard Line— “7 Minute Micro-Actions”

Concepts from *The Seven Minute Difference*.

Decisions and determinations for every facet of your life to move you closer to your long-range goals

One Yard Line Ideas for Work

1. “5 before 11”™
2. Have a daily/weekly/monthly action plan
3. Get rid of the clutter
4. Have a Mentor
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

One Yard Line Ideas for Life

1. Read
2. Library Card/www.audible.com
3. Sleep/Eat Right/Exercise
4. Family and Friendships
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

One Yard Line Ideas for Time

1. Prioritize/Know what you want to do
2. Work with concrete deadlines
3. Use a kitchen timer
4. Say NO
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

One Yard Line Ideas for Health

1. Walk/Exercise 30 minutes a day
2. Strength training/flexibility
3. Abdominal core training
4. Stay hydrated–8, eight-ounce glasses water
5. Know what you eat
6. Sleep vs. TV
7. Relax
8. _____
9. _____
10. _____

“7 Minute To-Do” list should become a top priority.

We all have a mental or a physical “to-do” list. Your “to-do” list is actually a written recognition of all of the unfinished tasks in your life. In his book **Getting Things Done**, David Allen refers to these unfinished tasks as “open loops.” This term “open loop” conveys an important mental image of how these unfinished tasks function in your brain. According to Allen, the human brain can only really hold one—possibly two—conscious thoughts at a time.

Yet, if you try to focus on two things at the same time it places your brain into a state of **confusion and indecision**.

These “open loops” or “unfinished tasks” actually circle over and over in your subconscious mind periodically popping up out of nowhere into your conscious awareness hoping that you won’t forget to finish them. “Unfinished tasks” are a constant distraction.

**“Unfinished Tasks”
drain you of your
energy and motivation.**

Unfinished Work Tasks
Unfinished tasks cause stress and chaos in your life




Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

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Three STRATEGIES for dealing with “Unfinished Tasks”:

1. **Clear your mind.** Write all of your unfinished tasks in one location
2. **Prioritize.** Rank the order in which you plan to finish each task
3. **Use your “5 before 11™” list**—the brain loves attainable goals

Unfinished Work Tasks

Unfinished tasks cause stress and chaos in your life



Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
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18. _____	_____
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20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

Unfinished Work Tasks

Unfinished tasks cause stress and chaos in your life



Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
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23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

Unfinished Home Tasks

Unfinished tasks cause stress and chaos in your life

Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

Additional "7 Minute Micro-Action" Tools

Mental Clutter

home & work
Avoidance, Procrastination, Distraction, Indecision,
What is causing clutter and stress in my life?

Issue	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

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Annual projects & tasks

Plan ahead for all repeatable events

January	July
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

February	August
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

March	September
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

April	October
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

May	November
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

June	December
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

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Meeting Planner

Strategy, Idea, Project, Campaign, Vision.

Concept/Description

What is the desired outcome?

Who needs to be involved?

Action Steps:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

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Grocery List

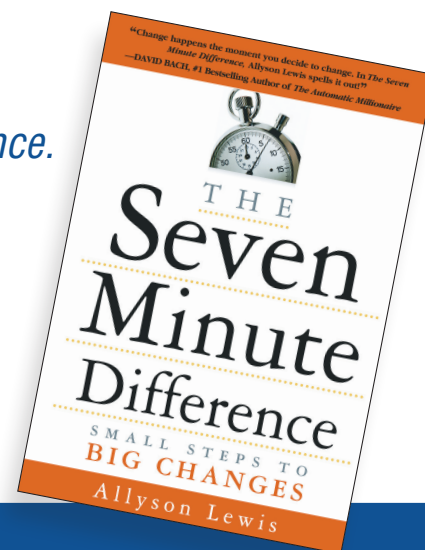
✓ Groceries

PHARMACY	PAPER PRODUCTS	CANNED FRUIT	BREAD	DELI
Alcohol Peroxide Antibiotic cream Band-Aid® Deodorant Shampoo / Conditioner Soap Eye drops Lotion Hair gel Bath soap Antibacterial hand soap Mylamin Hair spray Q-tips® Razors Shaving cream Toothbrush / Toothpaste Mouth rinse Tylenol® / Ibuprofen Aspirin Cold medicine Duct tape Light bulbs 40-75-100 WD-40® Plastic Hangers Nails	Paper towels Toilet paper Tavel Kleenex® Paper plates Paper napkins Plastic cups SOFT DRINKS Coke® / Diet Coke® Pepsi® / Diet Pepsi® Dr. Pepper® Sprite® Root beer Zilex Bottled water big/little Sparkling water SNACK FOODS Chex® Choc. Chip cookies Fritos big/little® Potato chips Ruffles® Pringles® Tostitos chips Cheerios® big/little Garden of Eatin'® crackers Graham crackers Pretzels Popcorn Ritz® crackers Saltine crackers Snack mix Salsa Tostitos CEREAL Apple Jacks® Total® Raisin Bran® Post® Pip-pops® Fruit Loops® Cereal bars Frosted Flakes® Garden of Eatin'® Quaker® Garden of Eatin'® Symp Fruit Snacks BAKING GOODS Flour Baking powder Baking soda Chocolate chips Nuts Corn starch Nuts Oil / Pam® spray Salt / Pepper Sulfur Powdered sugar Brown sugar Shortening Vanilla Jell-0® / Pudding Vanilla Food coloring / Sprinkles Benne mix Cake mix / frosting	Apples Applesauce Fruit cocktail JUICE Cantaloupe® red/green Kool-Aid® Cranberry Grape Apple juice Juice boxes RICE AND PASTA Bouillon Beef / Chicken Spaghetti sauce Parmesan cheese Gravy mixes Brown / White Kashi® Macaroni & Cheese® Kashi® Spaghetti Other pasta White rice Minute Rice® CANNED VEGETABLES Creamed corn Whole kernel corn Green beans Mushrooms Spinach Beets Peas Tomatoes 28oz / 14.5oz Jalapeño Whole new potatoes Sliced new potatoes French fried onions Whole kernel corn Lima beans Kidney beans SOUP Chili with beans Chili no beans Vegetable soup Chicken noodle Beef broth Chicken broth French onion soup Mushroom soup Cream of chicken CONDIMENTS Cesars dressing Coutours Oil / Vinegar Mayonnaise Mustard Catsup Ranch dressing French-Italian® thousand Relish Pickles Olives	Wheat / white bread Hotdog buns Hamburger buns French bread Garlic bread Dinner rolls Cranberry jelly Peanut butter Honey Jam Jelly FROZEN FOODS Frozen pizza Lean Cuisine® Chicken nuggets Frozen lasagna Fish sticks Frozen corn Hash browns Broccoli spears Chicken pot pie Ice cream Ice cream sandwiches Juice bars Orange juice / lemon juice Popsicles Whipped cream Waffles DAIRY Creamy Juice American cheese/slices Biscuits Crescent rolls Cinnamon rolls Margarine tub Margarine stick Butter stick Cheddar cheese block Shredded cheese Cream cheese Eggs Whole milk gallon Skim milk 1/2 gallons Mozzarella cheese Sour cream Whipped cream Dips Choc. Chip Cookie Dough	Ham Roast Beef Chicken Breast American white Other sliced cheese Lunchables® MEAT Chicken breasts Fully cooked chicken Chicken legs Chicken nuggets Ground beef Break Pork roast Pork chops Pork tenderloin Bacon Spiral cut ham Frozen hamburgers Fajita meat Chicken Beef VEGETABLES Lettuce Bag lettuce Tomatoes Potatoes Onions Cilantro Celery Broccoli Cucumber Carrots Baby carrots Corn Mushrooms FRUITS Apples Oranges Bananas Cantaloupe Grapes Lemons Limes Hand candy

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Pushing past the One Yard Line

Concepts from *The Seven Minute Difference*.

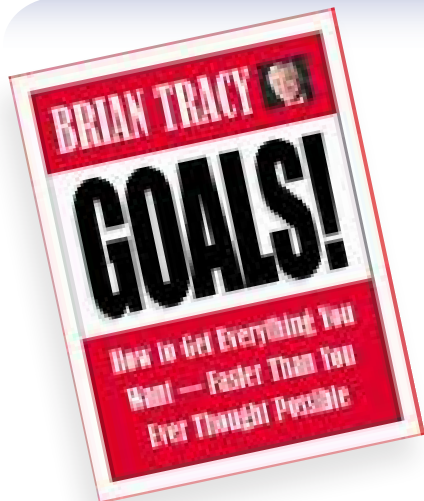


What is the “All That” Factor?

Your One Yard Line Ideas

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

5.0 Create Your 90 Day Goals



Goals!

1. Write down your goals
2. Make plans to achieve them
3. Work on your plan EVERY DAY

Source: Brian Tracy: "Goals! How to Get Everything You Want Faster Than You Ever Thought Possible."

PRESENT TENSE Examples of 90 Day Personal Goals

Goal 1. My faith is continually renewed.

- Action 1. I read the Bible on a daily basis.
- Action 2. I pray.
- Action 3. I journal about my faith.
- Action 4. I am actively involved in serving at my church.
- Action 5. I listen to music that inspires my heart and soul.

Goal 2. I spend quality time with my family.

- Action 1. Every day we do something together.
- Action 2. I am home from work by 5:15pm.
- Action 3. We cook together and we eat dinner together.
- Action 4. We create memories and play together.
- Action 5. We have a game night once a week

Goal 3. I am in the best physical shape of my life.

- Action 1. I walk 30 minutes per day - 4 times per week.
- Action 2. I sleep eight hours per night.
- Action 3. I drink 60 ounces of water per day.
- Action 4. I read a book on fitness and nutrition.
- Action 5. I walk the dogs.

90 Day Personal Goals

Goals

	Completed By
1. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>
2. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>
3. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>
4. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>
5. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>
6. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>
7. Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? <div style="border: 1px solid #92d050; height: 30px; width: 100%;"></div>

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In *Psychology from Start to Finish*, sports psychologist Frank Schulbert, PhD says:

“The art of establishing a goal is to set it up in such a way that the task required and the rewards expected develop an irresistible power of attraction.”

90 Day Personal Goals



Date: _____

Goals	Completed By
-------	--------------

<p>1. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>2. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>3. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>4. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>5. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>6. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>7. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>

90 Day Work Goals



Date: _____

Goals	Completed By
-------	--------------

<p>1. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>2. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>3. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>4. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>5. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>6. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>
<p>7. _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p> <p>Action: _____</p>	<p>What was the outcome?</p>

5 “High Value” Activities

You cannot accomplish a goal, you can only accomplish actions. Your success will depend on how efficiently you are able to translate your long-term goals into individual “high value” daily activities. And, that you commit to accomplishing these individual “high value” tasks every day.

Let your goals pull you forward.



“High Value” Daily Activities

Each of us knows the tasks we need to focus on that will allow us to reach our goals. Often they worked so well, we stopped doing them! Every industry will have different benchmarks for what are considered “high value” daily activities. Regardless of what industry you are in - there are usually only a few activities that are critically important to your success.

Spend some time today thinking about what you and/or your team’s “high value” daily activities should be and then begin to focus on communicating and accomplishing these tasks first. When you accomplish important tasks...
your world may begin to change.

What I will do... *5 before 11*™

1. _____
2. _____
3. _____
4. _____
5. _____

'5 before 11™'

My company recently surveyed 345 people and we found that constant interruption and distraction was the biggest factor keeping people from being productive at work. The executives we surveyed said that they would come into the office each morning with a fairly clear picture of what they knew they wanted to accomplish, but unexpected meetings, impromptu conversations, and unanticipated problems would keep them from focusing on what they knew to be important. This would result in them leaving the office without accomplishing any of the tasks that they wanted to get done.



A '5 before 11™' list is a written, prioritized list of the five highest-value activities that you commit to starting and completely finishing before 11:00 a.m. the next day. This plan works best if you write your list before you leave work, so you are prepared to get started when you arrive at work the next day. That way, you know exactly where to start to get the most-important things done first. The power of having a daily written plan of action cannot be overstated. Businesspeople live in a constant state of reaction.

Time management is not a matter of not having enough time. It is a function of deciding how you choose to spend your time. Interruption and distraction happen to all of us; how you choose to let them into your daily work schedule will determine your success. Having a WRITTEN daily plan of action is much different than having a MENTAL plan of action. It is far too easy to say you will do something and let that thought cross your mind as you are driving to work. It is something entirely different to make it a point to create a written plan of action.

Life 7.0

Creating the Life You Want “7 Minutes” at a Time

Life 7.0 is not about time management...it is about FREEDOM.



Life 7.0 is all about CHOICES. It is about having a life you have time for. Seven Minutes, Inc. has made it a mission to provide time management ideas and tools to make you more productive.

But, increasing efficiency does NOT necessarily mean you will improve the quality of your life. In order to create the life you want - you have to take the time to gain a deeper understanding of what personally motivates you - and brings you joy, meaning, fulfillment and purpose.

Life 7.0 will provide a framework and a structure of tools...you then have the freedom to apply them in a form and fashion that is comfortable for your personality and needs.



PRIORITIZE Your time and your energy are both finite resources. Therefore, you must consider carefully which daily activities and emotions you chose to spend your limited amount of attention on. You may be surprised to learn that you are squeezing out those things most important to you, while lavishing huge amounts of attention on unimportant things in your life. This is why we must redefine our priorities.

ORGANIZE *The 7 Minute Life™ Daily Planner* is filled with many time management and productivity tools designed to help you organize your life and make more efficient use of your time. Many of these ideas revolve around the concept of “7 Minute” micro-actions. Micro-actions are tiny changes and activities that anyone can choose to implement in their daily lives. Often the biggest, most meaningful differences in our lives are really just a series of small, seemingly insignificant changes. Organize your time around what is most important to you.

SIMPLIFY You can be different tomorrow than you are today. At “7 Minutes” we encourage you to be different one tiny step at a time. In simple language – with a simple written daily plan – by completing your “**5 before 11™**” – you will begin to create lasting synapses (habits) that can change your life forever.

LIFE 7.0 encourages you to live a life that you prioritize, organize and simplify down to what is most important to you. You must have a clear understanding of what values are most important to you, then with our “7 Minute” tools you will be able to create a plan of action that removes much of the chaos and distraction from your life. The goal of *The 7 Minute Life™ Daily Planner* is to help you translate your written goals into daily activities and tasks.

The Daily Progress Report stands at the heart of LIFE 7.0 tools. It will provide a daily framework for you to decide what is most important for you to accomplish on a daily basis. It will become your daily written plan of action. You will identify your 5 “high value” activities and work toward accomplishing them before 11:00am. There is an incredible sense of motivation, meaning, fulfillment and freedom when you are in control of how you spend the minutes of your day.



Life 7.0

Creating a Life with Meaning “7 Minutes” at a Time

Life 7.0 involves deciding to be different. It’s a simple mindset of recognizing that change is possible and that change is often made up of tiny actions that you decide to carry out on a daily basis.

Life 7.0 is a process of moving from where you are today to where you want to be in the future. At the same time you settle into a deep understanding that while your future self may be calling you forward, it is only today in which we really have the opportunity to live and breathe.

Here is what a journey to Life 7.0 might look like:

Life 0.0: Unaware

Life 0.0 is where you wake up in the morning, you get dressed, kiss your kids and your spouse goodbye, spend eight or nine hours doing a good job, hop back in your car and fight your way through traffic, spend a few unremarkable hours at home, kiss your family good night, and do it all again tomorrow.

Days become months, months become years, and life passes you by. You have a vague sense that there might be something more to life, but the regular duties, demands, and distractions of your current life have left you completely unaware of the possibilities that a meaningful life offers.

Life 1.0: Conscious Awareness

Then something external happens: You wake up one morning and there is a line in the sand . . . your health changes, you hear bad news from a friend, or you experience something incredibly positive that touches your heart, and somehow you instantly become aware of your life circumstances. During these defining moments it becomes abundantly clear you can have more--more hope, more joy, more purpose, more meaning. You can have a life that matters.

With nothing more than a tiny seed of awareness, your brain jolts into gear. Thoughts spread over you, fill you, inspire you, drive you forward.

Life 2.0: Motivation

For the first time in a long time you find yourself motivated to make some changes in your life. On this morning, you wake up before your alarm clock goes off. You feel an energy you had forgotten. Your mind races with goals and aspirations. It is at this point you begin to believe something is happening. You believe you can be different. You feel different. You even view your time differently. You begin to see the hours in your day as your most important ally. Because you have much to accomplish and time is a commodity, you will have to prioritize the values that are most important to you. Your faith, family, health, work, goals, dreams--everything is coming into clearer focus. This newfound clarity intensifies your motivation.

Life 3.0: Growing and Learning

If you want to be different tomorrow than you are today--then, YOU must be different. You now decide you can’t remain the same. Growing and learning produce knowledge and understanding. As you grow, your brain begins to create. It imagines; it literally “pours forth new ideas.” As you grow, you change, which brings with it a sense of newness.

You rededicate yourself to learning new skills and gaining new knowledge. You read books, listen to audio series, attend conferences, and spend time with friends and mentors, who are thrilled to collaborate and challenge you to grow. Learning is a lifelong process.

Life 4.0: Engaged

Success breeds success. Newton’s first law of motion is that an object in motion stays in motion--and you are definitely in motion. You are surprising yourself at how you



time seems to be expanding. You've found time and energy to engage in your work like it was all new again. You have found the time to exercise, and you are spending more time with the people you love.

Engaged is a compelling word . . . think of an engine's gears engaging and pushing you forward. When was the last time you were swept away by life? It feels great to be engaged with your work and your life.

Life 5.0: Perseverance

Of course, life is life. All of this sounds so easy and then another event happens in your life--it kicks you in the teeth and takes your breath away. It stops you in your tracks and now you face a bigger choice. Will you persevere?

There is no doubt you will be confronted with difficult circumstances. Do you have the grit and determination to move beyond the hard times life brings? These challenges may prove to be the most important turning points in your life.

Life 6.0: Flow

Mihaly Csikszentmihalyi coined the term "flow" in his book, ***Flow: The Psychology of Optimal Experience***. Flow explains the framework for how you experience life at your optimal level. It suggests that you have prioritized what is most important, that you are living in perfect alignment with your goals and values, that you are using your gifts and talents in a way that stretches you to the utmost of your abilities--and, deep within your heart that you believe the work you are doing matters and makes the world a better place. In flow, life is fulfilled with purpose, creativity, hope, and meaning. In flow, you not only feel alive--you feel fully alive.

Living life at an optimal level at which the goals you have set and the daily results you are achieving are constantly pulling you forward would be an amazing and wondrous ideal. Who could hope for more than a life lived in this zone of flow?

Life 7.0: Giving

Up until now, this journey has been about self awareness. But, what if you could take it one step further?

We believe that true Life 7.0 begins when you discover that you now have grown to a point at which you have much to give back.

You are fully aware of your purpose. You have organized your life around priorities that matter, and you reach a point where you are able to turn much of your time and energy to making the world a better place. Life 7.0 is built on a foundation of love and trust.

Life 7.0 is a lifelong journey. Aspiring to it calls us forward. Life 7.0 is a life of destiny work and can lead to a legacy of hope. It is a life worth seeking, it is a life of meaning, and, even better, it is a life worth sharing. (© 2010 Allyson Lewis published on www.MorningstarAdvisor.com 06.23.10)



CONNECT WITH US



www.AllysonLewis.com



P.O. Box 17284
Jonesboro, AR 72403
870.897.0845

Allyson@TheSevenMinuteDifference.com
www.TheSevenMinuteDifference.com
www.facebook.com/AllysonLewis.SevenMinutes
www.twitter.com/allyson7minutes
www.linkedin.com/in/allysonlewis

Next Action Steps:

1. Review Your Personal Goals



90 Day Personal Goals

Date: _____

Goals _____ Completed By _____

1. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

2. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

3. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

4. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

5. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

6. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

7. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

2. Review Your Work Goals



90 Day Work Goals

Date: _____

Goals _____ Completed By _____

1. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

2. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

3. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

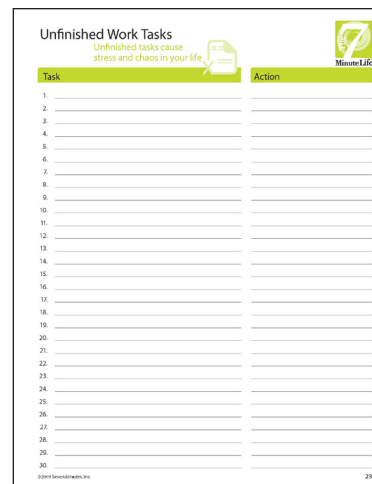
4. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

5. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

6. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

7. Action: _____ What was the outcome? _____
 Action: _____
 Action: _____

3. Review Your Unfinished Tasks



Unfinished Work Tasks

Unfinished tasks cause stress and chaos in your life.

Task _____ Action _____

1. _____

2. _____

3. _____

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30. _____

Translate your Goals into Daily Activities

Once you have successfully completed your 90 Day Personal Goals, your 90 Day Work Goals, and your Unfinished Task Lists at work and at home - you are ready to begin to translate your goals and tasks into daily activities. We call this creating your **“5 before 11™”** list. Your **“5 before 11™”** micro-action list is one of the planning activities you will do on a daily basis.

Just before you leave the office for the afternoon, turn to tomorrow’s Daily Progress Report and make a prioritized list of the five highest-value activities that you are willing to commit to completing before 11:00 a.m. the next morning. Your life will be radically different if you start every day knowing what five specific action steps you must take that morning in order to get closer to reaching your goals. This process makes every day count.

Imagine walking into a clean and uncluttered office and placing only one object on your desk. That thing is *The 7 Minute Life™ Daily Planner* opened to today’s date with your five highest-priority tasks listed. Your job is to simply complete these five tasks before 11 o’clock. This means beginning and COMPLETELY finishing each one.

This single concept will keep you from living in a constant state of reaction by giving you a proactive, daily written plan. At the end of each day you will look at your **“5 before 11™”** list and answer with a “yes” or “no” if you accomplished each one. It’s that simple.

During the week, your **“5 before 11™”** list is likely to be geared toward helping you achieve your work goals. On the weekend, you may focus on social or civic obligations and household duties.

The Daily Progress Report

Inside *The 7 Minute Life™ Daily Planner* you will find Daily Progress Report pages—two pages for each of the 90 days. This proactive Daily Progress Report takes your personal values, purpose, your 90-day goals, and your unfinished tasks and translates them into DAILY ACTIVITIES and ACTION STEPS.

Time management is a skill you can learn that enables you to efficiently use the minutes in your day to focus on achieving high-value priorities. Remember: Life is a series of choices. You can choose to live with order, productivity, effectiveness, excitement and less stress. All of this begins with learning how to structure your daily activities by deciding what is most important for you to accomplish each day.



daily progress report S M T W Th F S _____ date

Daily Contacts with contacts

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

What I will do... 5 before 11™

1. _____
2. _____
3. _____
4. _____
5. _____

"7 Minute Life" Connections

1. _____
2. _____
3. _____

Unfinished Tasks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____

water:

breakfast **lunch** **dinner**

snack **snack**

Did I do what I said I would do today? Yes No

sleep in hours

exercise in minutes

reflection in minutes

reading in minutes

Will “7 Minutes” come out with an electronic version?

Yes! We are hope to be able to expand our “7 Minute” product line to include electronic applications as soon as possible.

The brain has an enormous capacity for subconscious thought. You are THINKING about your goals, and what you know you SHOULD be doing at a subconscious level almost all the time. The purpose of a paper planner goes back to the concept of:

1. THINK
2. WRITE
3. DO

In our workshops, we encourage you to translate your goals into written daily activities. Electronic platforms and tools, such as Outlook™ are remarkable calendar and time management tools. They offer many benefits for such as networking with your teammates, and connecting your calendar to your phone. And, we encourage the use of these electronic systems.

However, there is a difference between what you choose to use as your primary “CALENDAR” tool and what you will use as your primary “PLANNING” and “NOTE TAKING” tool.


KEEP TRACK

My goal is to finish each day with 25 points:

- 1 point for an attempted client call
- 1 point for a completed client call
- 3 points for an attempted prospecting call
- 3 points for a completed prospecting call
- 5 points for a face to face appointment
- 5 points for a telephone conference call with a client
- 5 points for attending a community or networking event
- 1 point for each person in attendance at a seminar or workshop you are presenting (30 attendees = 30 points)

\	
\	
x	
x	
x	
A	
A	
A	
A	
Px	
Px	
Px	
x	
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P\	
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x	
x	
x	
\	
\	
x	
x	

Daily Contacts



1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Tracking Codes:

- \ 1 hash for attempted call
- X 1 x for completed call
- P\ 3 P hash for attempted prospect call
- PX 3 P with x for completed prospect call
- A 5 A for a face to face appointment
- TC 5 TC for a completed call with a client or prospect
- N 5 N for attending a community or networking event
- S 1 S for each person in attendance



Increasing Your Daily Activity Level

In sales, one of the things we have complete control over is our daily level of activity. The simplest way to increase your productivity is to increase your personal level of activity. I have found that by keeping track of my daily activity I am much more aware of how I am choosing to spend my time each day. Do not worry so much about how you track your progress or what code you use - just find something that works for you and monitor your progress.



daily progress report

with contacts

S M T W Th F S
 ○ ● ○ ○ ○ ○ ○ ○

April 26, 2010

date

Daily Contacts

- ✓ 1. Ashley Thurman - IRA question
- ✗ 2. June Hall - rolled muni bond
- ✗ 3. Marilyn Keith - set appointment
- ✗ 4. Jackie Day - appointment
- 5. James Hill - new prospect
- ✗ 6. Rhonda Palmer - yr end update
- ✗ 7. Patricia Berry - statement householding
- ✗ 8. Wayne Minor - BOT 10,750 mutual fund
- ✗ 9. Jimmy Stone - speaking at meeting
- 10. Karen Prather - set up Roth 401k
- ✗ 11. Gina Smith - BOT 500s stock
- ✗ 12. Mildred Hope - reviewed recent stock
- ✗ 13. Jane Lilly - set appt
- ✗ 14. Sherry King - FTS deposit to IRA
- 15. Pam Taylor - discuss Wealth Outlook
- ✗ 16. Lisa Quinn - review Gain/Loss info
- ✗ 17. Bob Tyner - recommended XYZ mgr
- ✗ 18. Jay Berry - invested cash balance
- 19. Mark Williams - BOT CD
- 20.
- 21.
- 22.
- AL ✗ 23. Mark McMinn - fix car
- AL ✓ 24. Donna Kingston - compliance question
- ML ✗ 25. Jeff Warner - call with Mentor
- ML ✓

What I will do... "5 before 11"™

- ✓ 1. Call James Hill - new prospect
- ✓ 2. Call Sarah Jones - follow up on referral
- LM 3. Call to thank Bill Crowley for referral
- ✓ 4. Set appointment with Bill George
- ✓ 5. Finish mgr. recommendations for appt.

"7 Minute Life" Connections

- ✓ 1. James Hill - new prospect
- 2. Sarah Jones - follow up on referral
- ✓ 3. Jeff Warner - call with my mentor

Unfinished Tasks

- ✓ 1. Donna Kingston - compliance question
- ✓ 2. Send 1099 to Ken Jones
- ✓ 3. Meet with Susan re: asset allocation and alternatives
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What I Spent

item	amount
1.	
2.	
3.	

water:

8

sleep in hours

45

exercise in minutes

20

reflection in minutes

60

reading in minutes

Granola Bar

breakfast

Chick-Fil- A and Cole Slaw

lunch

Rotel Chicken Casserole

dinner

Peanut Butter Crackers

snack

Grapes

snack

Did I do what I said I would do today? Yes No

Appointments

7:00 _____
 8:00 _____
 9:00 _____
 10:00 _____
 11:00 _____
 12:00 _____
 1:00 _____
 2:00 _____
 3:00 _____
 4:00 _____
 5:00 _____
 6:00 _____
 7:00 _____
 8:00 _____
 9:00 _____
 10:00 _____

Voice Mail

name	number
✓ Patricia Berry	- 573.555.1234 has question re: householding
✓ Wayne Minor	- 870.555.1234 wants to buy mutual fund
✓ Sherry King	- set up FTS deposit to IRA 501.555.9876
□	
□	
□	
□	
□	
□	
□	
□	
□	
□	
□	
□	
□	
□	
□	

Thank You Notes

1. Jackie Day - TYN for appointment ✓
2. James Hill - new prospect intro info ✓
3. Ann Rowell - send get well note ✓

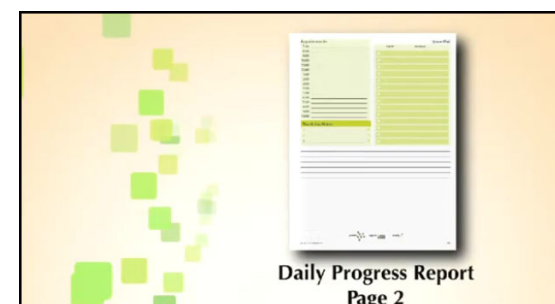
Jeff Warner - Mentoring call notes - Jeff's goals for today's mentoring call:

1. Review and clarify top 3 goals for next 90 days - he wants to make sure our team has articulated a minimum of 5 concrete action steps for each goals, discuss deadlines and metrics for measuring success.
2. Increase our competence and personal conviction - there is no doubt that our clients expect and deserve the highest levels of advice and guidance. How clearly do we articulate what we believe?
3. He asked, "Allyson, what is keeping you from reaching your peak performance today?"



Follow us on YouTube: www.YouTube.com/user/AllysonLewis

The electronic version of this PDF has hotlinks that will take you directly to more information by clicking on the individual pictures and links provided. Almost every page of *The 7 Minute Life™ Daily Planner* has an individual training video on this site. The YouTube videos are generally 2 to 3 minutes in length and can be used anytime to reinforce your learning.



We are regularly adding video content to our sites. Make sure you are connected with us:

www.TheSevenMinuteDifference.com

www.AllysonLewis.com

www.facebook.com/AllysonLewis.SevenMinutes

www.twitter.com/allyson7minutes

www.linkedin.com/in/allysonlewis





Attention • Intention

Your Brain

What are you telling your brain?
Whatever you tell it, it will believe!
And, it will act accordingly.

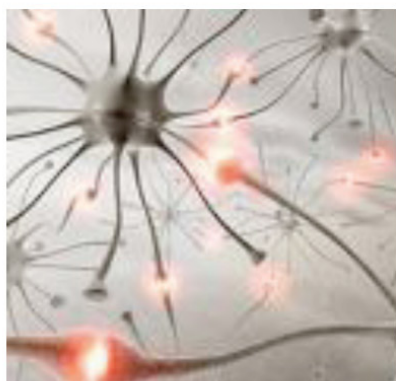
“You are the way you are,
because that’s the way
you want to be.”

John Maxwell

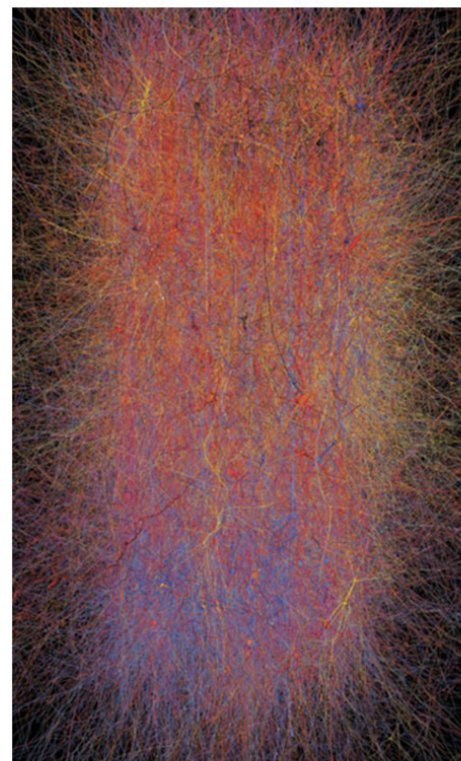
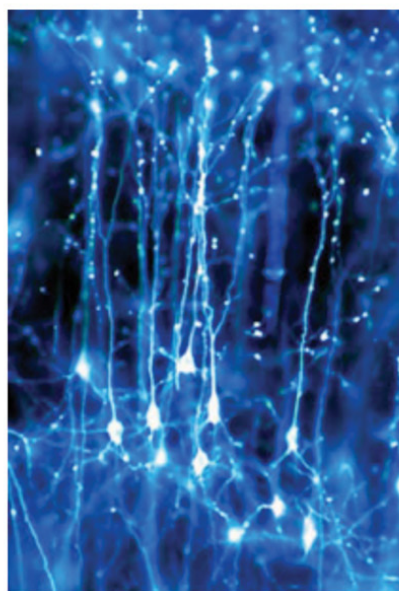
Did I do what I said I would do today? Yes No

Neuroplasticity

The brain is plastic or changeable.



What fires together – wires together.



Mere human thought creates new connections ... it is what you **think** about that leads to change.

Here are the 3 steps to Growing and Changing your Life:

1. Through neuroplasticity what you focus on is what you become.
2. Learning actually changes the brain—you will focus on what you learn.
3. You can modify behaviors through repetition—what fires together, wires together.



7.5 Conclusion

Neuroplasticity: Success = Repetition



The first time you try something it is like walking through a tall grassy field—it is difficult. But, the more you do anything—from practicing the piano to completing your “5 before 11”™ —repetition makes the neurons in your brain fire together. At first it is only a weak connection and difficult to accomplish, but with repetition, the grass lays down, the neurons fire together and the path to success is direct and easy.

To accomplish your goals:

- Know your purpose in life
- Clarify your 90 day goals
- Translate your 90 day goals into a written daily plan of action
- Do your your “5 before 11”™
- It is the DAILY-ness... that determines your success.

6 Steps to Personal Change

1. Thinking
2. Beliefs
3. Expectations
4. Attitude
5. Behavior
6. Performance

Source: John Maxwell

These things change your life!

Your Life Becomes:

→ The sum
total
of what you focus on!

From:
Rapt by Winnifred Gallagher

Your Present, Your Future, Your Reality:

- +** Your level of fulfillment is based on what you CHOOSE to pay attention to.
 - +** The meaning you find in life is based on what you CHOOSE to pay attention to.
 - +** Your productivity and goal attainment is based on what you CHOOSE to pay attention to.
-
- =** The life you experience on a daily basis, your present, your future, your reality—stems from the CHOICES you make regarding what you deliberately pay attention to.

Re-wire your brain for success.

1. Because the brain is truly plastic or changeable, then we can continually grow and change for the better.

The idea that the brain is plastic or changeable should come as no surprise to anyone. Many of you reading this have made a mental choice to take up a hobby at some point in life. For this example, let's say as an adolescent your parents decided it would be a good idea for you to take piano lessons. At first, it seemed impossible to play the piano. You had to consciously look at the mysterious notes on the paper. Somehow your brain translated the written note into a position on the piano and finally you converted the thought of each note into a movement of energy into your fingers. As the months went by, your brain began to understand the concept of notes translating into movement and eventually if you stuck with your training, the ability to play the piano has become second nature to you. The exciting part of this research is that now they are finding out it is never too late to grow and change. You can start at any point in your life to re-wire your brain with new skills and new knowledge. From becoming more proficient in golf, to learning how to speak a new language, your brain is ready and more than able to grow and change

2. Through neuroplasticity, what you focus on actually changes or re-wires your brain.

What you focus on actually shapes your life. That is a powerful statement, but one that has been repeated through the centuries. The Old Testament book of Proverbs 23:7 states, "For as he thinketh in his heart, so is he..." and Ralph Waldo Emerson wrote, "A man is what he thinks about all day long." If you want to be successful you must begin to think about what has made you successful up to this point and then focus your attention on those things.

3. Learning new skills actually changes the brain.

Success craves increasing complexity and competence. A life of fulfillment seems to be a circular activity of setting new and clearly defined goals that excite and motivate, taking the time to learn a new skill set and new knowledge to attain those goals, reaching those goals and celebrating that success. Then, defining new goals that continue to challenge and draw you farther down a path of self-defined success. The idea of neuroplasticity is an affirmation that the brain has amazing capacity to learn. The neurons in your brain are craving new goals, new information and new access to challenges of all kinds.

4. You can modify behaviors and shape your success by choosing to learn new skills.

Learning new skills not only re-wires your brain, learning new skills modifies your behavior. Take the example of learning the skill set of becoming physically fit. How different would you feel if you made a conscious choice to modify your daily behavior to include getting 8 hours of restful sleep, walking 30 minutes a day, drinking 80 ounces of water and eating a few more fruits and vegetables? Can you image how these simple changes would impact your brain and your life?

5. Repetition is a key element to sustaining change.

Many of the books on neuroplasticity explain the concept of re-wiring the brain by using an illustration that your brain is like a grassy field. The paths that you choose to walk down most frequently are the pathways that will transform from tall stalks of grass to easily accessible pathways. The more you focus your attention and your time repeating the daily habits of success, the easier it will be for you to continue to make them a part of your every day life. Neuroplasticity is one of the most exciting scientific breakthroughs I have come across. It involves focusing your attention on the aspects of your life that you have prioritized as being most important to you. Now is the time to start re-wiring your brain for success. You can literally re-wire your brain by choosing to be successful.

Recap

- 1.0 Neuroplasticity: The Science of Re-Wiring Your Brain for Success
- 2.0 Prioritize, Organize, Simplify®
- 2.5 Discovering Your Purpose
- 3.0 “7 Minute” Micro-Actions
- 3.5 Reading can Change Your Life
- 4.0 Pushing Past The One Yard Line
- 5.0 Create 90 Day Goals
- 6.0 Life 7.0 Creating the Life You Want “7 Minutes” at a Time
- 7.0 The Final Secrets
- 7.5 Conclusion

What?

Notes:

Join the “7 Minute” Community:

http://www.thesevenminutedifference.com/free_gifts/registrationProductivityPack.html

Register Today
to receive your
FREE
“7 Minute”
Productivity Pack

12 of our most popular
time management &
productivity tools!



Allyson Lewis

Speaker Information

Her audiences include:

- Corporations
- Senior Leadership Retreats
- Sales People
- Non-Profit Organizations
- Conferences
- Universities



**Book Allyson to speak for your next event,
please contact Susan Naylor
870.897.0845 or Susan@TheSevenMinuteDifference.com**

Testimonials for her seminars:

"Allyson has been a wonderful person to work with. Alltel hired her to come speak to our leadership team on change. **The feedback from the class was phenomenal.** As a result, we brought her back several times afterwards for additional classes. Allyson is a great mentor and has a lot of life experience to share with others. I am fortunate to have worked with her. **I would recommend her and her class to anyone!!!**"
Toni Samec, Alltel (now Verizon)

"Allyson Lewis is **one of the most dynamic people** I have had the pleasure to work with. She has the ability to speak to the heart of her audience, **helping them think deeply about their purpose in life**, and challenging them to take real and practical steps to move closer to that purpose. I have seen hard-boiled professionals shed tears as they realize how much more their life could be by simply making change happen in **7 minute increments**. Her speeches and workshops are full of tools and productivity tips that can be instantly implemented. She uses a very creative style in presenting her message and connecting with her audience. I can highly recommend her to anyone who wants to improve their life, or those of their employees. **She is the real deal!**"

Steve Mosley, UpperRight Leadership

"I needed a keynote speaker for our (Morningstar)Advisor User Forum and Allyson delivered a terrific luncheon keynote. Her presentation was **energetic, entertaining, provided applicable tips for our attendees**, and we received great feedback from attendees about her keynote and her book, *The Seven Minute Difference*. **I highly recommend Allyson!**"

Leslie Banks, Morningstar

"I was impressed with Allyson's passion for helping people the first time I talked to her. After reading *The Seven Minute Difference* I knew that she would be **the perfect keynote speaker** for my Marketing Conference. Not only was I not disappointed, I was overwhelmed. I consider Allyson a **rare bread of individual who you know you can trust.**"

Colin Daymude, CEO The Job Genius

Testimonials for her book:

"With humor and flair, Allyson Lewis' *The Seven Minute Difference* spurs people to unlock their purpose, knowledge, and passion, and as a result, transform their lives at work and at home. Full of ideas, methods, and suggestions, it is a toolbox no one should be without."

Ken Blanchard,
Co-author of *The One Minute Manager*
and *The Secret*

"Change happens the moment you decide to change. In *The Seven Minute Difference*, Allyson Lewis spells it out!"

David Bach,
#1 Bestselling author of *The Automatic Millionaire*

"This fast-moving, practical book is loaded with great ideas you can use immediately to get better results."

Brian Tracy,
Bestselling author of *TurboCoach*

"Fundamental change in 7 minutes or less? You bet. Lewis shows executives, entrepreneurs, and leaders at all levels how small steps lead to big changes that boost productivity, improve communication, and create breakthrough results."

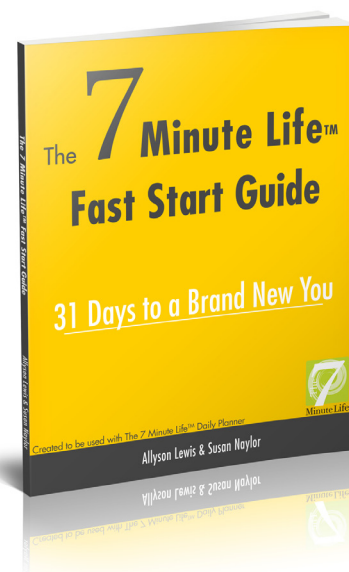
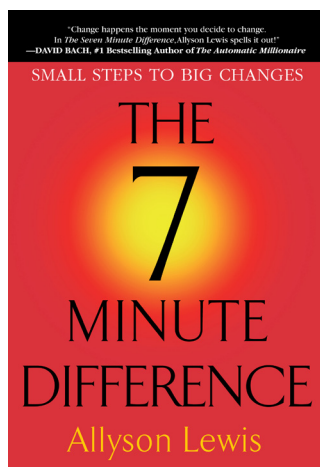
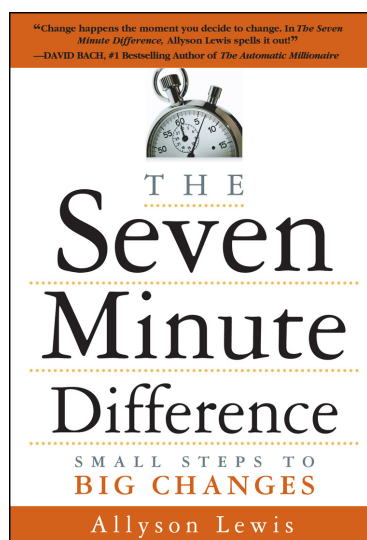
Dianna Booher,
author of *Your Signature Work* and *Communicate with Confidence* and more than 40 other books

"Playing major league baseball for 15 years allowed me to follow my dreams. Allyson Lewis' inspiring and practical ideas can take you from dreaming about your future to living out your dreams."

Don Kessinger

Click here to learn more about our books and tools:

<http://www.thesevenminutedifference.com/store/index.html>



The "7 Minute" Recommended Reading List



Allyson's Top 10

The Seven Minute Life
 Endurance
 Lone Survivor
 Goals
 How to Win Friends and Influence People
 Think and Grow Rich
 Getting Things Done
 The Go-Giver
 The Last Lecture
 The Traveler's Gift

Allyson Lewis
 Alfred Lansing
 Marcus Luttrell
 Brian Tracy
 Dale Carnegie
 Napoleon Hill
 David Allen
 Burg and Mann
 Randy Pausch
 Andy Andrews

Attention / Neuroplasticity

Rapt
 Change Your Brain, Change Your Life
 The Brain that Changes Itself
 Flow: The Psychology of Optimal Experience
 Spark: The Revolutionary New Science of Exercise and the Brain
 How We Decide
 Magnificent Mind at Any Age
 The Overflowing Brain

Winifred Gallagher
 Daniel Amen
 Norman Doidge
 Mihaly Csikszentmihalyi
 John J. Ratey
 Johan Lehrer
 Daniel Amen
 Torkel Klingberg

Personal Development

Think and Grow Rich
 A Year of Growing Rich
 The Corporate Athlete
 The Greatest Salesman in the World
 The Strangest Secret
 The Greatest Discovery
 The Path
 The Four Elements of Success
 The One Minute Manager
 The Art of Exceptional Living
 Awaken the Giant Within
 PowerTalk! The Six Steps to Master Change
 Be Quick, But Don't Hurry
 Goals
 Turbo Coach
 The Fred Factor
 Quiet Strength

Napoleon Hill
 Napoleon Hill
 Groppe and Andelman
 Og Mandino
 Earl Nightingale
 Earl Nightingale
 Laurie Beth Jones
 Laurie Beth Jones
 Ken Blanchard
 Jim Rohn
 Anthony Robbins
 Anthony Robbins
 Hill and Wooden
 Brian Tracy
 Brian Tracy
 Mark Sanborn
 Tony Dungy

Psychology

Man's Search for Meaning
 Blink: The Power of Thinking without Thinking
 Outliers
 Drive: The Surprising Truth about What Motivates Us
 Getting the Love You Want
 Boundaries
 Leadership and Self Deception
 Signals (Reading Body Language)
 Emotional Intelligence

Victor Frankle
 Malcolm Gladwell
 Malcolm Gladwell
 Daniel Pink
 Harville Hendrix
 Cloud and Townsend
 The Arbing Institute
 Allan Pease
 Daniel Coleman

Time Management

The Seven Minute Difference
 The "7 Minute" Life™ Daily Planner
 Getting Things Done
 Time Management from the Inside Out
 Organizing from the Inside Out
 Simplify Your Work Life

Allyson Lewis
 Allyson Lewis
 David Allen
 Julie Morgensturn
 Julie Morgensturn
 Elaine St. James

Customer Service

How to Win Friends and Influence People
 Customer Service is Worthless
 Gung Ho!
 Raving Fans
 The Fred Factor

Dale Carnegie
 Jeffrey Gitomer
 Ken Blanchard
 Blanchard and Bowles
 Mark Sanborn

Investing

Asset Allocation: Balancing Financial Risk
 Stocks for the Long Run
 The Richest Man in Babylon
 The Million Dollar Car and \$250,000 Pizza
 The Art of Asset Allocation
 Wealth, War and Wisdom
 When Genius Failed
 The Black Swan
 Smart Women Finish Rich
 Smart Couples Finish Rich
 Rich Dad, Poor Dad
 Rich Dad: The Cash Flow Quadrant

Roger C. Gibson
 Jeremy J. Siegel
 George S. Clason
 Allyson Lewis
 David Darst
 Barton Biggs
 Roger Lowenstein
 Hassim Nicholas Taleb
 David Bach
 David Bach
 Robert T. Kiyosaki
 Robert T. Kiyosaki

Business General

Good to Great
 Blue Ocean Strategy
 Atlas Shrugged
 The Tipping Point
 Moneyball
 Too Big To Fail
 The E-Myth Revisited
 Love is the Killer App
 Freakonomics
 The World is Flat
 Crucial Conversations
 The Google Story

Jim Collins
 Kim and Mougorgne
 Ayn Rand
 Malcolm Gladwell
 Michael Lewis
 Andrew Ross Sorkin
 Michael E. Gerber
 Tim Sanders
 Levitt and Dubner
 Thomas Friedman
 Kerry Patterson
 Vise and Malseed

The "7 Minute" Recommended Reading List

Marketing Sales / Networking

Selling the Invisible
 What Clients Love
 The Invisible Touch
 Positioning: The Battle For Your Mind
 The New Positioning
 Made to Stick
 Bang: Getting Your Message Heard
 Unleashing the Idea Virus
 Permission Marketing
 The Big Moo

Harry Beckwith
 Harry Beckwith
 Harry Beckwith
 Ries and Troutt
 Ries and Troutt
 Heath and Heath
 Linda Kaplan Thaler
 Seth Godin
 Seth Godin
 Seth Godin

The Greatest Salesman in the World
 Go-Givers Sell More
 The Sales Bible
 Effortless Marketing
 Networking with Millionaires and their Advisors

Og Mandino
 Burg and Mann
 Jeffrey Gitomer
 Steven Moeller
 Tom Stanley

Allegories Nutrition / Fitness

The Richest Man in Babylon
 The Go-Giver
 Who Moved My Cheese?
 The Radical Leap

George S. Clason
 Burg and Mann
 Spencer Johnson
 Steve Farber

The Corporate Athlete
 You: On a Diet
 You: On a Walk

Groppe and Andelman
 Roizen and Oz
 Roizen and Oz

History Biography

Endurance
 Shackleton's Way
 Undaunted Courage
 D-Day
 Team of Rivals
 Mayflower

Alfred Lansing
 Morrell and Chapparell
 Stephen Ambrose
 Stephen Ambrose
 Doris Kearns Goodwin
 Nathaniel Patrick

John Adams
 Theodore Rex
 Abraham Lincoln
 Lincoln the Unknown
 Benjamin Franklin
 American Soldier
 Spoken From The Heart
 Lone Survivor
 Anne Frank
 The Story of My Life
 Einstein
 More Than a Hobby
 Three Cups of Tea
 Coming Out of The Ice
 Into Thin Air
 In A Heartbeat
 Hard Work

David McCullough
 Edmund Morris
 H. G. Pitt
 Dale Carnegie
 Walter Isaacson
 Gen. Tommy Franks
 Laura Bush
 Marcus Luttrell
 Anne Frank
 Helen Keller
 Walter Isaacson
 David Green
 Greg Mortensen
 Victor Herman
 Jon Krakauer
 Tuohy and Tuohy
 Roy Williams

Fiction Faith

A Tale of Two Cities
 Little Women
 The Guernsey Literary and Potato Peel Pie Society
 Pride and Prejudice
 The Kite Runner
 Christ the Lord
 Marley and Me

Charles Dickens
 Louisa May Alcott
 Shaffer and Barrows
 Jane Austin
 Khaled Hosseini
 Anne Rice
 John Grogan

The Bible
 The Five Love Languages
 The Case For Christ
 Same Kind of Different as Me
 The Prayer of Jabez
 The Purpose Driven Life
 Mere Christianity
 The Chronicals of Narnia

Gary Chapman
 Lee Strobel
 Hall and Moore
 Bruce Wilkinson
 Rick Warren
 C. S. Lewis
 C. S. Lewis