



**MAKE IT  
HAPPEN  
·LIFE**

**#MAKEITHAPPEN**  
#MAKEITHAPPEN  
#MAKEITHAPPEN

**A powerful approach to taking  
control and FULLY LIVING LIFE!**

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# It is time to step into your power, take control of your day, and live life fully!!!

Carpe Diem means “Seize the Day.” It means to make the most of the present time. Using the steps in this book, you will take control of your day. **When you take control of your days, you take control of your life.** Your time is now!

It is so easy to walk through life just checking off the boxes and not truly feeling alive and fulfilled. One of the greatest gifts in life is the power of choice. It is time to take life into your hands and choose to **step into your power.**

In this book, you will learn 3 Things that will help you take control of your life and FULLY LIVE!

- **Section 1:** How to maximize your productivity and take charge of your days
- **Section 2:** Important questions to ask that will empower you and keep you on the path to success
- **Section 3:** Daily Rituals that will bring out the best in you and help you step into the greatness inside of you

*Decide* right now that you will no longer settle for just an OK life. *Decide* right now that you will step into your greatness and rise up. *Decide* right now that you will live life fully! *Decide* right now that you will step into your power. One *decision* can change your life. The key is to make a *decision*!

Your time is NOW. Create a life you wake up excited for!

**#MakeItHappen**



taking back  
**control!!!**

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# 01 know what you want

## What the heck do you really want?

See the big picture first.

In order to have a clear map we need to know where we want to go. When you make the target clear, you radically increase the likelihood of you getting there.

Think about Google Maps, the more specific the address you are going to, the clearer the directions. **Decide exactly what you want.**

If you do not know what you want, the first goal you then have is to actually create the outcome you desire.

Ask yourself these questions, writing down the answers and answer in as much detail as possible:

- What do you REALLY want from this life?
- From this week?
- From this day?

See and process your answers clearly. It helps to plan and structure our days to avoid wandering aimlessly. Remember, we want to fully live life and not go through life mechanically. No robots allowed. Let's have a target and focus on it!

**It is time to take charge of your life!**

Work through the bottom section to come up with your goal. Goals should be SMART:

## Specific

1. Question to answer:

- a. What goal, when accomplished, would make you excited to wake up?

.....

.....

- b. If you had to paint the picture very specifically, what does it look like when you accomplish your goal? Know what it looks specifically and clearly.

.....

.....

.....

2. State it in an “I will” statement.

- a. Your goal should be clear and easy to understand.

Be very specific. A common goal, “get healthy,” is too general.

There are so things that could mean you are “healthy.” Break it down and it will be easier to manage.

**Examples:**

*I will weigh 170lbs with 10% body fat.*

*I will write an impactful book on effective leadership.*

*I will easily make \$150,000 of disposable income using my passion and talents in photography.*

2. Focus on “Towards Goals.”

It is important to focus on “towards goals” and not “away goals.” An “away goal” would be ‘I will not weigh 200lbs anymore.’ A “towards goal” would be, “I will weigh 170lbs with 10% body fat.”

3. Write your “I will”

**I will** .....

# M measurable

## 5. Questions to answer:

a. How will you track your progress?

.....

b. How you will know when you have reached your goal?

.....

6. Make your goal measurable. Add a number and/or specific milestones. See Page 35 for worksheet.

## EXAMPLE

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## STEP 1

Write your  
GOAL as the "I  
will" statement

## STEP 2

Write down  
your outcomes  
(milestones)

## STEP 3

Write the date  
the outcome  
(milestone) will  
be completed by

| I WILL   |  | MILESTONES    |  | I WILL  |  | MILESTONES    |  |
|--|--|---------------|--|---|--|---------------|--|
| easily make \$150,000 of disposable income by gaining website clients for my marketing company |  | BY 04/01/2018 |  | write an impactful, best selling book (approx. 10 chapters) on leadership   |  | BY 12/31/2017 |  |
|  |  |               |  | <b>OUTCOME (MILESTONE)</b>  |  |               |  |
| DATE   | OUTCOME (MILESTONE)  |               |  |   |  |               |  |
| 05/01/2017   | I will launch my new website with a strong rebound and clear powerful messaging        |               |  | Brainstorm ideas and select specific book theme and possible subtopics.   |  |               |  |
| 05/30/2017   | Social media and marketing plan in place (Instagram, Facebook Ads, Twitter)            |               |  | Understand my target audience.  |  |               |  |
| 06/01/2017   | Marketing Plan in place (warm calls, cold calls, brochures, visits, etc.)              |               |  | Schedule time everyday to write. Set a daily ritual and word count goals. Find best writing schedule and take action. |  |               |  |
| 06/30/2017   | Hiring one sales person who has strong sales experience for base salary and commission |               |  | Select a writing mentor/editor to help me stay on task, proof my work, and guide me.                                  |  |               |  |
| 07/30/2017   | 5 Clients with \$5000 minimum budget (At least one with \$10,000 budget)               |               |  | Have draft book outline completed.  |  |               |  |
| 09/30/2017   | 5 Clients with \$5000 minimum budget (At least one with \$10,000 budget)               |               |  | Get feedback on outline and modify.   |  |               |  |
| 11/30/2017   | 7 Clients with \$5000 minimum budget (At least two with \$10,000 budget)               |               |  | Intro and first two chapters written.   |  |               |  |
| 01/30/2018   | 8 Clients with \$5000 minimum budget (At least two with \$10,000 budget)               |               |  | Get feedback on intro and first two chapters. Modify if needed.   |  |               |  |
| 03/30/2018   | 9 Clients with \$5000 minimum budget (At least three with \$10,000 budget)             |               |  | Schedule writing retreat for final draft of the book.   |  |               |  |
|  |  |               |  | Three more chapters written.  |  |               |  |
|  |  |               |  | Get feedback on the chapters. Modify if needed.   |  |               |  |
|  |  |               |  | Conduct deep research marketing and self-publishing campaigns.  |  |               |  |
|  |  |               |  | Three more chapters written.  |  |               |  |
|  |  |               |  | Get feedback on the chapters. Modify if needed.   |  |               |  |
|  |  |               |  | Three more chapters written.  |  |               |  |
|  |  |               |  | Get feedback on the chapters. Modify if needed.   |  |               |  |
|  |  |               |  | Writing retreat. Scrub through the book with editor/mentor and modify as needed.                                      |  |               |  |
|  |  |               |  | Engage book graphic designer for cover.   |  |               |  |
|  |  |               |  | Get final design and full book package.   |  |               |  |
|  |  |               |  | Release book and implement marketing plan.  |  |               |  |
|  |  |               |  |   |  |               |  |
|  |  |               |  | Impactful, best-selling book on leadership  |  |               |  |
| <b>GOAL</b> 04/01/2018 I have \$150,000 of disposable income by gaining website clients        |  |               |  |   |  |               |  |

These examples are written for demonstration purposes only. Get into detail and push yourself to your limits (see next section).

7. Celebrate your milestones when you reach them.

Celebrating each milestone will help you on your path. Enjoy the journey.

## Attainable

8. Goals need to truly challenge you. They push you to become the best version of yourself. Do not let the word “attainable” be thought of as easy.
9. Aim high, but be realistic. For example, if you said, “I will be perfect in all that I do all the time.” Most likely, you will not get it perfect, but you can still progress and get to your goal.
10. Likewise, a goal that is too easy is also not very motivating. Only you know your limits.



TWEET THIS



**THE GREATER DANGER FOR MOST OF US IS NOT THAT OUR AIM IS TOO HIGH AND WE MISS IT, BUT THAT IT IS TOO LOW AND WE HIT IT.**

**-MICHELANGELO BUONARROTI**

## Relevant

Set goals that are important to you right now. Don't set a goal that someone else is pressuring you to attain-that isn't very motivating. Make sure this is YOUR goal.

11. Examine your goal so far.

12. **Questions to answer:**

Is your goal important to **you**? Circle One: Yes or No

If so, keep going. If not, choose something that gets you excited!

Remember, we want to create a life we wake up excited for!



## Time-bound

Include an end-point. Knowing that you have a deadline motivates you to get started.

13. Set an overall date that this will be achieved.
14. Set milestones and what days those will be achieved. See outcomes (milestones) worksheet on page
15. Write your “I will” and have a date achieved.

## MY GOAL

I will .....

by .....

We set goals to get excited about where we are going and to create a plan to get there.

Do not beat yourself up on the path. If you fall short, get right back on the path and stay focused on this goal.

This is your life, take charge of it and always make sure you are stepping into your greatness and using your power of choice. You got this!



TWEET THIS



# TAKE BACK YOUR DAY... TAKE BACK YOUR LIFE!

-HENRY AMMAR

What you do today is important, because you are exchanging a day of your life for it.

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# 02 put a list on it

**To help you stay focused, make a list of everything you need to accomplish your next outcome (milestone).**

Put it on paper so you don't have to carry it inside of your head.

## **Let's Break It Down!**

Since you have chosen your outcomes (milestones), make a list of all of the things that you need to get done in order to accomplish that particular outcome (milestone). This will also help you stay focused.

Seeing everything you want to accomplish listed out takes it out of your mind and onto paper, alleviating anxiety. Also, it feels **AWESOME** to cross tasks off!

**Exercise:** Write a list of all the things you have to do to accomplish your desired outcome. See example on the next page. **Worksheets are on Pages 35 - 40 for you to print and fill out.**

## PRIORITIES &amp; LIST

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## OUTCOME (MILESTONE)

I WILL *launch my new website with a strong rebrand and clear powerful messaging*BY *05/01/2017*

| <input checked="" type="checkbox"/> PRIORITY | TASK  | TARGET DATE |
|--|---|-------------|
| <input type="checkbox"/>                     | <i>Maximize SEO on website</i>                                      |             |
| <input type="checkbox"/>                     | <i>Photos for website</i>   |             |
| <input type="checkbox"/>                     | <i>Copywriting (marketing wording) for website</i>                  |             |
| <input type="checkbox"/>                     | <i>Tagline and slogan</i>   |             |
| <input type="checkbox"/>                     | <i>Get best photos of portfolio for site</i>                        |             |
| <input type="checkbox"/>                     | <i>Color scheme</i>   |             |
| <input type="checkbox"/>                     | <i>Get testimonials and add to site</i>                             |             |
| <input type="checkbox"/>                     | <i>Appointment with consultant to discuss final touches on site</i> |             |
| <input type="checkbox"/>                     |   |             |
| <input type="checkbox"/>                     |   |             |
| <input type="checkbox"/>                     |   |             |
| <input type="checkbox"/>                     |   |             |

## STEP 1

Write your new  
OUTCOME

## STEP 2

Write the tasks  
that would lead  
to your desired  
outcome

## MILESTONES

MAKE IT  
HAPPEN  
LIFEI WILL *easily make \$150,000 of disposable income by gaining website clients for*  
*my marketing company* BY *04/01/2018*

| DATE              | OUTCOME (MILESTONE)   |
|-------------------|---|
| <i>05/01/2017</i> | <i>I will launch my new website with a strong rebrand and clear powerful messaging</i>        |
| <i>05/30/2017</i> | <i>Social media and marketing plan in place (Instagram, Facebook Ads, Twitter...</i>          |
| <i>06/01/2017</i> | <i>Marketing Plan in place (warm calls, cold calls, brochures, visits, etc.)</i>              |
| <i>06/30/2017</i> | <i>Hiring one sales person who has strong sales experience for base salary and commission</i> |
| <i>07/30/2017</i> | <i>5 Clients with \$5,000 minimum budget (At least one with \$10,000 budget)</i>              |
| <i>09/30/2017</i> | <i>5 Clients with \$5,000 minimum budget (At least one with \$10,000 budget)</i>              |
| <i>11/30/2017</i> | <i>7 Clients with \$5,000 minimum budget (At least two with \$10,000 budget)</i>              |
| <i>01/30/2018</i> | <i>8 Clients with \$5,000 minimum budget (At least two with \$10,000 budget)</i>              |
| <i>03/30/2018</i> | <i>9 Clients with \$5,000 minimum budget (At least three with \$10,000 budget)</i>            |

GOAL *04/01/2018* *I have \$150,000 of disposable income by gaining website clients*

NOTE: Create a new list for the new outcome once this outcome is achieved.

# 03 learn to prioritize

**List the most important things you need to do, starting with **RIGHT NOW.****

Number them in order of priority.

The priority needs to be the action that will get you to your outcome in the **best** manner. This should not be the easiest thing or the thing that is calling the loudest. It **MUST** truly be the **MOST IMPORTANT** thing to do to get to your outcome.

You must decide what the most important things are to focus on. This is an important part of taking back your power.

**Exercise:** Number your list in order of priority ( 1 = Most Important ).  
Example on the next page.  
**Worksheets are on Pages 35 - 40.**

## PRIORITIES &amp; LIST

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## OUTCOME

I WILL *launch my new website with a strong rebrand and clear*  
*powerful messaging*

☒ PRIORITY

- ☐ 8 *Maximize SEO on website*
- ☐ 2 *Photos for website*
- ☐ 1 *Copywriting (marketing wording) for website*
- ☐ 5 *Tagline and slogan*
- ☐ 4 *Get best photos of portfolio for site*
- ☐ 6 *Color scheme*
- ☐ 3 *Get testimonials and add to site*
- ☐ 7 *Appointment with consultant to discuss final touches on site*
- ☐
- ☐
- ☐
- ☐

## PRIORITIES &amp; LIST

MAKE IT  
HAPPEN  
LIFE

## OUTCOME

I WILL *launch my new website with a strong rebrand and clear*  
*powerful messaging* BY *05/01/2017*

☒ PRIORITY

## TASK

## TARGET DATE

- | <input checked="" type="checkbox"/> PRIORITY | TASK  | TARGET DATE       |
|--|---|-------------------|
| <input type="checkbox"/> 1                   | <i>Copywriting (marketing wording) for website</i>                  | <i>04/12/2017</i> |
| <input type="checkbox"/> 2                   | <i>Photos for website</i>   | <i>04/12/2017</i> |
| <input type="checkbox"/> 3                   | <i>Get testimonials and add to site</i>                             | <i>04/18/2017</i> |
| <input type="checkbox"/> 4                   | <i>Get best photos of portfolio for site</i>                        | <i>04/18/2017</i> |
| <input type="checkbox"/> 5                   | <i>Tagline and slogan</i>   | <i>04/22/2017</i> |
| <input type="checkbox"/> 6                   | <i>Color scheme</i>   | <i>04/22/2017</i> |
| <input type="checkbox"/> 7                   | <i>Appointment with consultant to discuss final touches on site</i> | <i>04/25/2017</i> |
| <input type="checkbox"/> 8                   | <i>Maximize SEO on website</i>                                      | <i>04/28/2017</i> |
| <input type="checkbox"/>                     |   |                   |
| <input type="checkbox"/>                     |   |                   |
| <input type="checkbox"/>                     |   |                   |
| <input type="checkbox"/>                     |   |                   |

## STEP 3

Number your list in order of priority (1=Most Important)

## STEP 4

Rewrite your list in the order of priority (1=Most Important and on top)

## STEP 5

Set target dates of completion (Remember SMART Goals)

You may not have a 100% clear idea of what you want, just start anywhere and do your best. The ideas will follow. The key is to **TAKE ACTION** and **DO THIS!**



TWEET THIS



**YOU ALWAYS  
HAVE TIME FOR  
THE THINGS YOU  
PUT FIRST.**

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TWEET THIS



**THE KEY IS NOT TO PRIORITIZE YOUR  
SCHEDULE, BUT TO SCHEDULE YOUR  
PRIORITIES.**

**-STEPHEN COVEY**

**IF YOU FAIL TO PLAN  
YOU PLAN TO FAIL.**

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# 05 outcome & intentions

## Understand the “WHY” of it all.

Be clear about WHY you are doing what you’re doing, and WHY it is the MOST important thing to do that day.

## Answer these questions daily:

- Why are you doing what you have scheduled?
- What is the best possible outcome you want to happen?
- What is the best way to make this outcome happen?
- How does it fit into your bigger goal?

The **outcome** is usually focused on the future and an achievement we desire.

The **intention** is the focus we put in the present moment and the process and energy we are putting to achieving the goal.

Both are extremely important and we must put the proper attention to each.

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# OUTCOME

Energy goes to whatever we are focusing on. We must stay focused on the outcome we want and not the obstacles or how long it will take. Knowing the outcome we want and staying focused on it will take away the robotic side to life.



**No robots allowed.** Do not live life mechanically or just sleepwalk through the day, just checking off the boxes. Let us have a clear outcome and intention.



TWEET THIS



## WAKE UP AND LIVE!

-BOB MARLEY

# INTENTION

Set the intention of how you are going to complete this particular outcome. You set the tone in your energy, focus level, and how the process will look, externally and internally. When we set the intention, we direct the power of the mind and subconscious to go to work, helping us “behind the scenes” on what we want to accomplish and who we want to ultimately become from it.

# We don't want to focus on the task.

We want an outcome! There's no joy in being a task master. There's joy in progressing, moving forward, and fully living.

Having a clear outcome and intention gets us to take back our power.

Set the clear outcome and the intention, then go to work.

## EXERCISE

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Write the outcome and intention for each item scheduled. See example below. Worksheets are on Pages 35 - 40 for you to print and fill out.

| SCHEDULE  |   |  |   |
|---|---|--|---|
| OUTCOME   |   | DATE: 04/10/2017   |   |
| I WILL launch my new website with a strong rebrand and clear powerful messaging |   | BY 05/01/2017  |   |
| TIME  | SCHEDULE  | INTENTION  | OUTCOME   |
| 6AM   | Morning rituals: Read, meditate, gratitude                            | Read with focus, feel gratitude deeply   | Start day in peace & gratitude                          |
| 7AM   | Preview Goal/day and VIZ: Morning P's Exercise (arm, abs, and cardio) | Truly VIZualize day & goal, see clearly  | Ready to crush the day                                  |
| 8AM   | Eat   | Focused workout  | Feel great, stronger arms/abs/cardio                    |
| 9AM   | Drive to work   | Enjoy food and rest  | Nourish body and rested mind                            |
| 10AM  | Finalize changes for client "x" website                               | Mentally prepare self to crush work  | Get to work in great state                              |
| 11AM  |   | Focus on providing maximum value to the project & see it through without distraction           | Give client "x" the best website going above and beyond |
| 12PM  | Lunch with Henry  | Focus on how to add value & be present   | Be a true friend  |
| 1PM   | Create wording for new website/rebrand; send to copywriter            | Start with big picture/main points; see from readers perspective; my voice with reader in mind | Powerful messaging for website is created               |
| 2PM   |   |  |   |
| 3PM   |   |  |   |
| 4PM   | Find current photos & schedule photo shoot for new website            | Look through current photos & focus on photos that give emotions we want                       | Best photos showing strong brand message are selected   |
| 5PM   | Respond to emails   | Do not get distracted; stay focused  | Clear emails  |
| 6PM   | Drive home  | Enjoy drive  | Get home :)   |
| 7PM   | Dinner & quality time with family                                     | Focus on family and do not get distracted from making them feel loved and important            | Get closer to family & they know I love them            |
| 8PM   |   |  |   |
| 9PM   | Evening rituals: Review day, read, Review tomorrow & VIZ              | Really review day & see what I can grow; Truly VIZualize tomorrow & goal                       | Ready to fully own the next day and to sleep well       |
| 10PM  | Sleep   | see clearly  |   |

NOTE: Have an intention & outcome for each thing scheduled, deciding exactly what you want to accomplish with that time scheduled.

## STEP 1

Write the next outcome (milestone) to remind yourself every day and to help you stay focused

## STEP 2

Write the date

## STEP 3

Funnel the priorities from your list and schedule them

## STEP 4

Write your intentions and outcomes

# 06 stay focused

## Fully commit!!!

There will always be distractions and new tasks that inevitably come up, but the key is to stay focused and not get distracted.

Only change focus if something is truly more important than what you are doing.

**FULLY COMMIT!!! Stay in charge of your day!**



TWEET THIS



**KEEP THE MAIN THING, THE MAIN THING.**

**-STEPHEN COVEY**



TWEET THIS



**WHAT CALLS THE LOUDEST  
ISN'T ALWAYS THE MOST IMPORTANT.**

**-HENRY AMMAR**

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# 07 review nightly before bed

## **Review the day that you just had.**

At the end of your day, look back at your day and see how you did and if you got closer to your goal. Answer this, **“Did you fully take control of your day?”**

Look at what you can do to get even better the next day. If something did not go the way you intended, do not beat yourself up over it.

**Remember: There is no failure, there are lessons.**

Learn from this day and use it to make tomorrow even more awesome!



# 08 prepare for tomorrow

**At bedtime, prepare yourself for a successful tomorrow.**

A handy acronym to keep you focused is **V I Z**.

**V**

## **VISUALIZE**

As you have scheduled your day tomorrow and know what you are doing, see it clearly happening perfectly in your mind. Imagine yourself sitting in a movie theater watching the screen with the day happening just as you want it to. What does the scene look, sound, and feel like? What are you saying? How are you saying it? What are you wearing? How are you walking? Get really detailed and see it happening perfectly. Anticipate anything that can come up and see yourself handling them perfectly. See it clearly.

**I**

## **INTEGRATE EMOTION**

When we integrate emotion, our subconscious mind feels like it is real. We can experience something before we actually experience it. Get into the feelings of that scene. Feel it and feel it deeply. Can you feel it?

**Z**

## **ZOOM IN**

Zoom in on the visualization you had and become one with the person you saw on the screen. See yourself doing everything you will be doing tomorrow in the perfect way and accomplishing the outcomes and intentions you have the next day. Feel it deeply and truly experience it. This will have a powerful impact.



# Don't just go with the flow.

Deciding what we will do in advance makes it so that we are in charge. We choose how we live, what we will do, and what direction we are going in.

If we do not decide what we are doing in advance, we will be like a boat tossed back and forth wherever the wind is taking us, taking us much longer to get to our destination, if we ever do.

Decide in advance. Stay focused on your decision. Take massive action until you get there.



# TAKE CHARGE! THIS IS YOUR DAY!!!

[#MakeItHappen](#)

# RECAP

**01**

Know What You Want

**02**

Put a List on It

**03**

Learn to Prioritize

**04**

Schedule & Plan with Purpose

**05**

Outcome & Intentions

**06**

Stay Focused

**07**

Review Nightly Before Bed

**08**

Prepare for Tomorrow ( V I Z )

## STEP 1

Write your goal and the outcomes (milestones) it will take to achieve that goal.

| MILESTONES |  |
|------------|--|
| I WILL     | easily make \$150,000 of disposable income by gaining website clients for my marketing company BY 04/01/2018 |
| DATE       | OUTCOME (MILESTONE)  |
| 05/01/2017 | I will launch my new website with a strong rebrand and clear powerful messaging                              |
| 05/30/2017 | Social media and marketing plan in place (Instagram, Facebook Ads, Twitter, etc.)                            |
| 06/01/2017 | Marketing Plan in place (warm calls, cold calls, brochures, visits, etc.)                                    |
| 06/30/2017 | Hiring one sales person who has strong sales experience for base salary and commission                       |
| 07/30/2017 | 5 Clients with \$5000 minimum budget (At least one with \$10,000 budget)                                     |
| 09/30/2017 | 5 Clients with \$5000 minimum budget (At least one with \$10,000 budget)                                     |
| 11/30/2017 | 7 Clients with \$5000 minimum budget (At least two with \$10,000 budget)                                     |
| 01/30/2018 | 8 Clients with \$5000 minimum budget (At least two with \$10,000 budget)                                     |
| 03/30/2018 | 9 Clients with \$5000 minimum budget (At least two with \$10,000 budget)                                     |
| GOAL       | 04/01/2018 I have \$150,000 of disposable income   |

## STEP 2

Break down the next outcome (milestone) in a prioritized task list.

| PRIORITIES & LIST                   |  |   |
|-------------------------------------|--|---|
| OUTCOME                             |  |   |
| I WILL                              | launch my new website with a strong rebrand and clear powerful messaging | BY 05/01/2017                               |
| <input checked="" type="checkbox"/> | PRIORITY   | TASK  |
| <input type="checkbox"/>            | 1  | Copywriting (marketing wording) for website |
| <input type="checkbox"/>            | 2  | Photos for website                          |
| <input type="checkbox"/>            | 3  | Get testimonials and add to site            |
| <input type="checkbox"/>            | 4  | Get best photos of portfolio for site       |
|                                     |  | 04/22/2017                                  |
|                                     |  | 04/22/2017                                  |
|                                     |  | 04/25/2017                                  |
|                                     |  | 04/28/2017                                  |

## STEP 3

Schedule your priorities with a clear intention and outcome.

## STEP 4

Complete outcome (milestone) by target date.

| SCHEDULE  |  |  |   |
|---|--|--|---|
| OUTCOME   |  |  |   |
| I WILL launch my new website with a strong rebrand and clear powerful messaging BY 05/01/2017 |  |  |   |
| TIME  | SCHEDULE   | INTENTION  | OUTCOME   |
| 6AM   | Morning rituals: Read, meditate, gratitude                 | Read with focus, feel gratitude deeply   | Start day in peace & gratitude                        |
| 7AM   | Preview Goal/day and VIZ: Morning P's                      | Truly visualize day & goal, see clearly  | Ready to crush the day                                |
| 8AM   | Exercise (arm, abs, and cardio)                            | Exercising without distraction   | Feel great, stronger arms/abs/core                    |
| 9AM   | Finalize changes for client 'x' website                    | Focus on providing maximum value to the project & see it through without distraction           | Give client 'x' the best website going                |
| 10AM  |  |  |   |
| 11AM  |  |  |   |
| 12PM  | Lunch with Henry   | Focus on how to add value & be present   | Be a true friend                                      |
| 1PM   | Create wording for new website/rebrand; send to copywriter | Start with big picture/main points; see from readers perspective; my voice with reader in mind | Powerful messaging for website is created             |
| 2PM   |  |  |   |
| 3PM   | Find current photos & schedule photo shoot for new website | Look through current photos & focus on photos that give emotions are wanted                    | Find photos showing strong brand message are selected |
| 4PM   | Respond to emails  | Be not get distracted, stay focused  | Open emails   |
| 5PM   |  |  |   |
| 6PM   | Drive home   | Enjoy drive  | Get home  |
| 7PM   | Dinner & quality time with family                          | Focus on family & do not get distracted from watching them feel loved and important            | Get closer to family & they know I love them          |
| 8PM   |  |  |   |
| 9PM   | Evening rituals: Review day, read, Review tomorrow & VIZ   | Briefly review day & see what I can grow; Truly visualize tomorrow & goal, see clearly         | Ready to fully own the next day, and to sleep well    |
| 10PM  | Sleep  |  |   |

NOTE: Have an intention & outcome for each thing scheduled, deciding exactly what you want to accomplish with that time scheduled.

## STEP 5

Move on to next outcome (milestone) until you reach your goal. Stay focused on the big picture.

## STEP 6

Celebrate your victories and enjoy the journey!!!



# rise & rest

with morning & evening questions

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# stay on the path



**The mind will always answer whatever question you ask it.**

For example, if you asked yourself, “Why am I so stupid?” Your mind will say, “You’re stupid because...”

On the other hand, if we asked a better question like, “Who do I need to be to accomplish...?” We would get a different answer.

**The key is to consciously ask the right questions.**

**EXERCISE**

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Asking yourself important questions in the morning and evening before bed can keep you on the path to success.

**Pages 38 and 39** have some questions you can ask yourself in the morning and at night to help you focus and build momentum.



# daily rituals

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## Rituals help you:

- Start and end your day on the right track
- Develop strong habits
- Build momentum
- Do not rush into everyone else's agenda
- Set your day up for success

Once you have decided your rituals, transfer them to your daily worksheet. See examples on the next pages. Worksheets located on Pages 35 - 40 for you to print and fill out.



TWEET THIS



**A DAILY RITUAL IS A WAY OF  
SAYING I'M VOTING FOR MYSELF;  
I'M TAKING CARE OF MYSELF.**

**-M. HEMINGWAY**

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# THE SECRET OF EPIC PERFORMERS IS THEIR DAILY RITUALS.

-ROBIN SHARMA

 TWEET THIS

EXAMPLE

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## Rituals

### morning

Meditate/Pray

Think About 3 Things  
Grateful For

Preview Big Goal and  
VIZualize

Preview Day and VIZualize

Read

Exercise

### evening

Review Day

Review Tomorrow –  
VIZualize to have it in  
mind as you sleep

Read

 TWEET THIS

LIFE IS MEANT TO BE FULLY LIVED.  
TAKE LIFE INTO YOUR HANDS AND CREATE A LIFE  
YOU WAKE UP EXCITED FOR. IT IS POSSIBLE.

-HENRY AMMAR



## STEP 1

Write your  
rituals

## STEP 2

Write the number of times per week  
you want to perform your actions

## STEP 3

Keep track of the actions you  
perform by checking off the day  
they were performed

## WEEKLY CHECKLIST

**RITUALS**

WEEK: \_\_\_\_\_

| MORNING ACTIONS                          | GOAL #/WEEK | MON | TUE | WED | THU | FRI | SAT | SUN | ACHIEVED | DIFFERENCE |
|--|-------------|-----|-----|-----|-----|-----|-----|-----|----------|------------|
| <i>Meditate / Pray</i>                   | 7           |     |     |     |     |     |     |     |          |            |
| <i>Think About 3 Things Grateful For</i> | 7           |     |     |     |     |     |     |     |          |            |
| <i>Preview Big Goal and VIZualize</i>    | 7           |     |     |     |     |     |     |     |          |            |
| <i>Preview Day and VIZualize</i>         | 7           |     |     |     |     |     |     |     |          |            |
| <i>Read</i>                              | 3           |     |     |     |     |     |     |     |          |            |
| <i>Exercise</i>                          | 4           |     |     |     |     |     |     |     |          |            |
|  |             |     |     |     |     |     |     |     |          |            |
|  |             |     |     |     |     |     |     |     |          |            |
|  |             |     |     |     |     |     |     |     |          |            |
|  |             |     |     |     |     |     |     |     |          |            |
|  |             |     |     |     |     |     |     |     |          |            |

  

| EVENING ACTIONS                      | GOAL #/WEEK | MON | TUE | WED | THU | FRI | SAT | SUN | ACHIEVED | DIFFERENCE |
|--------------------------------------|-------------|-----|-----|-----|-----|-----|-----|-----|----------|------------|
| <i>Review Day</i>                    | 7           |     |     |     |     |     |     |     |          |            |
| <i>Review Tomorrow and VIZualize</i> | 7           |     |     |     |     |     |     |     |          |            |
| <i>Read</i>                          | 6           |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |
|                                      |             |     |     |     |     |     |     |     |          |            |

**”**

COMMITMENT IS DOING THE THING YOU SAID YOU WERE GOING TO DO LONG AFTER THE MOOD YOU SAID IT IN HAS LEFT YOU.

## STEP 4

Review your  
week and learn  
from it

See Page 40 for worksheet.



# worksheets

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.....

.....

## OUTCOME (MILESTONE)

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

.....

# I WILL

BY

**PRIORITY**

## TASK

**TARGET DATE**[illegible]

OUTCOME

DATE: .....

I WILL .....

BY .....

| TIME | SCHEDULE | INTENTION | OUTCOME |
|------|----------|-----------|---------|
| 6AM  | .....    | .....     | .....   |
| 7AM  | .....    | .....     | .....   |
| 8AM  | .....    | .....     | .....   |
| 9AM  | .....    | .....     | .....   |
| 10AM | .....    | .....     | .....   |
| 11AM | .....    | .....     | .....   |
| 12PM | .....    | .....     | .....   |
| 1PM  | .....    | .....     | .....   |
| 2PM  | .....    | .....     | .....   |
| 3PM  | .....    | .....     | .....   |
| 4PM  | .....    | .....     | .....   |
| 5PM  | .....    | .....     | .....   |
| 6PM  | .....    | .....     | .....   |
| 7PM  | .....    | .....     | .....   |
| 8PM  | .....    | .....     | .....   |
| 9PM  | .....    | .....     | .....   |
| 10PM | .....    | .....     | .....   |

NOTE: Have an intention & outcome for each thing scheduled, deciding exactly what you want to accomplish with that time scheduled.

# morning

1. What are three things I am grateful for (gratitude brings an abundant mentality and gets you to a higher state)? What can I do today that would make me feel like it was an amazing day?
2. What is the most important outcome I want to accomplish today?
3. What can distract me from this outcome?
4. How can I stay focused and complete it?
5. How can I make sure my loved ones feel special today? (can be simple)
6. What are my clear outcomes and intentions for the day?
7. ....
8. ....
9. ....
10. ....

NOTE: Add any additional questions you may find useful.

# evening

1. What were the highlights of my day?
2. What do I wish I could have done better?
3. How will I do it better tomorrow?
4. What will make my day tomorrow incredible?
5. Did I spend time on the most important things that get me to the outcomes I set?
6. Was I obsessed with outcome and strong enough “why.”
7. How did I make my loved ones feel today?
8. Did I live in my power today?
9. ....
10. ....

## WEEKLY CHECKLIST

WEEK: .....

| MORNING ACTIONS | GOAL<br>#/WEEK | MON | TUE | WED | THU | FRI | SAT | SUN | ACHIEVED | DIFFERENCE |
|-----------------|----------------|-----|-----|-----|-----|-----|-----|-----|----------|------------|
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |

| EVENING ACTIONS | GOAL<br>#/WEEK | MON | TUE | WED | THU | FRI | SAT | SUN | ACHIEVED | DIFFERENCE |
|-----------------|----------------|-----|-----|-----|-----|-----|-----|-----|----------|------------|
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |
|                 |                |     |     |     |     |     |     |     |          |            |



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## a few words **ABOUT THE FOUNDER**

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Henry Ammar, Founder of MakeItHappen.Life, is an award-winning impact entrepreneur and transformation catalyst. Learn more about Henry and MakeItHappen.Life at [www.MakeItHappen.Life](http://www.MakeItHappen.Life)



**HENRY AMMAR**

**“Life is meant to be fully lived. Take life  
into your hands and create a life you  
wake up excited for. It is possible.”**

# MAKE IT HAPPEN ·LIFE

## a few words ABOUT THE MOVEMENT

---

MakeltHappen.Life is rooted in the knowledge that you can **create a life you wake up excited for**. Every. Single. Day. A life where you **step into your power**. The **power to choose**, to **seize any opportunity**, to **claim your true greatness**. You CAN break out of your day-to-day robot shell, and the time to do that is NOW.

MakeltHappen.Life, where we get you **fired up and inspired**, and **show you, action by action**, how to **bring forward your best self** so you can **live out every moment** with **fulfillment** and **passion**. From videos to events to courses to the specific tools you need to carry out any part of your dream in every part of your life, **MIH.L is your community for all things possible**.

Give yourself the opportunity to test your limits, to **break through barriers**, to **eliminate the limiting beliefs**, tendencies, and fears that have been holding you back, until this moment. You aren't here to just go through the motions in life; you're here to **fully live**. To live with passion; to go beyond your limits; and **bust through what is now thought to be impossible**.

Above all, no matter what your dream or your vision, **let's go out and MAKE. IT. HAPPEN. Together!**

**FOLLOW US**

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**MAKEITHAPPEN.LIFE**



**MAKEITHAPPENLIFE**



**MAKEITHAPPEN.LIFE**



**MIHDOTLIFE**



**MIHDOTLIFE**

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if you liked this, then  
**SHARE IT WITH YOUR FRIENDS**

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**SHARE ON TWITTER**

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