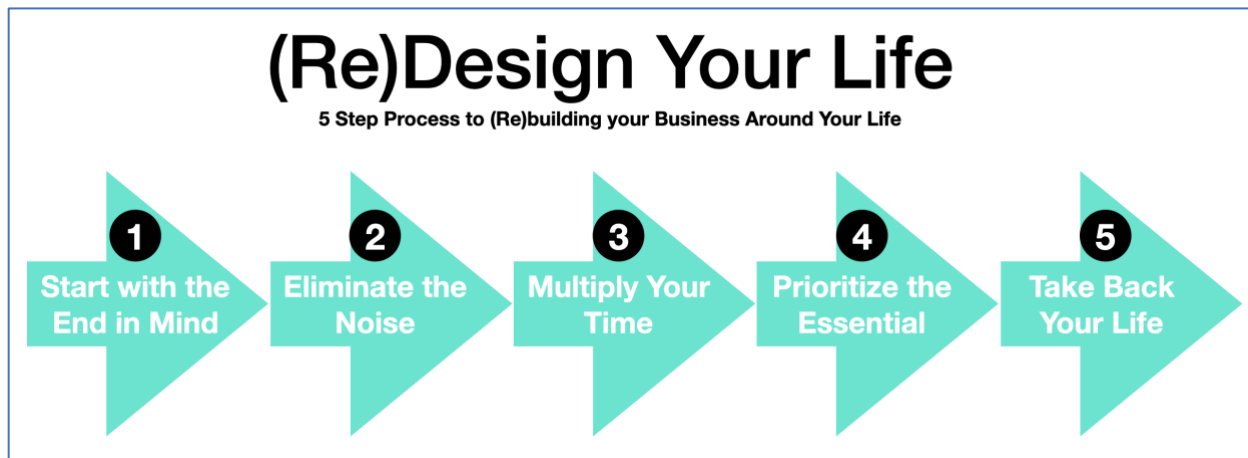




The Lifestyle Design Workbook

Prioritize the Essential. Eliminate the Noise. Multiply your Time. Take Back Your Life.

Created by Brendan Barca – (brendanbarca.com)



Directions: This workbook is aimed to help you design (or redesign) your life step by step. The exercises can be worked on in order or you can jump to whichever exercise is most needed depending on your current pain point. Here's an outline of the 5-step process to (re)designing your life.

5-Step Process to (Re)Designing your life:

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In the pages below you will see fillable exercises and templates to help you prioritize the essential, eliminate the noise, multiply your time, and take back your life.

Now let's dive in!



Step #1: Start with the End in Mind

Exercise 1A: Your Holistic Life Vision

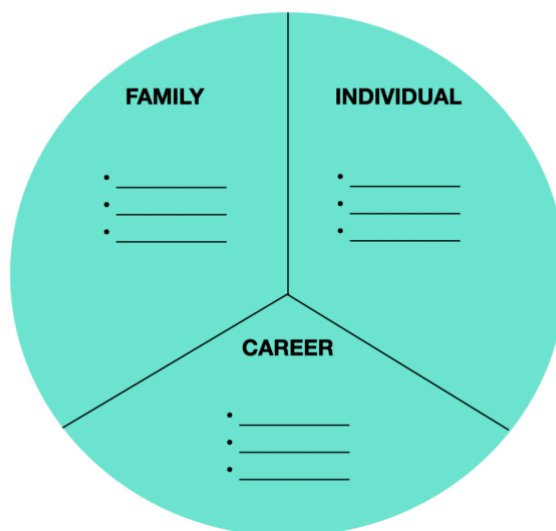
Directions: The biggest mistake we can make is to create a life around our career, rather than a career that fits into our life. This simple pie chart below is made to help you think about your life more holistically so that you can redesign your career to fit into a holistic life vision.

Step 1: Take out a piece of paper and create your own pie chart like the one below. Above the pie chart, write the question, “*What would a successful life look like?*” Then answer the question as it relates to each of the three main categories (Family/ Individual/ Career). At first, what you write down can be specific (*i.e. visit my mother every weekend*) or broad (*i.e. be a great daughter*). Don’t limit yourself in the first go around.

Step 2: Next, once you’ve filled in a clear life vision for each category, create a second identical pie chart and write the question, “*What would a successful year look like?*” above it. This your chance to take your long-term life vision and break it into short-term, actionable goals. I recommend having no more than 3 goals per category per year. Any more than that will dilute your focus and be difficult to achieve.

Step 3: Put your pie chart somewhere you can see it! Perhaps hang it in your home office. You should also set monthly reminders on your calendar to review your vision and gauge progress on your goals.

What would a successful _____ look like?





Exercise 1B: The Laws of Your Business Utopia

Directions: Once you've created your life vision, it's time to put some rules (or "laws") in place for you to stick to your ideal life vision. Whether you are business owner or working within a company, you have more flexibility than you think to create your ideal career. Take out a piece of paper or use the template below to create the laws of your business (or career) utopia.

Ponder this:

In a perfect world, my business (or career) would follow these laws....

Example Laws:

- Do what makes you happy, not what makes more money
- Do what you love each day and delegate or drop the rest
- When making career decisions, if it's not a "Hell Yeah!" then it's a "No!"

The Laws of My Business Utopia (*Fill here or use a piece of paper*):

Law #1: _____

Law #2: _____

Law #3: _____

Law #4: _____

Law #5: _____

Law #6: _____

Law #7: _____

Law #8: _____

Law #9: _____

Law #10: _____

**"When you make a business, you get to make a little universe where you control all the laws. This is your utopia."
- Derek Sivers**



Step #2: Eliminate the Noise

Exercise 2A: The Reverse Bucket List

Directions: While the traditional “bucket list” adds activities to your life. The “Reverse Bucket List” aims to remove the activities that drain you of energy. Jim Collins, business coach and author, proposes that we ponder the below question to eliminate the noise from our life and create more room for what truly matters in the process.

Answer the question below either on this workbook or in a separate notebook. This will help you discover the things that are sucking life from you. Once you identify these items, it’s worth asking yourself if there is a possibility to remove these from your life. And if so, how to do it?

If I had 10 years left in my (life/ career), what would I stop doing?

(Hint: You can choose to ask the question in terms of “life” or “career” depending on the stage you’re at in your life).

#1: _____

#2: _____

#3: _____

#4: _____

#5: _____

#6: _____

#7: _____

#8: _____

#9: _____

#10: _____

**“Am I being productive or just inventing things to do?”
- Tim Ferriss**



Step #3: Multiply Your Time

Exercise 3A: Eliminate/ Delegate/ Automate

Directions: We all do dozens of tasks each day at work and at home. But in order to multiply our time (aka get more time back for what really matters) we need to scrutinize each task by developing, as leadership consultant Rory Vaden suggests, a “Multiplier Mentality.”

To do this, you need to start analyzing each task in your day by putting it through The Multiplier’s “Ring of Fire.” Each time you consider a task, ask yourself the four questions in the ring of fire below. Essentially, you are trying to figure out if you can either eliminate, automate, or delegate the task (in that order). And if none of these things can be done, you’re trying to see if it can wait until later.

Only if the answer to all of these questions is “No,” can you go about completely the task. This method is a great tactic to use to multiply your time by eliminating, automating and delegating most things in your life.

The Multiplier’s “Ring of Fire”

Task: _____
(Example Task: Calling clients on their birthday)

Ask Yourself:

- | | |
|--|------------|
| 1. Can I eliminate this task? | (Yes / No) |
| 2. If I can't eliminate it, can I automate it? | (Yes / No) |
| 3. If I can't automate it, can I delegate it? | (Yes / No) |
| 4. If I can't delegate it, can it wait? | (Yes / No) |

“You multiply your time by spending time on things today that give you more time tomorrow.”
- Rory Vaden



Step #4: Prioritize the Essential

Exercise 4A: The Priority Matrix

Directions: Use the “Priority Matrix” below to set your weekly tasks for your life and your career. Similar to the “Multiplier Mentality,” we want to focus on eliminating the non-essential and only spending time on what creates the biggest impact in our lives and career.

THE PRIORITY MATRIX by Brendan Barca	
Priority 1 - Tasks that will have the biggest impact on your life/ career	
A)	Due:
- Next Step:	
B)	Due:
- Next Step:	
C)	Due:
- Next Step:	
Priority 2 - Tasks that will have a marginal impact on your life/ career	
A)	Due:
- Next Step:	
B)	Due:
- Next Step:	
C)	Due:
- Next Step:	
Low Priority - Tasks to either push off or never do at all	
A)	
- Can this NOT be done? If it has to be done, can it wait?	
B)	
- Can this NOT be done? If it has to be done, can it wait?	
No Priority - Things to definitely NOT do	
A)	
B)	



Step #5: Take Back Your Life

Exercise 5A: Look Back/ Look Forward Quarterly Assessment

Directions: As you look to make major life changes based on the exercises above, you will need to continually review your progress. You will slip at times, but if you catch yourself, you can course correct. Below is a quarterly assessment I created to help you identify what's working, what isn't, what to double down on, and what to STOP doing.

By adding this to your quarterly review process, either for you personally or your business, you can continually sharpen your focus by eliminating the non-essential and doubling down on what matters.

Look Back, Look Forward: Quarterly Assessment <i>Created by Brendan Barca</i>	
What Worked: <ul style="list-style-type: none">• _____• _____• _____• _____• _____	What Didn't Work: <ul style="list-style-type: none">• _____• _____• _____• _____• _____
What to Double Down On: <ul style="list-style-type: none">• _____• _____• _____• _____• _____	What to STOP Doing: <ul style="list-style-type: none">• _____• _____• _____• _____• _____

**"Ask yourself at every moment; is this necessary?"
- Marcus Aurelius**