



30 Minute Life Hack- Unexpected Secret to Getting Stuff Done

DR. ZOE SHAW

WWW.DRZOESHAW.COM

Getting Started: The first steps

If you are tired of starting over, stop giving up!



You are reading this because you are finally really serious about making that big change in your life. You may be trying on your own and can't quite get the ball rolling or you keep getting stuck or maybe you haven't even started yet. I am here to help!!

I firmly believe that we are all here for a purpose, much higher than just paying the bills. Most of us have knowledge of that purpose, but many never quite see it to fruition because we are scared, life just gets in the way or we have no idea how to even get started and really support ourselves in the process.

It is possible!! It really is. It will take hard work, but believe me it is soooo worth it. I have developed a plan that makes it easy. It sounds very simple- just spend 30 minutes a day on your goal, but it is the power of focused attention that really makes this plan work. I started this plan in my life when I had some major life goals that I wanted to accomplish. I was overwhelmed and didn't feel like I really had the time to do what I dreamed of in my life. All the work needed just overwhelmed me. I gave up over and over. I finally decided to just give it 30 minutes a day. I followed the 30 min a day plan, even when I felt like it wasn't enough. It has changed my life! I have accomplished my fitness goals and I am now in the best shape of my life. I have applied it to my coaching goal and I have been able to create a business that aligns with my passion of helping people. I have even applied it to transforming crucial relationships in my life.

It is important that you spend no more than 30 minutes a day for the first 2 weeks. After that, if you want to spend more time, do so. As you work on your goal, you will organically find ways to fit it into your daily life and will spend more time on it, but you must let this happen on its own. And it will! This is your passion and as you see yourself moving closer towards success, you will naturally spend more time on it. Right now, in order to overcome the fear and stumbling blocks that are keeping you from moving forward, stick to the 30 minutes a day rule and if you ever lose focus, just go back to the 30 minutes a day rule. A non negotiable is you must take a day

of rest. Work on your goals 6 days a week. Give your brain some space to not actively create, which gives room for passive creating, which can yield awesome results! I have outlined 4 initial steps to getting started on your path towards your goal. Follow these and connect with me after you have finished step 4 and let me know how I can help you move to that next level.

Step 1:

Decide on your Goal and put your 30 minutes in your calendar. If you have already done these, skip to step 2. It is imperative that you schedule your 30 minutes just as you would any other major appointment in your life. You have to start giving yourself the same respect and priority that you give other people and things in your life. You already know you are not going to get around to it. The day evaporates too quickly and you will never have time, *unless you make the time*. Pick a time every day and get it blocked off- kudos if you add a reminder or alarm on your calendar.

Next, write down 5 things that you would like to accomplish in the near future. After writing down those 5, which one do your eyes feel drawn to the most. Which change is the most important one for you right now? Please note, you will tackle them all, but right now, you will focus on only one. Circle that one. This is your 30 minute a day goal. That's it! Day one is done.

Step 2:

Create your space. Whatever your goal is, it will require some thought and planning. This is where you will spend your 30 minutes, unless it is strictly a physical fitness goal (then you must create or identify this space- We can talk about best options for this). Your space is a must and it doesn't need to cost a thing. In order for you to be able to get up and running quickly, you must have dedicated space to work. It can be corner of your desk or a corner in your closet. It has to be a space where you can leave everything there



a
a

and not have to do a lot of putting away or setting up. You need paper or preferably a notebook, pen and maybe some folders. A place where you can write down your ideas and tuck away papers that relate to your goal. I also highly suggest that you download a voice recorder. It is easier faster for you to use than to write. You can get a free voice recorder app on your phone. This is my go-to. When I get an idea related to my goal or my life in general, I quickly talk it into my phone and later, during my 30 minutes, I can write it down or add it to my to do list or apply it in some way. You may think you will remember the brilliant idea, but trust me, you won't. Just record it. That's it. these are all the tools that you need to get started.

Step 3:

Create an action plan. Start with writing down where you are at the top of the paper. At the very bottom, you will write where you want to be- what your goal is. Write 20 lines between where you are now and where you want to be. Now, I want you to come up with 20 *small* action steps that will eventually lead you to that goal. Next, take a piece of paper and cover up all of the steps except step 1. Tape the papers together. Only focus on step one. That is it. It doesn't matter how long it takes you to accomplish any one step. What matters is that you are moving forward. With your action plan finished, you are ready to start step 4.



Step 4:

Start step 1 on your list. You may need to break step one into a few steps. Developing check lists is a great idea because you can feel accomplished as you check tasks off your list. Remember, as long as you are always working on the current step, you haven't failed.

These 4 steps will get you well on your way towards accomplishing your goal. However, if you are like many other people, procrastination and lack of accountability often become stumbling blocks on your road to success. That's where I come in. I have coached many successful people and helped them move past their road blocks and realize their dreams. For some, their dream was becoming a first time author or finally starting the business they have always dreamed of. Some are wanting to leave a relationship or get physically fit. This 30 minute a day plan works for *any* life goal that you may have. As your coach, I can help you tailor it to your goal. [Contact me](#) for a 30 min. free consultation.

I offer accountability groups and [one on one mentoring](#) that gets you past step 5 and beyond!!!

What does one on one mentoring look like? Weekly or bi-weekly 45 minute sessions that focus on helping you move through your steps. These sessions are tailored to you, providing help where you need it. I can quickly help you identify road blocks to your success and help you blast through them and move on, providing organizational skills, step by step instruction or just plain old cheerleading. This will also include encouraging and check- up texts in between sessions.

If you need a little less hand holding, but still need some help and structure, my Accountability group will be perfect for you. Many move from one on one coaching to the Accountability group.

I can't wait to hear how your first 4 steps are going!! You can do it!

With Love,

Dr. Zoe Shaw

www.drzoeshaw.com