



Paul Wearmouth's

A DAY IN THE LIFE...

10 Points to be at your best EVERYDAY!

Quotes:

"Ten inspirational steps towards a brighter more fulfilled life."

Kirsty Gallacher - Presenter and Television personality

"What a gem of a book - a must for any achiever. I would strongly recommend reading it at least twice a day. This will get you energised and focused daily to achieve all your goals"

Ravi Peal-Shankar - Certified Business Coach

"Paul's enthusiasm and energy are reflected in this useful, easy to read book, making you stop and think for a moment. It's short, sharp and to the point, brimming with positivity, that you can't help but feel positive"

Linda Westall - Co-founder & Director of Women on Top Ltd

Introduction

With so much going on in our lives today having a routine can sometimes be the only way to get things done. I see people on their way to work looking tired, lacking in concentration and having lots of hustle and bustle. Having so much to think and worry about means that when you do finally get to work you are even more exhausted than before you left! The same applies even if you are not going to work, motivating yourself can sometimes be a real problem and if you start the wrong way it makes it even harder. So I have put together my top 10 points to follow and adapt into your everyday life. This is something that will give you a simple plan of action to be able to take on the rigours of the day and not just survive it, but win it!

1. Get up and get started!

This is where it all begins for your day so you need to get it right! Although we all love spending extra time in bed there is so much of our lives that we will just sleep away and we miss so many things. So leave yourself plenty of time in the mornings to get ready and wake up rather than rushing and getting stressed out trying to get out of the door and then having to cope with what seems like every one of the world's slowest drivers getting in your way!

Get some breakfast inside you, grabbing a piece of toast and running out to the car and speeding off is not a good way to start the day. Giving yourself some time in the mornings to get ready is so important because you can then make sure everything is ok before you leave the house so you have no worries and it also gives you some time to collect your thoughts rather than just concentrating on one thing which is to get to work. It will also allow you time to leave a little earlier and have a calm easy trip to work allowing you to deal with any problems that crop up. Getting stuck in traffic when you are in a rush is the last thing you want but it always seems to happen when you have the least amount of time!

Questions...

- ~ Do you have a routine to follow in the mornings that will help you to get going?
- ~ Do you have enough food energy inside you?
- ~ Have you planned in enough time?

2. Get your mind open and working.

The greatest thing that stops people from waking up properly is a closed mind. One thought or even no thoughts at all. You need to get your thinking muscle working so that you do not fall asleep or feel drained when you do actually get out to do things. Think about your day ahead and plan all of the things you need or want to get done. If you can, put your favourite music or song on to get your mind stimulated and sing along if you can to get your memory working. Having a closed mind that is not working properly will make you feel tired very quickly and your whole day will seem a drag because your concentration levels will drop to zero, you may even become moody or snappy with people and that brings even more problems!

Chain of thought is something that happens when you start to think about your day ahead. One thought will breed another and if you are trying to find the solution to a problem by getting your mind open, your ideas will become fluid and finding answers to problems becomes much easier! You will also find that your day becomes much more interesting from the start and it will lift your mood allowing you to concentrate and obtain a high level of accuracy making things easier for you and giving you the ability to gain more success!

Questions:

~ How do you get your mind open and working?

~ Do you plan effectively?

~ What are the things in your life that stimulate your thought process?

3. Energy & Enjoyment

Enjoyment feeds energy because your mind has more incentive and inspiration to get the job done. Enjoying something means that you are more willing to do it and we all do things better when we enjoy them. Energy is 50% physical and 50% mental. Physical energy is combined with mental energy simply because if you are physically tired and exhausted then your mind will not function correctly and your mental energy will drop. To combat this make sure that you eat correctly and at regular intervals this means having a good healthy breakfast in the mornings to set you up for the day ahead. This will give you the physical energy that you need. Your mental energy is also very important simply because if you become down, unhappy or bored you will lack concentration and become physically tired and exhausted. Keep your mental energy high by learning to enjoy everything that you do even if it is a task that you don't like or find daunting otherwise you may slip in to the "I can't" way of thinking and then nothing seems possible! Share your enjoyment with others, draw the energy from it and channel it in to your day and this will provide you with all of the enjoyment that you need! So get out there with a huge smile on your face from the second you leave the house, start as you mean to go on and look for the enjoyment in everything you do!

Questions:

- ~ What puts a smile on your face everyday?
- ~ What do you enjoy the most throughout the day?
- ~ How often do you just let go and play?

4. Positive Vs Negative thoughts

Just like mental and physical energy, negative and positive are also types of energy and they can affect us in the same way directly from how we feel.

By feeling positive about yourself and your day, you will generate huge amounts of positive energy that will radiate outwards manipulating the atmosphere around you and encouraging others to do the same enabling everyone to get tasks done quicker and better. If you feel down, stressed or unhappy your mood will change and you are not going to be able to get anything done at all. You will become lethargic and exhausted and fall in to the negative “I can’t” view of doing things.

Identify your “Positivity Drainers” and learn to deal with and dismiss them. These can take the form of either negative people or negative thoughts in your mind.

Negative people can have a severe effect on your positive energy simply because we start to feed from the negativity that they put out in to the atmosphere around them or simply by how they treat you. Teach yourself to shield this negativity and not let it affect your own feelings by dismissing it as unimportant. Negative thoughts have the same effect. However they are put there by our own minds to avoid tasks that we don’t like or simply when you meet negative resistance against your positive thoughts.

In this instance don’t give up, stay committed and take a step back. Have a break from your problems for just 5 minutes and then go back to them with a clear mind. Then deal with and disregard the negative suggestions as they pop up.

Questions:

~ Do you see things negatively or positively?

~ How do you combat the negative thoughts in your mind?

~ How often do you take 5?

5. Keep things simple!

With everything we have in our lives today who wants everything to be complicated? Imagine your day is a journey on a road. You know where you want to get to, but don't know how to get there. Now imagine that you are approaching spaghetti junction and all of a sudden you have so many different roads to choose from and it becomes confusing because you have so many choices and too many things to think about. Is it this way or that way? Now imagine you are travelling along the same road and it has only one turning that clearly points you to where you want to be. Now would that not be easier? The same happens in our minds as well. We allow confusing and conflicting thoughts to enter our minds and the major problem we face is that things then seem so much more difficult.

When this happens it creates frustration and stress and then things seem even more difficult. When we look for answers to questions and problems we have, we always look further out because we assume that things must be difficult and confusing. Yet 99% of the answers and solutions we seek are right under our noses and they always tend to be simple and straight forward.

So when you have a problem and are trying to find the solution, look at things with a clear mind and in a simple way. The simplest things in life bring the most pleasure and make your day that much more enjoyable because you don't have the frustration of trying to figure them out in the first place!

Questions:

~ Do you confuse things by making them over complicated?

~ Do you look for the easy or the hard option?

6. Look for opportunities!

Opportunities are everywhere and you have the chance to get some major results if you can identify the opportunities that are in front of you. There is always the chance to create them as well. It is all too easy to look back with regret and wish you had taken the chance when it was there. The majority of the time people do not see the opportunities because they are not looking for them! Everyone hopes for things but never goes out to make them happen. So keep an open mind about everything you want and remember that anyone can provide you with an opportunity, from your best friend to someone you meet in the street. There are also those that you can create as well because something that you find now you may need another time! If people offer you help, provide a service that you may need or even something someone else you know may need then take it as it comes along. The other point is if you want something and or want to get some where in your life then ask people, talk to them about what you are wanting or looking for because you never know what opportunities others may have or will have heard of!

As you go through your day keep an eye out for things that come along, try talking to people and making things work for you and be constantly aware of what others have to offer or may even need because you could have just what they are looking for and vice versa!

Questions:

- ~ Where are the opportunities in your life?
- ~ Do you take them when they present themselves?
- ~ Do you realise what you have to offer other people?

7. Be Daring!

Once you have seen the opportunities don't let them slip by because you don't know what to expect or are nervous about looking silly. Embrace the thrill of uncertainty and enjoy the excitement it brings. Taking risks is all part of living and makes things so much more interesting, you can't live inside a protective bubble all your life!

Life becomes dull and boring when we cower away from opportunities that could provide us with what we want or even change our lives. We then go around wishing that we could do things that others do or become jealous of what others have.

You only live once so don't go hiding behind excuses not to do things that scare you or negative thoughts that help you convince yourself that it will not work or you are not good enough, take a chance and give it a go! Get out there and grab life with both hands and hold on tight! Most people tend to have a dream of being able to live in this way but are afraid of failure and they hide in the shadows because in their mind they are not good enough. This is called "THE FEAR" and we use it as the biggest excuse not to do things that are new or we do not have the confidence to do. Most would say that to move past this emotion is a huge task and some would dismiss it as impossible. But the truth is that it is only a block not a dead end! To move past this emotion is to challenge yourself on a daily basis to do things that meet resistance with "THE FEAR".

In other words try doing things that take you outside your comfort zone. Once you have done this once or twice you will start to see that it is a lot easier than you first thought and the relief it brings can be likened to that of a huge weight lifted from your shoulders. It will also give you extra confidence in your own abilities and make you feel good about yourself. "THE FEAR" is just your mind's way of telling you when you are about to do something new or something that takes you outside your comfort zone. But we all misread what it tells us and see the challenges as risky and impossible. By daring yourself to move past it you are in fact learning to control "THE FEAR" and mastering yourself in a huge way giving you more control over your life than you ever thought possible!

Questions:

~ Are you daring enough?

~ Does the fear ever rule you?

~ If so how do you plan to beat it?

8. Be yourself!

People always respond to us better when we are being natural and relaxed. This can be achieved simply by being yourself. Everyone at some point has put on a front to make others like them better. This is simply done because they do not have the confidence in them selves and feel they are not good enough and that others would respond to them more if they were someone better. The fact is that others can see right through these fronts and it can set you up for criticism giving others an incorrect impression of you or can make people wary of you as they feel you could be a threat and have a hidden agenda.

The Point is when you are being yourself you give out a positive atmosphere and make yourself much more approachable and easy to talk to. Others pick up on this through the vibes and body language that we put out.

Being around friends and family it is a lot easier to do because you feel comfortable but it is very important with first impressions as they can have a big effect!

So trust yourself to be yourself and show others your vulnerable side and show the world who you really are. Because the more you hide your true self away the more you will miss and others always attack what they don't understand and by acting different to your normal self you are only putting yourself at risk from criticism!

Lots of people just want to be "Normal" most would just answer this with "what's normal?" Well there is such a thing as normal and it is just simply being yourself.

So if you want to be normal just relax, be proud of who you are and don't try and be someone you are not! Others will trust you, become more aware of you and respect you a lot more if you just let go and be yourself!

Questions:

~ How often do you let go and just be yourself?

~ Do you show others your vulnerable side?

9. Reflect & Resolve

At the end of the day think about what went right and what went wrong. Concentrate mainly on the good things and think about how you can use them to better your success another time and in future planning by looking for spin off ideas and to build your confidence in your own abilities. The same must also be done with what did not work out as well. Not to be negative about it but simply to think how you might do them differently next time to aid in your own development so that you can continue your success rate in the future by learning more skills and the ways of how to do things and how not to.

Reflecting on your good and bad things helps you to stop building up stress and anxiety and allows you to get things off your chest and not bottle them up so that they don't then explode and drag you down with them in one big break down.

Just remember to balance them out so you don't get pulled into the trap of just looking at the bad points and becoming fixed on them. Things that go wrong and bad points are not failures they are learning points from which we become better people and once you have reflected on them you can then think about how to resolve them. Again do this in a balanced way and on a daily basis so that you don't have to deal with bottled up emotions that then create the "negative trap"

When looking at something that went wrong think about other ways that you can do it better next time and dissect it piece by piece to reveal the answer. Following this technique will enable you to get in to a habit of doing it and will become a huge strength in your favour.

Questions:

- ~ Do you have a system to record the events of the day, week or month?
- ~ Do you review the good things or the bad things?
- ~ Do you fall in to the "negative trap"?

10. Relax & Rest!

When you get home make a cut off time so that anything after that time totally disconnects you from the day that has just past and allows you to concentrate on things that you truly love doing the most. This is your relaxation time and allows you to totally unwind from your day and enjoy yourself.

You should also allow for some “ME” time now and again to be alone with your thoughts. This can be like a mini break away because most people do not relax until they are on holiday and need the distance to allow them selves to disconnect from work etc. Make a day just for yourself and your family and friends if possible so that you can spend some quality time together. Most people think that this is not possible but do not realise the relaxation and enjoyment it can bring.

Finally you need to rest. This means getting to bed and resting properly not just grabbing 4 or 5 hours sleep. Nor does it mean occasionally going to bed early just to make yourself feel less guilty about always being late to bed. The fact is that you need quality sleep to rest your mind and body and prepare you for the new day ahead. Too little sleep can result in fatigue and over time will wear you down. It can also lower your immunity to bugs and germs making you more susceptible to becoming ill and then you will feel even worse! So make sure you are rested properly and if you have big plans for the day ahead then make sure you get to bed early the night before so that you can leave more time in the morning. So many people either do not get the rest they need or go out living it up the night before a big day and wonder why they do not perform as well.

Proper rest is both the end and the start of the day and that is what makes it so important!

Questions:

~ Can you totally switch off and relax?

~ Do you get enough rest?

~ Do you know when it is time to sleep?