Are you overwhelmed at the prospect of going through all of these products? Or you just don’t know where to start?

We have been through every product and made handy cheat sheets to save you time and help you win in no time.

The cheat sheets are a great way to equip you with the big lessons from the bundle faster, and identify the products where you want to dive deeper.

If you already purchased them, you will see a CHEAT SHEET button next to each product in the access area. If not, for only $10 US, you can upgrade your bundle and fast track learning right away.
PURPOSE:
This video- and photo-driven guide will help you to organize your email flow, apps, phone, and help you set (and keep) boundaries around screens.

QUICK TIP:
Set boundaries about your email and text response times.

42 PRINTABLE PAGES:
• Workbook pages.
• Daily calendar/tracker.

DON’T MISS...
• Tutorial screenshots and videos.

QUOTE:
“...give yourself grace. Many of the habits we hold have taken years to be established. It may take days, weeks, or even months to get to where you want to be.”

OVERVIEW:

Email
• Email is NOT your to-do list, so don’t use it as one.
• Turn off email notifications on your phone.
• Don’t cherry pick which emails you open.
• If it only takes 2 minutes, do it now.

Text Messaging
• There’s no social rule of thumb that says you must respond to text messages immediately. Choose a time of day where you’ll respond instead.
• Get comfy with your text settings, learning how to mute conversations, minimize notifications, set up auto-replies, etc.
PURPOSE:
Learn why you procrastinate and discover practical steps to overcome it, so you can accomplish your goals.

QUICK TIP:
Unfortunately, procrastination can reinforce itself.

DON’T MISS...
- Link to access additional free resources.
- Complete details on causes and cures of procrastination. (Lots of thought-provoking questions and interesting tips included!)

QUOTE:
“You’re frustrated and angry with yourself, and the worst part of it all is that you don’t understand why it’s happening. You’re falling behind on the job and frustrated at home, and it just seems to be getting worse. You want to achieve more. You see other people making progress. Whatever it is that you want to accomplish, there is a way for you to accomplish it. By the end of this book, you’ll understand what’s holding you back, and you’ll be able to make a practical plan you can count on to help you achieve the things you want. You will be on your way to creating your optimum life.”

OVERVIEW:

Chapter 1: What is Procrastination?
- This is the act of putting something off until later, due to carelessness of habitual laziness. It’s putting off until tomorrow something that could easily be finished today.
- This behavior affects everyone at one time or another.

Chapter 2: Why Do You Do It?
- You’re afraid.
- You don’t think it’s important enough.
- You don’t know enough to do the task.
- You’re just too busy.
- It works. Procrastination can reinforce itself.