

# ONE PERFECT DAY



A Joyful Process for  
Creating the Life You Long For,  
One Perfect Day at a Time



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# ONE PERFECT DAY

*A Joyful Process for Creating the  
Life You Long For, One Perfect  
Day at a Time*

## The Workbook

By Liz Garrett

**Any goal is achievable with a plan. Enjoy this empowering process of creating a workable plan that incorporates the reality of your day so you can move steadily and measurably toward your best life.**

This workbook belongs to \_\_\_\_\_

Date \_\_\_\_\_

## One Perfect Day

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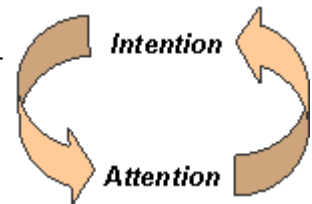
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## Introduction to Integrated Journaling

Combining journaling and planning for all-day, everyday consciousness brings awareness to the personal schedule and To Do list, and meaning and agency to journaling.

For our work here, we consider “journaling” to be any practice that makes regular, written observations about what is occurring in the present. Writing things down increases awareness of physical, emotional, mental and spiritual realities that influence your experience, performance, relationships and health. In this process, we approach journaling with a broad definition. It is any form of writing, including: free-flow pages; inquiry (answering a series of questions); checklists, worksheets and forms; records in day-planner; sketching; computer-based journaling programs; blogging; mindmapping; dream journaling; free association; writing letters or emails; etc.

“Planning,” in this approach, is the practice of identifying actions that support a personal goal, incorporating the information revealed by journaling, while considering real time constraints and demands of the day. Planning involves scanning: a rather paradoxical aspect that honors factors being constantly identified by awareness, and makes even the best-laid plans subject to change. This is because there is a feedback loop between Intention (stated in terms of a goal) and Attention (awareness of experience relative to Intention) that results in a continual honing of plans in order to stay on goal.



**Journaling + Planning = Focus.** Focus is on a specific goal, but the goal can change. Personalized measures are used to provide somewhat objective feedback and direction. It is important to adapt Integrated Journaling to your existing organizational style, and this workbook will show you how.

This approach is based in two basic principles, awareness and holism, combined for maximum power and effectiveness. Awareness factors, first, in the process of developing an ideal, intention or goal, and, then, in the frequent observation of how actions and choices support or deny that ideal, intention or goal. Holism implies a broad perspective that views the individual not just as a professional, but as a complex interweaving of mind, body and spirit. Rather than addressing single issues or goals, this approach garners the power of an individual’s *whole being* in a chosen direction.

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### Sample Applications of Integrated Journaling

- Become Organized
- Improve Relationships
- Complete a Project
- Get a New Job
- Lose Weight
- Take a Vacation
- Experience Synchronicities
- Experience Gratitude
- Improve Feelings about Body
- Increase Physical Activity
- Improve Financial Situation
- Enhance Mood/Emotions
- Improve Sleep
- Improve Nutrition
- Develop Positive Thinking
- Support Highest Desire
- Achieve Personal Balance
- Have More Fun
- Enjoy Family More
- Achieve any Specific Goal

### The 8-Step Process of Integrated Journaling

- ① Envision possibilities for your life.
- ② Develop a direction.
- ③ Determine a 1-month goal.
- ④ Identify daily actions that support your goal.
- ⑤ Develop measures associated with your daily actions or desired outcomes.
- ⑥ Bring it all together—integrate.
- ⑦ Practice daily.
- ⑧ Review and revise.

**Step 1**  
Envision Possibilities for Your Life

Let's have some fun. Let's pretend like anything is possible in your life, that there are no limitations or constraints, and you can have/do/be anything you want. Let's find out what makes your heart sing and your soul soar. Begin by exploring the following questions without restraint or judgment.

**What memories stand out from your childhood as bright examples of pure joy?**

**What themes or longings keep appearing in your life?** Write key words or phrases here:

**What Secret whispers to you each day, a voice in the back of your mind, wishing you could do it/be it, "if only...?"**

## Guided Meditation: A Day in the Life I am Creating

*Gift yourself with ample time to enjoy this experience. Find a quiet place and get comfortable. Breathe deep. Let your imagination run wild. Imagine the life you want—your best life—as if anything were possible. Start with the phrases provided below, or create your own. There are no right or wrong “answers,” but more is better. Use as much space—and as many pages—as you need. What if you could be/do/have anything? What would a day in that life look like?*

I awaken...

I feel...

I get out of bed and I...

In the morning, I especially enjoy...

When I think about the day ahead, my highest hopes are...

My work is meaningful when...

My work leads me to...

I measure my success by...

This is how a good day at work looks:

When I have a good day at work, I feel...

I experience my body as...

I eat...

My ideal physical activities include...

Hobbies that interest me:

People I enjoy being with:

Things we do:

I am at my best when I...

My home supports my highest good in these ways:

At the end of the day, I enjoy...

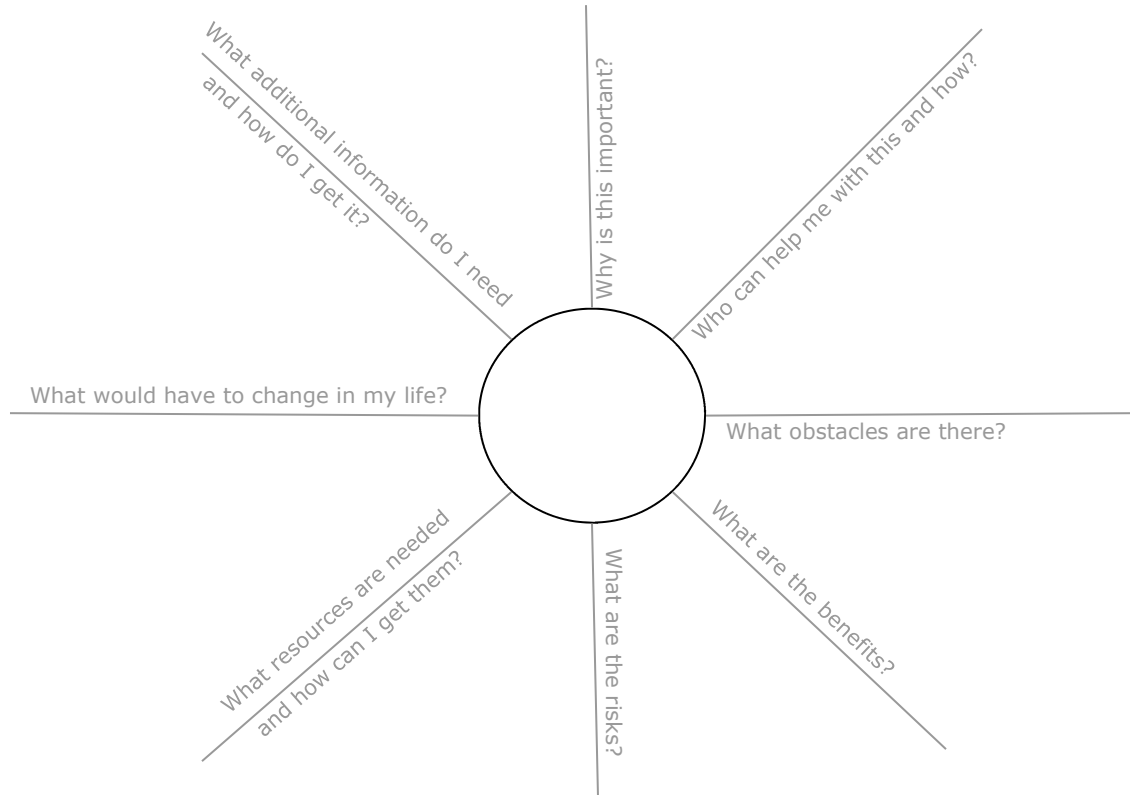
When I review my day, I feel...

My ideal sleep routine includes...



## Mindmap the Possibilities

Once you have an idea of what you'd most like your life to contain, place that idea in the center circle below and explore its elements. A diagram is provided to get you started, but you don't have to stick to the questions or format provided. Let one thought branch off to another thought, and another, and another, endlessly...



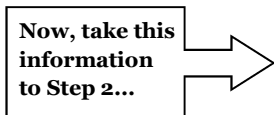
## Capture the Possibilities

Use colored pens, highlighters, gold stars and stickers to emphasize words you used in the exercises of Step 1 that carry some energy, have some meaning, or are repeated.

**Is there a word or words that stand out? What is it?**

**Do you sense a theme? What is it?**

**What would you most like your life to contain?**



## Step 2 Choose a Direction

Let's begin to examine aspects of your vision. Elaborate on various areas of your life, what you'd like each to look like, and what would have to change to move your life in that direction. Complete only life areas that apply, adding or deleting areas so you examine those that are important to you.

Life Area	What you would like it to look like	What would have to change
Primary Relationship		
Friends		
Family		
Work		
Home		
Spiritual		
Recreational		
Physical		
Appearance		
Hobbies		
Other		

### Living by Direction

Identifying a direction for your life gives you a compass. It tells you whether you are on or off "North," whether your choices are moving you closer to or farther from your desired life. It's general enough to allow for inevitable growth and change, and specific enough to inform your choices. This step should not be rushed. You are looking for an direction that gives you a strong feeling of desire and excitement.

## Inspirational Statement of Vision

*Write about the direction you have chosen in elaborate, sensory detail. Describe a “perfect day” in which you have already achieved this direction. Write about it as if it is already happening. It may be helpful to write about it chronologically—describing your experience from the moment you wake until you lay your head upon your pillow again. Place this description prominently in your life--preferably in your planner or journal--where you can review it daily as you plan your day.*

### My Ideal Day



***Bonus Idea: make an inspirational collage that depicts your Ideal Day by gluing magazine pictures to poster board. Display it prominently in your space.***

Summarize your vision in a short sentence or phrase. How would you answer the question, **“What would you like to do with this one, precious life?”**

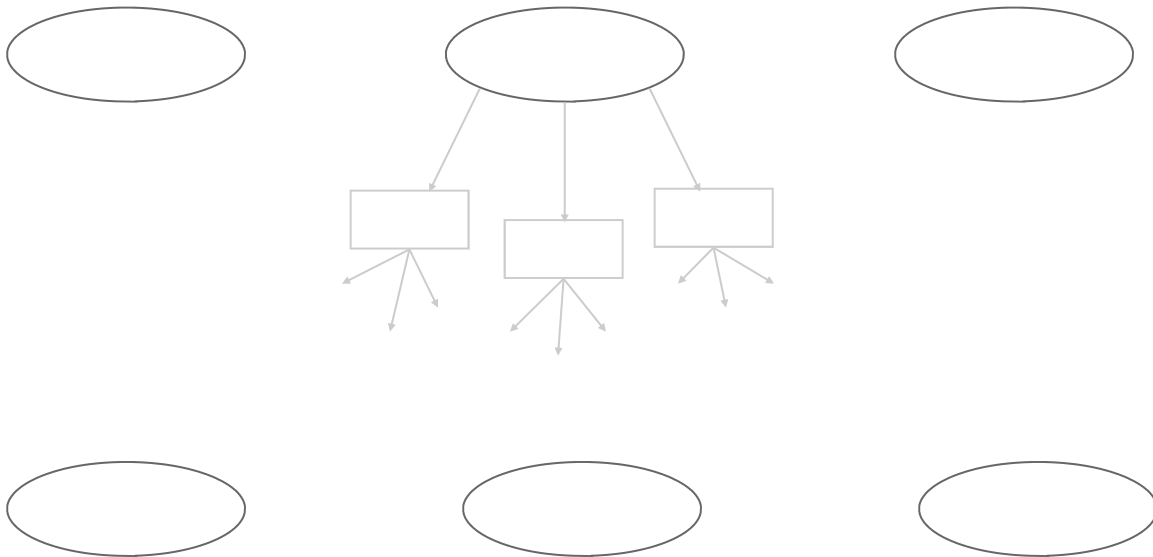
Now, take this  
information  
to Step 3...



**Step 3**  
Break it Down to a 1-Month Goal

A month from now, you'll be somewhere; why not be one month and one step closer to creating the life you desire? You're going to spend time, money and energy; it might as well be toward the direction you now know would make you happier and more fulfilled. This is where we begin to align actions with vision.

Look at the work you did in Step 2. What major activities would you need to undertake in order to begin to head in your desired direction? Write each activity in one of the circles below. Then, break each one down to its smaller aspects, until you get to goals you could accomplish in a one-month period. A template is provided to get you started. Use as many circles, broken down to as many levels, as you need. Draw a ★ by each resulting one-month goal.



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Get a better handle on those one-month goals. Re-write them succinctly, here, beginning each one with a verb.

- |    |     |
|----|-----|
| 1. | 7.  |
| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

### Reality Test Your Goal

Let's see if any goal stands out more than the others. Draw a ☺ next to the goal you like best. Put a ✓ beside the one that is most realistic. Draw a ⚙ next to the one that best meshes with your schedule for the coming month. Put a ★ by all those for which you have necessary resources. Write **1<sup>st</sup>** next to any that need to occur before other goals. Note, goals that receive few or no marks may need to be rewritten or broken down further. Which goal has the most marks? Circle the goal you like to work with next month.

If you are in  
the Workshop,  
Stop Here

### Rephrase for Inspiration

Summarize your selected one-month goal in a short sentence or phrase. Use words that inspire you and reflect your big-picture direction. Here are some examples:

- I organize my life to reflect my priorities.
- I actively engage in creating a happy marriage.
- I am taking steps to redirect my career.
- I lovingly improve my physical condition.
- I am improving my financial situation.
- I am experiencing more fun.
- I honor depression without giving in to it.

My Goal: \_\_\_\_\_

\_\_\_\_\_

Now, take this  
information  
to Step 4...



**Step 4**  
Develop Daily Actions

Like well-placed steps along a chosen route, your daily actions move you steadily in the direction of your vision. Because they lead you toward a more fulfilled life, they become your priority, the things you must do to reach your full potential. Then, amid the pressures of everyday living, when other people’s priorities place demands upon your time and energy, you are clear about what you need to do. Let’s get specific. Brainstorm here...

**Things I Need To Do to Reach This Month’s Goal**



**Things I Need To Do Before I Can Get Started on This Month’s Goal**



**Things I Need To Do Every Day to Reach This Month’s Goal**

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Name at least 3 actions you can take each day to align yourself mentally with your goal.

Name at least 3 actions you can take each day to align yourself physically with your goal.


Name at least 3 actions you can take each day to align yourself spiritually with your goal.

Name at least 3 actions you can take each morning to progress toward your goal.

Name at least 3 actions you can take during the day to progress toward your goal.

Name at least 3 actions you can take each evening to progress toward your goal.

Now, take this information to Step 5...



### Step 5

## Identify Measures

You've envisioned beautiful possibilities for your life and identified the direction you must head to get there; you've broken that direction down to digestible, one-month goals and identified the daily actions necessary to achieve them. Now we come to a crucial part of the Integrated Journaling process—developing measures associated with your daily actions or desired outcomes. Here's why measures are so important:

1. Measures give you awareness of whether you are or are not experiencing desired effects.
2. Measures let you know if you have chosen effective daily actions.
3. Measures give you objective information you would otherwise miss.

For our purposes, measures are any creative way of assessing the degree to which you are implementing your actions and/or moving in your chosen direction. Personal measures are subjective, individual, and based on your personal goals. There are two types of measures:

**Quantitative** measures are things that can be counted, including yes/no quantifications (it was or wasn't done ). Examples include: number of steps taken, blood pressure, hours at work, hours of sleep, quality time with friends, work on creative project, inspirational reading, # emails at end of day, accepted support, servings of fruits and vegetables, sets of situps/pushups, daily activity with child, list of "gratitudes," etc.

**Qualitative** measures are more subjective and oriented to your personal experience. These are easily captured using a scale of 0 (lowest) to 5 (highest). Examples include: sense of control, enforced limits, increased personal power, creativity, feeling content, positivity, overall happiness, satisfaction with use of time, stress-free, etc.

## The Most Important Thing to Remember about Measures

Measures are not a grade or a self-judgment. They are for information purposes only. They tell you if you are on- or off-target. They indicate trends you need to be aware of. They let you know when course corrections are needed. Measures are your friend!





### Step 6

## Integrate with Your Planner

The power of this process is in having your carefully-crafted action items and measures placed *side-by-side* with your schedule, so that you can weave them together with the ever-changing reality of the time available to you and the demands placed upon you. This keeps your personal goals visible. It allows you to make them a priority. It gives you the flexibility to reschedule—rather than forgo—your goal-related action items.

Get creative in how you bring it all together. Whatever works for you is right. Here are some guidelines:

- ✓ Integrated Journaling incorporates the reality of your life as it is now.
- ✓ Integrated Journaling inspires and empowers you.
- ✓ You can interact with Integrated Journaling throughout the day.
- ✓ Integrated Journaling moves you in the direction you have chosen.
- ✓ Integrated Journaling uses measures that inform and direct you.

### How do I “integrate” journaling and planning?

For paper planners, you can create an insert that goes right into your binder. If your calendar is on your computer, you have many options. Use the reoccurring appoint feature and reminders for your action items. For the tactile experience of paper, print out your upcoming week’s schedule and photocopy journaling pages onto the back. Or, you can create a worksheet to insert into your journal, a special binder or folder, or a document you store on your PDA. Keep reference and inspiration on PDA or computer.

### What about “Journaling”?

Writing your goals, thoughts, and experiences is a form of journaling. The work you have done to get to this point is journaling, as is any writing, notations, or measures you do once you start Working the Process (Step 8), and you are encouraged to add additional journaling practices to your day. Journaling is one of the most powerful, transformative tools you can use. Just as the Colorado River carved the Grand Canyon, journaling slowly, steadily and irrevocably shapes you.

### What if I don’t have a planner?

If you are going to take control of your life and direct it toward your goals, you simply must have some way of organizing your commitments on the grid of time. There is no other way to get serious, engaged and proactive about creating the life you want.

# One Perfect Day

## Sample Integrated Journaling Inserts

**GOAL:** Regaining Clarity at Work

**MORNING MARGIN/INTENTION**

WHAT NEEDS TO BE COMMUNICATED?

WHO AM I AFRAID TO DISSAPPOINT?

WHAT HELP DO I NEED?

**IMPORTANT TO ME:**

ABW/ebsite     "Stress" presentation  
 School work     B/W

**TAKING CARE OF ME:**

Mindful Eating     Adequate sleep/rest  
 Physical Activity     Vitamins  
 Hobbies: photographing, painting, gardening     Time Outside  
 Physical indulgence (bath, massage, etc.)     @/b/g;

**MEASUREMENTS:** (Scale of 0 - 5)

\_\_\_ Clarity     Steps Taken     Billable Hours  
 \_\_\_ Enforcing Limits     40m limit  
 \_\_\_ Relief from Anxiety  
 \_\_\_ Accepting Support

**EVENING MARGIN/REVIEW**

Sample Integrated Journaling sheets can be downloaded for your use from [www.Lizgarrett.com](http://www.Lizgarrett.com)

**I Decide My Priorities and Act on Them.**

**Setting Morning Intention**  
Identify 3 specific desired outcomes for today (results, not actions)

- 
- 
- 

• These desired outcomes are important because...

• What is the mindset I need to achieve these priorities today?

**I Decide My Priorities and Act on Them.**

**Evening Review**

Grade each on a scale of 0/lowest - 5/highest:

- Commitment to desired outcomes
- Feeling of pride and accomplishment
- Learned from challenges
- Assumed responsibility for priorities and actions

I experienced these resistances:

I give myself credit for these accomplishments:

Placed on left side of planner with calendar on right.

Two-sided insert, used with 2-page/day planner format.

Can be used with either paper or digital integration.

**ENERGY MANAGEMENT PLAN** Week of \_\_\_\_\_

	Measure	M	T	W	TH	F	SA	SU	Notes
Situps/Pushups (4 sets of 25 per day)	# of sets								
Activity (something big on weekend)	✓/✗								
Healthy light meals (goal = 5)	# of meals								
Treats	✓/✗								
One Activity with Molly per week	✓/✗								
Acknowledge a job well-done	✓/✗								
Breath Exercises when stressed	✓/✗/NA								
Meditation	✓/✗								
Prayer	✓/✗								
Service Project (school)	✓/✗								

"Treats" include: personal emails, listening to Sirius, watching TV while working, lunch outside, sing along music while cooking, open windows, visits with friends, etc

Accomplishments:

Integrate with your planner, then go to Step 7...

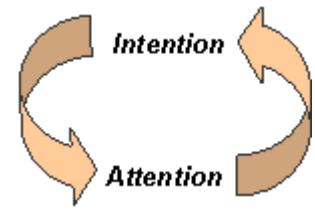
## Step 7

### Work the Process

Work your process daily for the next month. Leverage the power of routine—make it a habit. Well-chosen habits conserve your energy and take 21-28 days to ingrain. Your daily Integrated Journaling practice should involve the following elements:

### Morning Margin

Carve out some time each morning to connect with your plan and planner, look objectively at the day ahead, and set a daily intention—a mindset that supports your goal in consideration of scheduled experiences. Consciously choosing a daily intention is very empowering! By setting a daily intention that supports your goal, and then checking in on it as you make conscious choices throughout your day (using your planner), you will move steadily and powerfully in the direction of your goal.



**Practice Writing Intentions Here:**

### Interact throughout the day

Create opportunities to touch base with your intention and measures throughout the day (this is why it must be in close proximity to your planning tool).

### Evening Margin

Set aside a little time each evening to review what moved you closer to your goal and what obstacles need to be removed. This is where your measures may reveal useful information. Look for trends or repetitive “low” scores. Be critical but gentle. No judging and criticizing yourself.

### Flexibility

It is okay to be flexible with your priorities. After you identify them in the morning, things can change. There is nothing wrong with weighing competing priorities and deciding to change yours. The key is to have the awareness of what your priority is and the awareness that you are consciously changing it.

## Support and Accountability

Enlist others in your process. Let people know that you are changing the way you're operating, and that you believe it is good for them as well as for yourself. Ask for their support. Tweet your daily intention with #TrueYou.

## Receive Information

Do not judge the information the process is revealing to you; be grateful for it. The facts that affect you affect you whether you are aware of them or not; be grateful that you are gaining awareness. Review your planner for trends and red flags. Those 2's are trying to get your attention. Pull the thread. Ask, "What does this reveal? What skill am I needing?" Then seek resources, information, and support.

What you think are obstacles might actually be opportunities. When you put your intention out to the Universe, the Universe answers with a consciousness far greater than your own. Consider the possibility that the things you think are in the way of your priorities may actually be leveraged to achieve your priorities. Keep your priority in your mind and it will become the filter through which you see these "obstacles" as opportunities.

## How will you...

...create Morning Margins?

...consciously use Intention?

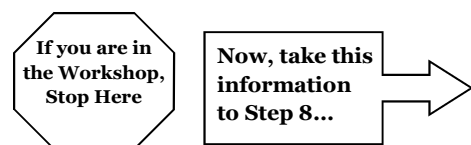
...interact with your Integrated Journaling throughout the day?

...conduct Evening Reviews?

...maintain flexibility?

...assure support and accountability?

...receive information?



## Step 8

### Review, Redirect, Renew, Repeat

Once you have worked with a particular goal for a month—or as long as it continues to reveal information that moves you toward your vision—you find yourself in a different place from where you started. The steps you have taken have changed you. Now, repeat the process, moving farther along in the direction of the life you have imagined, applying your new perspective, your new understanding and, so importantly, your new skill: awareness of the intention/attention feedback loop. This is always working in your life, whether you know it or not. Now that you know it, you can never *unknow it*. Harness the power of this reality by using the process you have learned here: consciously choose a goal; set an intention that supports your goal; have awareness of how that goal is supported or resisted as you go through your day; and then use that information to inform your choices. Enjoy and explore the upward spiral of growth that results from increased awareness. The tool of Integrated Journaling is endlessly adaptable and endlessly powerful.

## Moving Onward and Upward

Look back at the work you've done and, at the same time, look inward for guidance in choosing your next goal.

**Is a next goal apparent in your Integrated Journaling?**

**What tips, trends, or new information was revealed?**

**What next goal is indicated by your work on Direction (page 6)?**

**What next goal is indicated in your list of One-Month Goals (page 9)?**

## What I'd like to create in my life next month:

### Repeat the Integrated Journaling Process

Step 1: Envision Possibilities for Your Life

*Your secret longings have purpose. Listen to them.*

Step 2: Choose a Direction

*Line up the possibilities and see where they point.*

Step 3: Break it Down to a 1-Month Goal

*Make progress on one aspect of your direction.*

Step 4: Develop Daily Actions

*What do you need to do each day to accomplish your goal?*

Step 5: Identify Measures

*How will you know if you are or are not on goal?*

Step 6: Integrate with Your Planner

*Creatively integrate your goal and your schedule.*

Step 7: Work the Process

*Your efforts are rewarded with information, understanding and change.*

Step 8: Review, Redirect, Renew, Repeat

*Apply your new understanding and perspective by beginning again.*

