

Perfect Day Formula – Ballantyne, Craig

Perfect Day Formula is based upon the concepts taught by Epictetus.

Epictetus recognized that our insecurities toward external situations create an abundance of unhappiness. What upsets us, he says, are not things themselves but rather our judgements about those things. (18)

Perfect Day Formula is built on the Three Cs: Control; Conquer; Concentrate (19)

Mantra: Control your mornings. Conquer the chaos of your afternoons. Concentrate on what really matters in the evenings. (20)

Structure is essential to earning your freedom. (21)

Your Magic Time is where you can get three times as much work done as you would at any other time of the day. Your job is to identify your Magic Time, to block it off and ruthlessly protect it from others. (36)

Keys to Morning success: Structure. Rules. Rituals. Organization. Planning. (39) Match your level of desire with the same level of action and commitment. (41) Use your rules for living as a clear set of personal philosophies that will make your daily decisions easier. (42)

Keys to Daily success: Scripting Your Day – know your priorities; build a routine; script out tomorrow today. Reverse Goal Setting – working backwards to plan your days. (55) Your least important tasks should be scripted for the time of day when you have the least mental energy. (57) Not-to-do List – Making a pledge of what you will not do. (58) Build a clear and concise not-to-do list and find two solutions for each obstacle. Ruthlessly eliminate temptations. Plan ahead – not only for what to do right but also for what to avoid. (65)

Action is the simplest way to avoid procrastination. Don't let information gathering or planning become your procrastination. The decision to move to action comes from behavioral congruence. This means that you act in accordance with what you want to accomplish. (69)

Break bad habits by having a trigger that reminds you to get back on track. (72)

Good Night Formula: Parameters before bed - 10 hours=no caffeine. 3 hours=no food/alcohol. 2 hours=no work. 1 hour=no technology. 0=how often you will hit the snooze button. (78) If you want more sleep, you need to get to bed earlier, not wake up later. (80)

Three most important rules you need to create your life: 1. Time when you go to bed and wake. 2. Number one action step you will take each morning. 3. Maintaining a simple health plan. (82)

Pillars of Success: Planning & Preparation; Accountability; Support; Incentive; Big deadline. (85) There can only be one priority at a time. (92)

Every meeting scheduled must have a stated measurable outcome [M/O]. State the M/O at the beginning of every meeting to focus you and everyone else. (116)

Every second ticking away on the clock takes you further away from your mistakes of the past. You can't change them, but you can leave them behind. (120)

Creating your vision is not the same as goal setting. Write it as if you were living it in the future. (131)

Identify what you really want.

How do you measure success – be specific.

What do your family and career look like.

What does your family not do and what do you refuse to do in your career.

How do you feel about your family and career.

How do family members and work peers feel about you?

What are the most important things you offer your family and through your career.

What is your role in the family and in your career.

Who are you helping in your family and through your career.

What kind of people will you need to hire or connect with for your family and business.

What reputation does your family have and what reputation have you built at work.

What are the most important accomplishments you want your family to achieve.

What are the most important accomplishments you want to achieve in your career.

What is your mission in life.

What do you want your legacy to be. (133)

Share your vision as though it were a treasure map. You wouldn't share it with thieves who want to steal your goal, so don't share it with those who would steal your dreams. Ask your positive support system for feedback. It will give you a blueprint. (133)

The vision for your life is to be written as your roadmap for success and to keep you on track. It prevents you from doing things that don't count, from worrying about what doesn't matter, and from trying to impress others. Your vision delivers you from evil and keeps you safe from harm. (134)

Goal Setting: Once the vision is in place, set specific outcomes and subsequent goals to achieve them. It's about adding deadlines on your dreams, accepting ownership of your future, and identifying actions you must take. Set only four goals at one time: health, wealth, social self, and personal enrichment. (139)

Most people focus only on outcome goals. The solution is to create process goals to go with each outcome goal so that you have a series of action steps that move you towards your big goal. (140) Have three process goals for each of the four outcome goals (health, wealth, social self, personal enrichment). (146)