



Finding Your Sweet
Spot to Master
Your Day —

DEEP DIVE ACTIVITY WORKSHEET

Hello, I'm Rita. Thank you for downloading this Deep Dive Activity Worksheet. I know the frustrations you experience as an entrepreneur: facing feelings of loneliness, self-doubt, and overwhelm.

The good news is, your life is about to get better.

I've been where you are. That's why I created this Deep Dive Worksheet for you; to help you overcome the daunting challenges you face so you can create the life you have envisioned.

My mission is very simple - I want to help you get:

- Clarity on where you are
- Create a crystal clear vision of where you want to be
- Identify and conquer the obstacles in your way
- Uncover and replace mindsets holding you back
- Create systems for your ongoing success

Please feel free to schedule an inquiry call with me if you have any questions at all. I'm here for you.

Schedule Your Inquiry
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Let's Stay Connected



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WELCOME

Thanks for taking the time to download this Deep Dive Activity Worksheet. My hope is that by implanting these ideas you can gain new energy, find newfound freedom, improve the quality of your life, and make all-important mindset shifts not only to master your day but to master your life.

After reading my blog, [4 Ways to Find Your Sweet Spot and Master Your Day](#), let's say you have taken proactive steps to find your sweet spot. You've raised the bar on your expectations, gotten curious, found your creative inner child and have implemented a rock solid evening routine. You think you're set, right? You are very, very, close - you're almost there.

To master your day you must do one more thing really well; it's essential that you learn to consistently optimize your sleep. The importance of deep sleep cannot be overemphasized. Since sleep reenergizes the body's cells, supports memory and learning and also removes waste from the brain, it should be of utmost importance for you to take the necessary steps to enhance your sleep. Sleep is a pillar of optimal health.

The last action step for you to take is to create a child-like bedtime routine. If you don't have a bedtime routine, there's a high probability that you're not getting a restful night's sleep and you could also be compromising your health.

What adjustments do you need to make so that you can improve the quality of your sleep and increase your chances of mastering your next day? The best way to transition to sleep is to begin winding both your mind and body down. Experts agree that between one and two hours before you go to bed is the time to shift gears and start slowing down. This is an important step because it starts preparing the brain to get that much needed regeneration during sleep.

CHILD-LIKE BED TIME ROUTINES

"Tell me a Story." That was a line from a favorite bedtime story I use to read to my kids; A Sleepy Story by Elisabeth Burrowes. I fondly remember reading to them, tucking them into bed, saying our prayers and kissing them goodnight before turning off the light and closing the door. They were exhausted from their day and needed precious sleep in order to grow and replenish their reserves for the next busy day.

Getting quality sleep is such a crucial step to physical, mental and emotional health not just for growing children but also for us adults. So what are some bedtime habits that you can implement to help your mind to dream and your body to be at peace? Let's look at four of them.

ADULT-LIKE BED TIME ROUTINES

Unfortunately as we become adults, we ditch our Child-Like Bedtime Routines. We exchange them for working late into the night, racing minds that won't shut down, meeting deadlines, and a candle. Yes we buy a candle - not to light the way but a candle to burn at both ends. So what are some Adult-Bedtime Routines you can start implementing?



UNPLUG

Using technology before bed tricks your brain into thinking it needs to stay awake.



CREATE A SANCTUARY

By designing a serene and inviting bedroom, you are also creating a peaceful retreat that is not limited to sleep.



INITIATE YOUR OWN TIME OUT

Mindfulness serves as a bridge to connect you spiritually but it also has the added benefits of reducing stress levels and improving sleep.



ADULT CURFEW

A regular schedule for bedtime and wake time regulates your body's clock; your unique circadian rhythm to help you fall asleep and stay asleep.



According to the National Sleep Foundation, The blue light emitted from cell phones, computers, tablets, and televisions restrain the production of melatonin; a sleep hormone that controls your sleep/wake cycle. Using technology before bed tricks your brain into thinking it needs to stay awake. This blue wave light may cause excitement, anxiety, and stress - which is the exact opposite of what you want for optimal sleep. much needed regeneration during sleep.

Change is not always easy but it is well worth the effort to get the results you want. The benefits of getting a better night's sleep greatly outweigh the minor adjustments you might need to make. Remember your why: why do you want better sleep? Quality sleep spurs creativity, reduces stress and inflammation, boosts your mood and creates a healthier lifestyle. Those are some pretty heavy hitters in the why department.

PURCHASE DISPLAY ALTERING SOFTWARE OR USE BLUE LIGHT BLOCKING GLASSES

TURN THE BRIGHTNESS DOWN

CHOOSE DEVICES WITH SMALLER SCREENS; YOUR PHONE VERSUS AN I-PAD

STOP USING YOUR DEVICES TWO HOURS BEFORE BEDTIME

ACTION STEPS TO UNPLUG



CREATE A SANCTUARY

Think with me for a moment. Do you remember a place you have visited physically, or seen in a movie, book or magazine that touched all of your senses with peace and serenity? A place where you've experienced a sense of calmness, comfort, safety, and tranquility? What did that place make you feel like? How were all 5 of your senses touched? That's your sanctuary. The great news is you don't have to travel around the world to find this place of serenity; you can design your very own sanctuary at home.

Before your room can be transformed into your personal sanctuary, you must first evaluate its conditions. While assessing the environment of your bedroom, consider the following: noise levels, room temperature, condition of your mattress and pillows, the quality of your bedsheets, and excessive clutter. Make whatever physical changes you need to your sleeping environment to enhance the quality of your sleep.

ACTION STEPS TO CREATE YOUR SANCTUARY

MAKE YOUR ROOM AS DARK AS POSSIBLE; INSTALL BLACKOUT BLINDS OR BLACKOUT CURTAINS

USE AROMATHERAPY SPRAYS OR A ROOM DIFFUSER WITH ESSENTIAL OILS TO CREATE YOUR BEDROOM'S SIGNATURE SCENT

REMOVE ELECTRONICS FROM YOUR ROOM OR COVER GLOWING CLOCK FACES

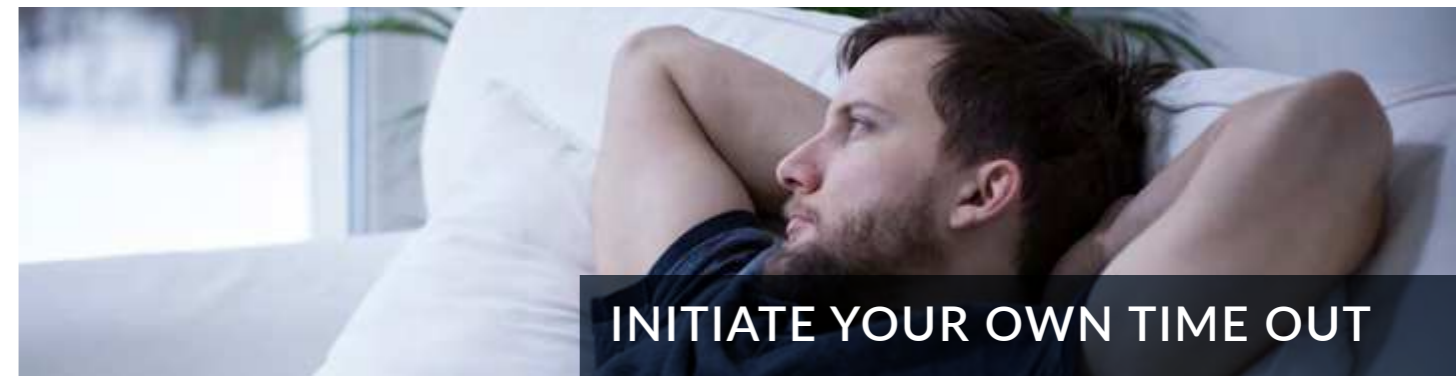
MAKE SURE YOU HAVE A COMFORTABLE MATTRESS, PILLOWS AND QUALITY BEDSHEETS

HAVE A MINIMALIST MENTALITY FOR THIS ROOM; DECLUTTER IT FROM JUNK

KEEP YOUR ROOM COOL; RESEARCH SHOWS THAT 64° FAHRENHEIT IS OPTIMUM

USE WHITE NOISE TO SOFTEN THE EFFECT OF OUTSIDE NOISE

By designing a serene and inviting bedroom, you are also creating a peaceful retreat that is not limited to sleep. This sanctuary can give you a healthier quality of life touching all of your senses and affecting you mentally, physically and emotionally.



INITIATE YOUR OWN TIME OUT

Remember as kids when we were put into "time out"? How many of you would love to have time outs woven throughout your day? You can do that for yourself. Right before bed would be a great time to start implementing your adult time out. You can use this time to enhance a mind-body connection and deregulate your thoughts preparing you for sleep.

PRAYER

Neuroscientist, Dr. Caroline Leaf's research shows that prayer can reverse the effects of toxic thoughts and cause the body and brain to thrive.

MEDITATION

The benefits of meditating are vast. According to psychologists, meditation reduces anxiety, increases focus and productivity. It can also boost your health, happiness and relationships. And this is just a short list!

DEEP BREATHING EXERCISES

Deep breathing exercises are calming to do on their own or in preparation for sleep. They relax your muscles, slow down your heart rate and evoke the relaxation response.

REFLECTIVE THINKING

According to leadership expert John Maxwell, reflective thinking is crucial to unlocking the door to growth. It expands your thinking and inspires you to continue improving.

GRATITUDE

Gratitude can transform your life. Researchers confirm that gratitude improves your emotional health, enhances empathy, improves your self-esteem and allows you to sleep better.

As you can see, there are a host of physical and mental health benefits to incorporating mindfulness practices into your daily habits. Mindfulness serves as a bridge to connect you spiritually but it also has the added benefits of reducing stress levels and improving sleep.

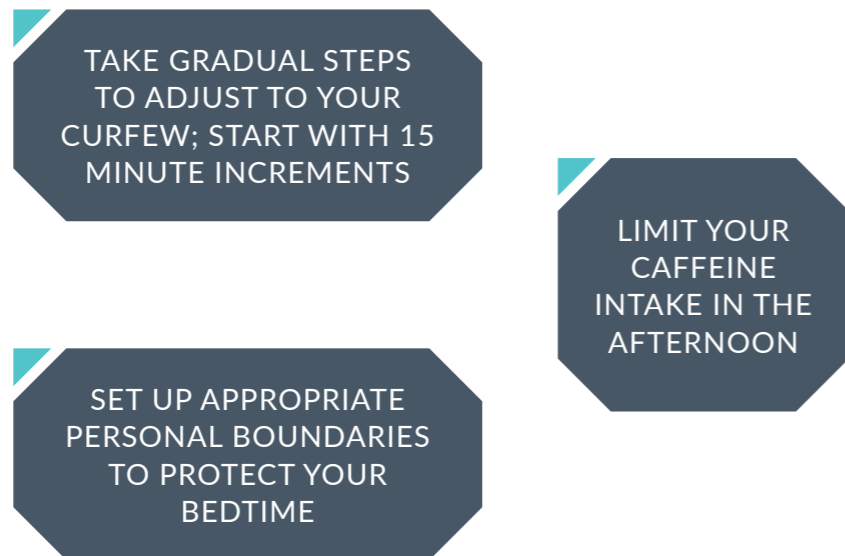
ACTION STEPS TO BEST UTILIZE YOUR OWN TIME OUT



ADULT CURFEW

My clients love doing time management exercises with me and one of the things they initiate themselves is their own personal curfew. A regular schedule for bedtime and wake time regulates your body's clock; your unique circadian rhythm to help you fall asleep and stay asleep. To be effective at this, you will need to make an assessment of how many hours of sleep you need then set a bedtime and wake time accordingly.

ACTION STEPS TO ESTABLISH AN ADULT CURFEW



The last portion of this worksheet is the section containing laser coaching questions. This segment is intended to help you create more self-awareness so you can discover your own answers to make the necessary changes to find your sweet spot and master your day. Hopefully you will learn a lot about mastering your life along the way!

DEEP DIVE LASER COACHING QUESTIONS

EXPECTATIONS

1. What is one thing you can do to raise the bar on your expectations? List one personally and one professionally.

2. What accomplishments must occur in your life for you to consider it a life lived with no regrets?

CURIOSITY

1. When faced with a disruption, ask yourself, "What is the greater purpose in this?"

2. How might you be able to re-frame your mindset so as expand and see 3 more possibilities to different situations you find yourself in?

DEEP DIVE LASER COACHING QUESTIONS

CREATIVITY

1. When you find yourself playing the role of a judge, ask yourself, "Why am I judging myself, why am I judging someone else or why am I judging this situation?"

2. What is unique about your creative talents?

EVENING ROUTINES

1. What is 1 evening routine that you can start implementing today to give you more energy?

2. Make a list of all the things that zap your energy and tap into your willpower limits. What mindset must you create to build your energy reserves?

DEEP DIVE LASER COACHING QUESTIONS

UNPLUG

1. What will be the most challenging thing for you to unplug from?

2. List 3 rewards you will get from unplugging.

SANCTUARY

1. Name a place you distinctly remember going to or seeing that elicited feelings of peace and serenity in you, see if you can find a picture of it and keep it in your room.

2. Write down 2 action steps you can easily take this week to start creating your sanctuary.

DEEP DIVE LASER COACHING QUESTIONS

ADULT TIME OUT

1. What would be a roadblock to creating your time out session?

2. How can you establish healthy boundaries to protect this time?

CURFEW

1. Based on your own personal knowledge about yourself, how many hours of sleep do you think you need to wake up feeling energized and vibrant?

2. Write down your wake up time. According to the answer to question #1, walk backwards to find your bedtime. Gradually start working towards that bedtime in 15 minute increments.

RESOURCES

Display Altering Software:

<https://justgetflux.com/>

Great Site From A Holistic Perspective For Enhancing Sleep:

<http://joyofsleeping.com/>

Tips To Get A Better Night's Sleep:

<https://www.nosleeplessnights.com/>

Essential Oils For Sleep:

<http://www.theprairiehomestead.com/2014/03/essential-oils-sleep.html>

How Prayer Affects The Brain:

<http://drleaf.com/blog/how-prayer-affects-the-brain/>

Scientific Reasons to Start Meditating Today:

<https://www.psychologytoday.com/blog/feeling-it/201309/20-scientific-reasons-start-meditating-today>

10 Step Beginners Guide To Meditate:

<http://stopandbreathe.com/2011/03/04/meditation-101-a-10-step-beginners-guide/>

Great Company To Buy Comfortable Bedding:

<http://www.pacificcoast.com/about-our-company.html>

Journals And Planners:

<https://bestself.co/products/self-journal>

TRANSFORMU

I hope you have found this Deep Dive Activity helpful. One of my goals in life is to always keep growing, living out my values, and improving my quality of life; I hold the same wish for you. I hope you find fresh reserves of time and energy to be more productive and create new perspectives to not only to master your day but to master your life.

I'd love to hear from you and welcome your ideas, thoughts, and questions on subjects that you'd like to read about.

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