



*Busy* AND  
BROK *K* E™



The Program To Help You Reach  
Your Goals, Create More Time, and  
Open Yourself Up To More Money

#GlamGirlBoss™

# Busy & Broke

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# Welcome!

## Prepare Yourself For...

### Clear/Focused Goals, Owning Your Time, and Unleashing Your Money Potential.



We're so glad that you've decided to invest in YOU. Taking this step is a big deal. It means you're ready for a significant change in your life. It also means that you believe you are worthy of the change you seek.

Many women are running on fumes while still hoping to go after dreams and meet goals, but are relentlessly side-swiped by life. Too many are either giving up or moving those goals to the back-burner...again.

We're here to say that the "Secret" isn't so secret, and that's what this program is all about. We created this program to be more than another list of to-dos that may or may not make real, long-lasting change, but to walk you through, hand-in-hand, step-by-step. When it's all complete, you know EXACTLY what to do, when to do it, and how to shift your time so that you MAKE TIME to do the work that moves the needle in your life and business.

Before we get started, here are five things we want to share with you before beginning this program

1. This program is designed to follow a particular format, so please ensure that you follow the program in its exact order.
2. Work at your own pace. There isn't a timeframe to complete the program, but the less time between modules, the better.
3. This PDF download is the companion workbook to the online program. You will find space to do the exercises and worksheets you will use during and after the program to track your time and activities. If you do not have access to a printer, you may use your own notebook.
4. Every module offers an MP3 format, making following along even easier. Maybe listen along as you read, or perhaps to listen on-the-go!
5. COMMIT to yourself during this time. We know you're here because you lack time, but the only thing that will break that cycle is to do this work.
6. There are 3 books; CLARITY, TIME, AND MONEY. Each book has multiple modules that you will work on and complete. We do not recommend trying to complete more than one module in a day. Some of them may actually take longer to complete as you stop and think about things before coming back to them.
7. Join our private Facebook tribe and connect with other women like you.

Now the real work begins, but it's work for a very worthy purpose, YOU!

What are you waiting for? Let's get started!





*Clarity*  
Module 1  
THE REVEALING



According to [dictionary.com](https://www.dictionary.com), clarity is a “clearness or lucidity...; freedom from indistinctness or ambiguity.” Although a simple description, it really strikes home with us because it couldn’t be more accurate. Our most significant stumbling blocks in moving forward are a critical lack of clarity in life and in business. A lack of clarity has robbed us of our future dreams, stolen our focus, and drained our enthusiastic drive to move forward and achieve our now dead dreams...buried in the graveyard with all the other “someday” goals.

I remember very early on, a novice in business, someone asking me a simple yet direct question, “Why are you doing this, and what do you expect to get out of it?” Honestly, I stuttered through my answer. I THOUGHT I knew why...to have freedom of time, make enough money to pay bills, and support my family ...that’s clear, right?? The thing is, that’s not the answer the person posing the question wanted. It was still too vague. I can’t grow a business, create a plan, or even come up with a mission statement with that. There’s nothing tangible in that statement, nothing I can build with, or develop goals from. I now know, that this question was a purposeful question, to open my eyes to this new revelation ...it’s when I woke up and KNEW I MUST create clarity for myself and for my business!

So let us turn the tables on you, do you REALLY know what your dreams and goals are? Do you TRULY know what you are good at or passionate about?

We realize that as time moves forward, our passions and strengths can and do shift - we all navigate different seasons in our lives. What interested and appealed to us at one point may not necessarily captivate us now. We are always growing, changing, and discovering new things about ourselves. But we’ve also learned that the whirlwinds of life can seriously muddy the waters,

taking us down roads we THOUGHT we wanted to be on, to only one day look up and wonder how we arrived at this confusing destination.

We can only imagine that you're nodding in agreement as we speak these words. Your dreams have been traded for the 8-5, kid's soccer practice, cheer, school, meal planning, chasing a business opportunity over there while considering starting this opportunity over here. Doing it all while keeping LIFE running as smoothly as possible - which let's face it, we would be the first to say we're too busy reacting vs. executing well-planned tasks. Would you agree you feel the same way? Maybe the life details differ, but regardless, life has lifted us off the ground, and we are at the mercy of where it drops us off. We'll take that break, plan that vacation, or pick up that business when things settle down or finances ease up. Who knows, maybe you feel guilty, even thinking about "your thing."

Unfortunately, everything I've mentioned is a crippling symptom of a lack of clarity. I'll rephrase that to help it sink in even more. NOT having clarity of your passion, real strengths, and abilities, will cripple any attempts to move forward and succeed, whether in business or in life.

We've realized that many women (including ourselves along the way) have lost our clarity. It's important to each of us; in fact, it SHOULD be a TOP PRIORITY to know EXACTLY what that burning passion is, and actually be able to create goals and a plan underneath it, building strong support so that it can stand on its own.

We realize that stopping to do some self-evaluation can be a daunting task, or maybe you feel it's long overdue, and you're excited to get started. Regardless, it's an important step to take, and we really believe that if you're here with us,

you're ready and willing to do what you need to do to uplevel your life and create YOUR LIFE designed YOUR WAY.

So let's not waste any more time. It's time to get started.

Find a quiet place without any interruptions. Turn off your phone notifications or simply place in another room while you complete the following exercise. Please, take your time, but also don't overthink it too much. Go with your gut and trust your instincts, your answers may surprise you.

**It's time to start your first exercise.**





# Exercise



**Complete the following sentences. Some of these you may need to think about for a while, others you may know how to answer right away.**

**The Clarity Modules are designed to reveal known and unknown (buried) dreams and ideas.**

1. Right now, I am excited by \_\_\_\_\_.
2. I am inspired most by \_\_\_\_\_.
3. I feel the happiest when \_\_\_\_\_.
4. I am so bored when \_\_\_\_\_.
5. I have always dreamed of \_\_\_\_\_.
6. I believe very strongly in \_\_\_\_\_.
7. I wish every living person could \_\_\_\_\_.
8. I believe that ultimate freedom is \_\_\_\_\_.
9. I become angry when \_\_\_\_\_.
10. You couldn't pay me enough money to \_\_\_\_\_.
11. When I'm busy doing \_\_\_\_\_, I lose complete track of time.

12. Ever since I was a kid I have wanted to \_\_\_\_\_.

13. I spin out of control and fall back into old behaviors when \_\_\_\_\_

\_\_\_\_\_.



**Stop and think about the times you got things back together, in a flow, or felt like life settled down and was "good" for a short time.**

**1.** I get back on track, overcome, life settles down, becomes better when \_\_\_\_\_ . (List at least 3)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**2.** Looking back over this module, which answer(s) above surprised you the most?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*Clarity*

## Module 2

STRENGTHS & PASSIONS

**M**ore-than-likely you already know what your weaknesses are without anyone having to point them out to you. In fact, most of us tend to point out our weaknesses and flaws without even being prompted to do so. Then, we tend to play down our strengths or accomplishments so we can remain “humble” in the eyes of others.

I can recall early on in my career, I was working at a major film studio in the legal department and I'd just finished a massive project that involved coordinating assistance from law firms in about 100 different countries. My boss acknowledged my work in front of the entire legal team as a job well done but instead of accepting the praise, I pointed out that it took me longer than expected to complete the project and there were tons of hurdles. Ugh... I didn't know then how putting the spotlight on my perceived weakness wasn't exactly doing me a favor by highlighting the flaw in my work product.

Now, our strengths on the other hand, yea...they're totally worth it. It doesn't mean that you won't have to learn something new, or that these new things may even feel a little awkward at first. The reality is that you might even maybe fumble with new things in the beginning. BUT it's also these things that you tend to possibly pick up a little easier than the average person. Even though technically it's still “work,” you may even find that the time spent learning it isn't as painful as you thought it might be. You might even enjoy the learning process as you ramp up to nailing this strength.

These strengths are where you can shine. This is where it's worth investing your time, energy, and money into. These strengths are also worth sharing and feeling good about. In fact, when you combine your strengths with what you actually enjoy doing and create a way to attach that to an income, then you're on your way to making your dreams become a reality.

We've put together a few exercises that'll take a little time to answer. They're probably things you haven't thought about or forced yourself to think about in a long time. You might be able to answer some right off the bat. Some you may need a little more time. So, if you need to, walk away from the ones you

aren't sure about yet and give yourself a little time to really think about your answers.

You should also feel free to ask your friends and family to help you. Because sometimes it's easier for others to see our strengths than it is for us to see them on our own.

Do NOT feel bad pointing out, recognizing, and writing down your strengths. A great side benefit of this exercise is to celebrate yourself, but we also want you to be 100% honest with yourself about what you should NOT be doing. It's time to own your sparkle!

...and YES, we realize that some of these questions may feel redundant, BUT we're never only good at just one thing. We may find we're good at something, then we turn around and excel even more at something else.

In the following exercise, the questions are designed to get you thinking about and even more importantly...recognizing strengths and maybe even some weaknesses. This is going to help you out big time later when we get to goal setting and time management.

**Now it's time to complete your Strengths & Passion, exercise**



# Exercise



Again as in Module 1, complete the sentences below. We realize that some feel redundant, but we are never only good at one thing. We may be good at one thing, but excel even better at another.

These questions are to get you thinking and recognizing strengths and even some weaknesses. It will help you out later with goal setting and time management.

1. I have always been good at \_\_\_\_\_.

2. I am by nature very \_\_\_\_\_. (*Your superpower*)

3. I seem to do \_\_\_\_\_ better than other people.

4. My friends & family come to me for help with \_\_\_\_\_.

5. No matter how hard I try and practice, I just can't \_\_\_\_\_.

6. I am secretly very good at \_\_\_\_\_,  
but ignore it or act like I'm not good at it.

7. I am currently doing \_\_\_\_\_  
and it's honestly a waste of my time and talent, and I feel frustrated by it.

8. I seem to pick up \_\_\_\_\_  
pretty easily, but I need to spend more time developing these skills.



9. I'm actually surprised how good I am at \_\_\_\_\_

\_\_\_\_\_.

10. Notes/thoughts spurred by this exercise:

\_\_\_\_\_

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*Clarity*

Module 3

FINAL DISCOVERY



In this module, we're finally going to start making sense of all that you've uncovered in the first two modules. This should start to feel exciting as you're unearthing possibly long-buried passions and strengths, even beginning to feel a sense of pride or, perhaps, that "MIND.BLOWN" as the lightbulbs have been turning on.

We're going to help you discover your life priorities and help lay a solid foundation for creating bite-sized goals. This will allow you to apply focused action and get to the place of visible forward momentum in life or business.

Imagine having clear, actionable steps every day or even as little as two or three times per week, moving the needle more in the direction of your dreams and passions. Doing it in a way that feels good, focused, and doesn't feel like you're spinning your wheels. No longer feeling guilt or wondering if you're doing enough... even removing the confusion of what you see others doing and no longer chasing the rabbit down the hole to find the "next best thing."

Believe us, we're not coming to you from a lack of understanding of what you're feeling and dealing with. You see, for years, we chased every rabbit that ran in front of us, and in our peripheral vision...it was EXHAUSTING. We tried to grow our own businesses, watched what others were doing, and wondered why it was working for them and not for us. I remember hopping on free calls, webinars, and everything in-between trying to find the "SECRET SAUCE." It finally hit me, the secret is there was no secret; it was clarity within myself—definable passions, goals, and a game plan to make it happen. I was trying to navigate forward without having a map, determining the terrain, or even the right vehicle for the trip. Hopefully, this makes sense and helps to set up in your mindset how important this is to keep going in these exercises.

But before we jump ahead to your life priorities, we really want you to dig just a little deeper. Learning more about yourself in these modules, uncovering some self-truths, dreams that you've possibly buried away for years. Hopefully, you've experienced some enlightened moments going through this. Perhaps you may start to see (or feel) the disconnect that your current life has created compared to what you have been writing and discovering in the exercises.

We don't want to keep your momentum from slowing down, so let's not stop for too long... let's keep working and get you and your life aligned and on the right track. In the next exercise, we have purposely left the statements somewhat open-ended without leading you to a too-specific response. We do not want to lead you to an answer but provide just enough so that you may discover it deep inside yourself.

**It's time to complete your Final Discovery exercises.**



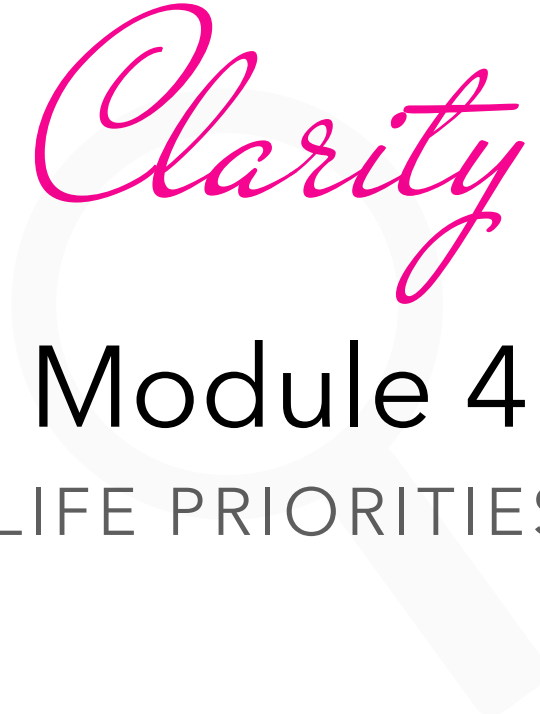
# Exercise



## Fill in the blanks below

1. I feel my very BEST when \_\_\_\_\_.
2. I have the most energy when \_\_\_\_\_.
3. I know I need to start better habits of \_\_\_\_\_.
4. Without fail, I always later regret \_\_\_\_\_.
5. I'm bored out of my mind when \_\_\_\_\_.
6. If I \_\_\_\_\_ more often, I would feel so much better about myself.





*Clarity*

Module 4

LIFE PRIORITIES

## *Great Work!*

*How* do you feel now that you've completed all of your self-discovery statements? Let's not stop here; you're so close to finishing! It's now time to continue further by naming the top priorities in your life.

This may sound like an unnecessary question, after all, shouldn't we already know our life priorities? Not everyone recognizes or uses their life priorities in a way that moves them closer to their dreams and goals. The purpose of this exercise will help turn your life priorities into a starting block, preparing you for action in the next steps following.

So what exactly are life priorities? Life priorities hold the utmost value to you. They rarely change, regardless of circumstances - every decision you make in life is navigated by these. For example, working to earn a living, which will provide food and shelter, is a top priority. Since this applies to everyone, we're going to overlook this particular priority for this exercise.

**We really want you to name your life priorities. Why?**

*Because Life Priorities Create Massive Clarity.*

I can recall in my life where I've said yes and no to many opportunities. One that stands out to me was back in college, I remember being offered a job that would've provided me decent pay, and I really wanted to work there. But during the process, I learned I would've been required to work every weekend.

I didn't have to mull it over, ask for advice, figure out the pros/cons, or even lose sleep. I immediately told them, "No, thank you!" Why? Because two of my life priorities were faith and family. I had prior commitments that fed my life priorities, and I already knew that I was unwilling to negotiate. It made my answer easy!

Not having life priorities spelled out can lead to us running down wrong paths or facing confusion regarding offers and opportunities. When we're clear on what these priorities are, we can run full-force towards those goals because they are 100% aligned to who we are and what we stand for at our very core. When we're fully aligned, we can be fully invested. We also can easily recognize and say no to any distractions that come our way.

Examples of life priorities are things like faith, family, integrity, honesty, etc. You can expand a little more such as family: providing the best opportunities, raising your kids a certain way, unwilling to sacrifice integrity in your work, etc. You will see how your 3 priorities paint a broad picture and do not exist separate from each other. They are different, yet go hand-in-hand.

Now it's time for you to state your top 3 life priorities. These will be used for your future exercises and will be your compass for every decision. It's good to draw "a line in the sand," so-to-speak. Setting these priorities sets some clear lines in your life so that everything you create and dream going forward will only uphold and support these life priorities. This will make your life feel more purposeful and fulfilling, help you remove a lot of frustration, and give you clear direction going forward.

**It's time to write your top three life priorities.**





# Exercise



**My Top Life Priorities Are:**

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.





*Clarity*

## Module 5

YOUR FAB 3's

*B*efore you get started, you'll need your "Fab 3's Breakdown" Sheet.

You've accomplished a lot already in this program. You've learned so much about yourself in the past few modules, and now it's time to set some goals. Once you let go of time wasters and nail down your available work time in the "Time" section, you'll know exactly what you will need to do, when you can do it, and you'll be 100% focused so you can see it through.

Right about now, you should be starting to feel a little bit excited... because you're so much closer to getting your life and your business moving in the direction you want and you're likely starting to see the change you've always wanted but maybe never thought possible for yourself.

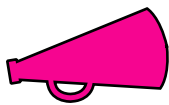
But now it's time to take everything that you've learned about yourself and your life priorities and hone in on 3 big goals that you want to achieve in the next 12 months. We'll be calling these goals your Fab 3's, and we'll be breaking goals down into yearly, monthly, and weekly goals.

This boils down to digging in and discovering what you really want.

*Do you want to...*

- Release your very first product or service?
- If you have not started yet...Start your own business and have a name, website, and an online store?
- If you have a business, maybe you want to finally brand yourself, so you stand out more.
- Maybe you want to achieve a certain rank or income level in your network marketing business.

- Perhaps you've dreamed of writing a blog, authoring a book, or being a guest blogger on a well-known blog?
  - Do you have aspirations of public speaking?
  - Maybe your big goal is earning a certification in something?
- Whatever it is for you, you'll only list 3. We know that it can be easy to list more, but in this case, more is not better here. You want it to be small and focused. We're not looking to diversify...Here, LASER FOCUS is the key.



*This is NOT the time to freak out about TIME. We can almost hear your racing heart and worried thoughts about fitting this in and finding the time. So, know this...we'll be covering time (and how you can successfully manage your time) in the next section. So, take that worry off of your plate, girl.*

Before we figured this out and finally dialed in on our own Fab 3's, we were all over the place and let me tell you, it reflected in our business and in our revenue. Aligning your goals to your top 3 priorities will be a game-changer for you, just as it was for us.

**Let's get to work on your Fab 3's.**



# Exercise

## SETTING YEARLY GOALS



Your top 3 goals for the next 12 months must align and support your top 3 priorities. This is going to help you pare down and narrow it to only 3.

*Before we figured this out and finally dialed in on our own Fab 3's, we were all over the place and let us tell you, it reflected in our business and in our revenue. Aligning your goals to your top 3 priorities will be a game-changer for you, just as it was for us.*



**My Top Fab 3 Goals For The Next 12 Months Are:**

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.

# SETTING MONTHLY GOALS



Now that you've listed your top 3 goals, these need to be broken down into smaller bites. Whatever your 12-month goals are, you need to break it down into 12 micro-goals.

## *Example*

*If you want to become a popular blogger that leads to writing your own book, then a monthly goal would be to write 8 blog posts per month and find at least one person's blog you can guest blog for per month. If you're in network marketing, possibly this would look like hitting a certain sales, points, or recruitment milestone. This would depend on what your comp plan looks like for the rank and/or income level you want to accomplish. (e.g., If you need 12 people on your team to earn a certain rank within a year, then your monthly recruitment goal would be 1 new person per month.)*



**My Fab 3 MONTHLY Goals Are:**

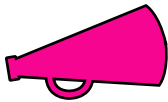
- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.

## SETTING WEEKLY GOALS



By now, you can see where we're going with this. We just can't stop here. Let's face it, even a month's goal is too overwhelming. Well, maybe not so much overwhelming as it is not enough to push us to not only meet the goal but to exceed it.

### Procrastinators Listen Up!



It's natural for us to procrastinate and to believe we've "done enough" or done more than we actually have. But you're not looking to be average; you're looking to be the one who refuses to settle. You know you have to rock the boat to break the constant cycles you've been stuck in for way too long.

**Now, let's take your 3 monthly goals and turn them into 4 weekly goals. But now they are starting to be more actionable. It's not just something you're working towards; it's now becoming a task.**

### *Example*

*Let's use network marketing as an example again. You want to add 12 people to your team this year, which means you must recruit 1 person/month. The question is, how many people must you talk to and get the business/products in front of to finally find someone who wants to sign up with you? This would be a great question to*

*research or ask someone in your business so that you can get an idea of what this actually means for you. If you find out its 28 people for every 1 signup, then each week, you would need to engage with 7 people.*

*The same thing for writing. If you need to write 8 blog posts/month, you must write 2 blog posts/week and be researching/connecting with bloggers for guest blog opportunities.*

*See how this works? Of course, you will have some unknowns, and upfront may have to guess some numbers until you figure it out. But at least you'll have goals and a plan.*



**My Fab 3 WEEKLY Goals Are:**

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.





# SETTING DAILY GOALS



## You made it to that LAST ONE!

Now that you have your weekly goals, you can now break it down 1 step further into DAILY action tasks.

Now, the thing with daily action tasks, depending on your yearly goal and monthly goals, you may not have to work daily to meet your weekly goals. In the TIME section of this program, you can determine what days will work best for you to focus and do your daily tasks.



**Go back now and look at each of your weekly goals.**

Can you determine what you need to do daily (or so many days in the week) to meet your weekly goal?

Remember, we stated that you may or may not need to have focused work EVERY day to meet your weekly goal. Determine what day(s) you can work in the TIME section.



My Fab 3 DAILY Goals Are:

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.



*Now, if you haven't already, you can transfer your answers to the TOP section of your Fab 3's worksheet. You will NOT yet fill in the bottom, this will be completed in the TIME section of the program.*



**YOU DID IT!!**

We're so PROUD of you! We know that this section was in-depth and certainly took some time and commitment to complete it. You should certainly feel very proud of yourself. You've taken great strides to better yourself and your life.

When you're ready, you can now move forward to TIME and discover how and where you can create more of it.

See you there!





*Time*

Time has become one of **THE**  
most valuable assets.

*We* pay professionals big money for their time, and employees get a paycheck in exchange for their time and work. Bottom line, if we don't put in the time, we don't get paid, and it's because of lack of time that we don't get enough sleep, then we give up on our dreams and don't pursue them.

Our passions go to the wayside. Yet we all talk about needing more TIME. It oftentimes feels like we never have enough hours in the day to accomplish whatever we need to get done.

## *Wouldn't You Love To...*

- Own your time?
- Get everything or most everything done?
- Become successful (or more successful) based on how well you manage your time and NOT based on how time manages YOU.

Well, here's the thing;

*Time gives itself to those with crystal clear priorities, focus, and boundaries.*

**So, we're going to help you break it down, get the big picture, and then manipulate it...so that YOU are the boss... YOU own your time.**

In the Time modules, you'll be able to visually see from an outside perspective what your time looks like. You'll be able to critically examine what's happening in your business and in your life that is sucking your time away and determine where you can claim more time for the real work that takes your life and your business to the next level.

**We're going to show how you can better:**

- 1. Manage yourself;**
- 2. Manage your priorities; and**
- 3. Manage your clarity and give focus to your goals.**

*Here's the harsh reality.*

*We're exactly where we're supposed to be in our lives, in our businesses or careers today based on the daily effort and time we put in and the excuses we make.*

We know that may sound harsh at first. You might even be thinking, "Who are they to say this?" They don't even know me or what I'm dealing with in my life right now!"

We totally get it. We've certainly let things run us, instead of us running them...and in more than one area in our lives. And honestly, if we're not careful,

we can find ourselves there again and have to stop for a reevaluation so we can fix it to get back on track.

But because you're here right now, this means that you're ready to promote yourself to a true CEO.

No more of that, "Time owns me" self-talk.

...and we say this in love and wanting to see you succeed, but the words *"I'm broke, it's hard, I don't have any time."*...and so on, will be on constant rewind and replay if you don't decide that HERE and NOW you're 100% willing to stop that cycle and take full responsibility.

## *It's Your Time...*



To stop the vicious cycle.



To simply break FREE.



To start the life you're meant to live!

We know you're ready, YOU know you're ready because you're HERE. Now, let's not waste any more of your precious time...let's get started!



**D**o you ever stop and think about where you are today compared to where you REALLY want to be...or thought you SHOULD be by this point in your life? We know this can quickly become a "woe is me" rabbit hole and lead us to feel depressed and down on ourselves. Sure, we could stop and analyze each fork in the road and what decisions we made or didn't make that led us to the current state of our lives. Or, maybe you avoid this altogether because you've lost hope or feel that it's not worth the hassle because, honestly, what's the point?

In this module, you will make a directional shift, a course-change down a new path. You may not see results right away, but you WILL see results. Do you feel like there is little to no reward for your hustle? We're here to tell you that all of your hard work, although legitimate, is very possibly the wrong work. Yes, you're working hard, but it's not moving the needle in the way you need it. In reality, your daily actions are misaligned to your weekly, monthly, and yearly goals.

This is where today's exercises come into play, discovering how to manage yourself. You may have been told that you need more discipline in your life...we get it; we've said that to ourselves too. Work harder, be disciplined, don't get distracted by life, etc., etc., etc. But then, life blows up, and months later, we're up for air and wonder what happened...sound familiar?

We're here to tell you that managing yourself is much more than just becoming "disciplined." Being disciplined is excellent for those who are masters at daily goals and tasks, but most of us need more than someone telling us to be "more disciplined" and a list. We need facts and knowledge, sure, but we need to connect it deep within ourselves so that we're PULLED by our goals, not trying to push ourselves through the mud of "discipline."



## How *DO* You Manage Yourself?

*1st*

You take an honest look at what you're doing so you can step outside your life/drama/distractions and get a big picture - almost like an outsider's view of your time. Which today, you're going to look at your daily actions and how they play into getting to the next level (maybe even skip levels and soar beyond them).

*2nd*

Managing yourself means managing things that only YOU control. We all know this, but our actions and behaviors do not reflect it. We continue to swim upstream, trying to bend circumstances and people to our will, leaving us exhausted and ready to give up way too soon.

*To manage ourselves, we must take 100% ownership of our own actions and release 100% of other's actions.*

Let's repeat that to help it really sink in, to manage yourself, you must take 100% ownership of your own actions and release 100% of others' actions.

Your exercises for this module will be breaking down tasks that you **MUST DO** to move you ahead. This means that busywork, time-wasters, and goalless

obligations will be kicked to the curb. Also, meaning that you will have more time to focus on what really matters and really moves that needle in your life and business.

## **Let's start by Owning your 3's.**

### **Why only 3?**

Because we're not looking for a diversity of tasks and trying to satisfy many goals, we're looking for laser focus. With only 3, it's easy to remember, it's not overwhelming and puts massive energy into what counts.



# Exercises



## Not Getting Done



List 3 things you have **NOT** done so far this week that you **KNOW** you **MUST** do consistently to move forward?

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.



## Busy Work



What are 3 recurring tasks that keep you busy at the sacrifice of being productive?

These are things that look and feel productive but are a version of procrastinating from what you know you need to do.

### *For Instance*

*Networking on social media, designing social media pictures, taking selfies, researching, random chatting/posting on social-media, or anything that in its RIGHT timing is OK, but is pulling you away from critical, high priority tasks that will help you accomplish your goal.*

1) \_\_\_\_\_.

2) \_\_\_\_\_.

3) \_\_\_\_\_.

### **Time-Wasters**



**What things have you done over the past few days that you probably shouldn't have done? List (up to) 3 time-wasters.**

1) \_\_\_\_\_.

2) \_\_\_\_\_.

3) \_\_\_\_\_.

These are different from busy work. Those you are actually accomplishing something, these are just sucking time without anything to show for it.

## Over-Obligated



What three things are you obligated or committed to currently that you probably shouldn't be? (Because you have a hard time saying NO)

Three things I probably shouldn't be committed to right now are:

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.

Hopefully, you've taken an honest look at what obligations and activities you're currently doing that are stealing time away from you. We also hope that you have a glimpse of things you're either avoiding purposely as a form of procrastination, or you have had important and unimportant tasks flipped upside down. Either way, you probably feel frustrated....always lacking the time and never feeling like you ever get to do what you want or need to do because everything and everyone else pulls you away from it.





*Time*

## Module 2

MANAGE YOUR PRIORITIES



In the "Final Discovery & Life Priorities," exercise in Module 3 of Clarity, you discovered and named your top 3 LIFE PRIORITIES. Now, it's important that you remove those things in your life that are NOT in line with, or that don't uphold and support these priorities. We want you to remove these \*misplaced\* priorities.

*To clarify...*

*Misplaced priorities are those things that you've somehow gotten yourself roped into doing and aren't sure how you got them.*

Perhaps you take on more than you can handle in your business and you despise specific daily tasks that could be passed on to someone. Maybe it's volunteering for something that you never intended to do, but you felt bad saying no. Or, maybe for you, it's a matter of needing to delegate more tasks (or to start delegating), whether in your business or at home. As women, there are so many things we take on. We tend to take on A LOT...if no one else does it, it simply falls on us. But this program is about making some intentional decisions and then following through. It may take some upfront work, but it'll be WELL WORTH IT and make life and your business so much easier.

It's now time to go back and uncover these activities and things you're doing that you shouldn't be doing because:

**They're not aligned to your Life Priorities, and they don't support your goals.**

If you're doing things you shouldn't be doing, you more-than-likely won't be TOO upset giving them up. You may feel bad or guilty (at first) saying no to some things, but we promise that will pass. In fact, we have a feeling you'll sigh with relief and feel a weight being lifted off of your shoulders during this process. We definitely felt that way!

To break cycles and catapult to another level does not mean doing MORE; it means doing the right things with clarity and focus. So, let's start with a responsibility purge.

Let's stop and complete the Responsibility Purge exercise.





# Exercises



## Responsibility Purge



Refer back to Time Module 1, "Manage Yourself," and transfer your answers below. These are 3 things you are obligated or committed to right now that you probably shouldn't be (because you have a hard time saying NO).

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.

*Mindset  
Recheck!*

We know you're here because you DON'T have time, but if you don't stop to take the time right now to handle things, then you'll continue to stay in the cycle you're trying to get out of. You'll revisit the same problems over and over again and feel like you can never "get ahead." So, if you're ready to change your life FOR REAL this time...then keep going. Do NOT stop...YOU are WORTH this work...YOU are the one in charge of your life.

## Responsibility Purge Plan of Action



Now, that you've had a quick mindset recheck, go ahead and write down a plan of action that'll relieve you of these obligations. For example, who do you need to talk to? Who can assume responsibility for new tasks? We've left 5 spaces for you, but of course, feel free to add more if you need.

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.
- 4) \_\_\_\_\_.
- 5) \_\_\_\_\_.

Great work! Now, make sure you follow through and don't just leave it here on a piece of paper. Add some accountability to it by commenting in the group.

Try to have these completed within the week. It doesn't mean that you bail on an obligation to see something through, but you will be finished and clear yourself from future commitments once you complete it.



*Time*

Module 3

MANAGE YOUR TIME

*F*irst, how are you feeling? Are things finally starting to come together for you? Maybe making more sense, seeing the method to the madness, so-to-speak?

Possibly you're feeling lighter after purging activities and responsibilities you've been carrying unnecessarily? You've taken massive steps so far, and this is the type of work that most people never take the time to do. This is the "secret" that everyone is looking for, yet few realize or commit to the real work, which is the work on ourselves. We couldn't be prouder of you, and we really hope that you feel the same way towards yourself!

*In this module, it's time to go back to your Fab 3's exercise from Clarity, and you will now use them in the following exercises.*

It's all coming together! This will continue to help you pursue a heart-centered life and business that will catapult you in a new direction.

✓ *Refer back and take your Fab 3's from the CLARITY Module and insert them into your focused time slots. We've even created a weekly time breakdown worksheet just for you to make this process as organized as possible.*



# Exercise



**Get the BIG Picture** Let's face it, we need a visual picture of what our day looks like. Also, now that you've named things that you can drop, it hopefully should open up sometime in the near future for you.



**Do you see open time slots on certain days? What days and hours do you have open?**

Day / Time

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_



Now, pull out your Fab 3's sheet and look at your daily goals.

If your daily goals are not already listed in your time breakdown because you've always struggled with finding time to work your business, have time to write, train, network, work on your website, etc...NOW IS THE TIME to add it to your day.

Remember, you only have 3 daily tasks, and depending on your weekly goals, these don't necessarily become an everyday task.



### Daily Activities

**Daily Activity One:** I will work at (time) \_\_\_\_\_ am/pm, and on the day(s) of \_\_\_\_\_.

**Daily Activity Two:** I will work at (time) \_\_\_\_\_ am/pm, and on the day(s) of \_\_\_\_\_.

**Daily Activity Three:** I will work at (time) \_\_\_\_\_ am/pm, and on the day(s) of \_\_\_\_\_.



Now you can complete the bottom section of your Fab 3's Worksheet.

*You now have all of your goals AND the days of your daily tasks listed together on one page to help you stay focused and manage your day.*

**BONUS:** We have provided a COMBINED weekly worksheet of breaking down your daily times for your schedule along with your Fab 3's so that you can manage focus and clarity with your time while keeping your tasks and goals front and center.



**YOU DID IT!!**

You've completed the TIME chapter!! Now, to make the most of it and now that you're feeling in control and empowered, it's time to tackle MONEY.

**We'll see you there!**



# Money

If you change the way you look at things, the things you look at change. ~ Wayne Dyer





Have you ever noticed that it's easier to talk about a lack of money than an abundance of money? Money is a funny topic, and it's emotional roots run deep within us. Different beliefs about money become our internal compass. We are often subconsciously trapped, navigating blindly down a road that we consciously don't want to be on.

Many women, including ourselves, have possibly heard that "money doesn't grow on trees," or even used the term "filthy rich," assuming money was gained dishonorably. We have been programmed from a very young age, a dysfunctional money mindset. Whether taught by our parents, teachers, friends, or even our own experiences.

We know that money is an exchange for a learned trade, knowledge, or skill. This paycheck affords us an ability to feed our families, put a roof over our heads, and, if lucky enough, enjoy a vacation here and there.

Possibly money is associated with out-of-touch people. We say someone was born with a "silver spoon in their mouth." Maybe even the belief that they have stolen from someone or acquired it illegally, it's been given to them without effort, or they just got "lucky," if they're rich.

Perhaps you're even afraid to admit that you WANT to make more money...and not just enough to pay your bills or get out of debt, but significantly more! Instead, we feel the need to remain "humble" and not allow money to turn us into a selfish person.

We don't want money to change us or become all we think about, but the caveat is, **the LACK of money has us thinking about money MORE ...as in, ALL THE TIME!** We're stressed out, worried, wake up with anxiety, stomach tied in knots wondering how we'll make ends meet, and know our paycheck is not enough to cover it all. If we're thinking about what we can't do, bills we can't pay, groceries we can't buy...then how is this serving us? Not at all!

What DOES money buy? No, we're not referring to happiness...although it helps remove money fears and stress. We are saying that money buys FREEDOM. Freedom FROM stress and anxiety. Freedom TO provide for our family, and more!

***Wouldn't you agree that you're way past feeling burned out and broke?***

In the previous chapters, Clarity and Time, hopefully, your eyes have been opened. Now you can see what you need to do and what pockets of time you can accomplish these needle-moving tasks. Now, you're ready for mindset work.

In this chapter, we're not going to teach you how to balance your checkbook or create a budget...those are important but don't change your mindset and beliefs surrounding money.

We have a feeling you're ready to reveal what's holding you back and how you see yourself without money mindset limitations.

*In This Chapter, You Will...*



Unlock your truth



Reveal misguided beliefs



Equip yourself with a new story

A new story you will claim as your own going forward. Let's get started.



*Money*

# Module 1

GETTING TO THE BOTTOM OF IT

*We* can't initiate change without being willing to acknowledge where we've been and where we are.

*To change our money story, we must first be willing to talk about it.*

It's crucial to uncover truths around generating income, money fears, why people don't talk about money, etc. Throughout this process, similar to what you did in the CLARITY modules, you will begin an uncovering process. This will set the stage so you may move forward with a new sense of freedom.

As always, answer the following questions as transparently as possible. The more honest you are, the more you will get out of this.

Ready to get started? Go ahead and complete the "How I Earn Money" exercise.



# Exercise



## How I Earn Money

1. Main job (working for someone else): \_\_\_\_\_
2. Sides jobs (working for someone else) if any: \_\_\_\_\_
3. Side business(es) while working main job: \_\_\_\_\_
4. Full time business(es) with no other main job: \_\_\_\_\_
5. Do you plan on keeping your job if your business takes off? Y? N? Why?  
\_\_\_\_\_  
\_\_\_\_\_
6. What do you struggle with the most in your job or business? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What is the worst-case scenario if your business doesn't take off? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *Great Work!*

We know it's not always easy to stop and do a self-assessment, but hopefully, you can use your new open time-blocks to do this essential work for some "me time." It's imperative to move forward. You should feel proud of yourself for what you've accomplished already and what accomplishments are to come as you progress further along through these modules. Now, let's move on and take a look in the mirror.

*Money*

## Module 2

LOOK IN THE MIRROR

"The truth hurts." We've all said it to someone; we've likely even said it to ourselves at one time or another. But because the truth does hurt, we tend to distort between what's real and what we think. We all know for a fact that we need money to survive, yet we still tend to have bad feelings surrounding it. It's exhausting always feeling torn between these two extremes.

Have you ever noticed that the more you need money, and the tighter your budget, the more you tend to obsess about money?

*Well, now it's time to view money in a way  
where it's welcomed into our bank  
accounts.*

Let's keep moving forward here with more honest discovery about ourselves.

Complete the Money Mindset Questionnaire and if you feel comfortable, share your thoughts on money in our private group on Facebook.





# Exercise



## Money Mindset Questionnaire

There are NO right or wrong answers. Don't overthink it... Be honest with yourself. You're the only one seeing your answers.

1. Think about your life as it is TODAY. Are you happy with where your life is today? \_\_\_\_
2. What's your view of yourself?
  - A. \_\_\_\_ I'm struggling, and the struggle is real!
  - B. \_\_\_\_ I'm a success right now, but I am always open to learning to get to the next level.
3. Money makes me feel uncomfortable.  
  
\_\_\_ True  
  
\_\_\_ False
4. Be honest...can you discuss money comfortably with someone or does it stress you out?  
  
\_\_\_ Yes  
  
\_\_\_ No

5. When I think about money, I feel...

\_\_\_Excited and happy! Money affords me the opportunity to live as I please.

\_\_\_Frustrated and fearful at times.

6. Write a sentence or two describing how you feel about wealth. \_\_\_\_\_

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7. When you were a kid, did you think you were rich or poor? \_\_\_\_\_

Why do you believe this? \_\_\_\_\_

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8. Does money play a central theme in your thinking and how you plan your future? Yes? No?

Explain and give examples: \_\_\_\_\_

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9. On a scale of 1-10, what's your stress level around \$\$\$? \_\_\_\_\_ Examples below:

*1 = I can't even talk about it without stressing out.*

*10 = My comfort level is HIGH around my finances...bring it!*

10. What are your earliest memories surrounding money? \_\_\_\_\_

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*You Discovered A Lot!*

Or maybe you already knew this but quite possibly see it very differently written out and in front of you. So now that you can see it before you, it's time to write your money story. You are the author; you can face the past so you can rewrite your future.

*Money*

## Module 3

YOUR MONEY STORY -  
YOUR BLUEPRINT

**N**ow it's time to write. You may or may not consider yourself a writer, but each and every one of us is the author of our own lives. We each hold a pen, and every day is a blank page. As mentioned previously, it's time to face our past money story and lay it rest so that we may move forward unbound by it.

This is the story...YOUR STORY that shaped your mindset about money. The following exercise's purpose is not just a partial reiteration of what you answered in the previous exercise but also a deep dive into your money history. It's your "Once upon a time..." story. It may go back to as early as you can remember, or even an account that's been on repeat throughout your life that has imprinted itself so deep within you, you're not even consciously aware of it anymore. You see the outcome of your old money story every day and in almost every situation.

Are you someone who makes the statement, "this always happens to me!" Maybe you also "wait for the other shoe to drop" if something is going RIGHT, you wait in anticipation for it to turn around and go WRONG. We know how exhausting this is; we don't allow ourselves to enjoy ourselves when things are going well, and we're already tied in knots over what hasn't happened but COULD happen. Aren't you ready to reveal your money story so that you may unravel it and even rewrite it?

Once you can pinpoint old money beliefs and how they have shaped your daily thinking, you can then rewrite and improve your relationship with money and turn your money story into your money transformation!

Sit a few minutes to think about your past money story, then set a timer for 10-15 minutes and write about your experience revolving around money that left a lasting impression on you. It may even help to be given permission to write messy as you unload it to your paper. As you begin writing, you may find that it begins to pour out of you...allow it to happen. It's time to let go!





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*"When you let go, you create space for better things to enter your life." ~ Unknown*

How do you feel? We know the energy it takes to revisit these things. Rest for now and let it marinate. The next module is exciting.


Next, you will get to write your NEW money story.



*Money*

## Module 4

NEW ME, NEW STORY



In order to move past your OLD money story and onto your NEW money story, next is all about helping you see past what was (or what is) and now creating a new story that feels amazing. This might feel a little strange at first, but trust us...it's a fun and incredibly powerful way to help you get ready to take those giant leaps you've been dreaming about.

But before you write out your new Money Story...and this is critical...

*Be sure to use words that are in the PRESENT TENSE. You want your story to feel and be worded as if your future self is writing this to the present day YOU.*

A few things to think about while writing your new story are:

- What is your life like without concern about your cash flow?
- Where do you live? Are you in your dream house?
- What does a perfect day look like for you?
- How much money do you have in the bank?
- Do you still work?
- Do you travel? If so, where do you like to travel?
- What kind of car do you drive?
- ...and anything else you can think of. Those are just a few ideas to help you get started writing your new story.

Let's get started writing your new money story!

# Exercise



## My Future Money Story

Write out your New Money Story. Imagine how you would LIKE to see yourself in a year from now.

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# YOU DID IT!!!

This is so much bigger than a simple pat-on-the-back. This is HUGE. You've not only overcome so many things that have held you back in your business (or in your life, for that matter), but you've also managed to commit to the time to make these changes happen.

You've committed to YOU in a whole new way. You should feel AMAZING for making it happen.

Of course, moving forward, you won't be doing these modules within your day, but since you've determined what it takes in terms of your time, you should now have the time to commit to your goals in a meaningful way.

So, make sure you continue to use your daily breakdown sheets so that you can keep your time in check and your goals front and center.

Those who succeed don't necessarily have more time than anyone else; they're simply more focused & clearer on their time and goals than others who haven't figured out how to manage. They also don't self-sabotage their efforts to consistently move forward.

We want that to be YOU...and after completing this program, this should be you! We want YOU to be committed to your dreams and find that time and energy that might have been lacking before.

You'll discover the more action steps you take towards those dreams, the more drive and energy it'll give you as you knock down those goals and see your business and plans take shape.

You don't need to be overwhelmed with the beginning, either. You just need to focus on it one day at a time. Soon you'll see what you've accomplished and you'll wow yourself.

Our last question for you is this:

*Where will YOU be one year from now?*

We'd love to read snippets of your future story. Feel free to share your experiences over in the private group.



**Stay Connected With Us and Keep a Lookout For More Programs Coming Soon.**

**This concludes the program, and we can't wait to hear your stories, experiences, and how you apply them within your life and business.**

Care to share your experience with us to help us better serve in future programs? Take a few moment to complete a brief survey by clicking [here](#).



# *Busy* AND BROK E



## WORKSHEETS

Download All Individual Worksheets [HERE](#)



# Busy AND BROKE™

## The Fab 3s

Week of \_\_\_\_\_

<b>Yearly Goals</b>	1 _____	2 _____	3 _____
<b>Monthly Goals</b>	1 _____	2 _____	3 _____
<b>Weekly Goals</b>	1 _____	2 _____	3 _____

Daily Goals/Activity	M	T	W	T	F	S	S	Time Allotted	Notes
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Check mark each day of the week you accomplish your daily goal and any notes.

1 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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# Busy AND BROKE™

WEEK OF \_\_\_\_\_

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
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## The Fab 3s

### Yearly Goals

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Monthly Goals

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Weekly Goals

Check off Each Day As Daily Activities Are Accomplished

1. \_\_\_\_\_

M T W R F S S

2. \_\_\_\_\_

M T W R F S S

3. \_\_\_\_\_

M T W R F S S

# *Busy* AND **BROKE**

TRACKER: WEEK OF \_\_\_\_\_

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