Lois Weinblatt

DAILY VISIONING

TRUE NORTH

CONTENT

01 Intro 3

02 Characteristic #1 4

03 Characteristic #2 6

04 Characteristic #3 7

05 Download PDF & Conlucison 12

VIDEO 1: INTRO

Hi, I'm so happy that you're here! I'm really excited for the upcoming Clarify Your Vision & Accelerate Your Results workshop, which is focused on helping you define your long-term Vision of success.

In the meantime, I wanted to share my <Kick Start Your Daily Vision> online training as a FREE gift to you! This training focuses on the concept of a short-term Vision, and you can begin using this tool immediately to start bringing more clarity to your day-to-day activities. It will help you build your Visioning muscles, so you get the clarity and confidence to make better decisions about where to channel your energy and how to stay on track for living your Vision into existence!

Over the past six years, I've worked with leaders and organizations all over the world to clarify their Vision and achieve their long-term definition of success. But long before that, I was writing my own Visions, and I discovered how powerful a daily definition of success can be.

The way I think about Vision is that it is a definition of success at a specific point in the future, and that's absolutely something you can clarify for any given day. While a long-term Vision is often multiple pages long, your daily Vision might be a paragraph or it might be one single sentence.

Oftentimes, when I talk about the concept of a daily Vision people are surprised, because they always thought of a Vision in terms of years. And while a long-term Vision provides you with an incredibly valuable compass, shorter-term Visions can be really valuable as well! Personally, while I've had my five years Visions in place, I've also written three month Visions, 2 week Visions and even daily Visions, and I've helped other Visionaries do the same.

So, let's kick-off this training, and I'll see you in the next video!

VIDEO 2: CHARACTERISTIC #1

Daily Visions have 4 key characteristics, and in this video I'll be reviewing key characteristic #1: Write in the present tense.

There have been times when I've really been struggling and my Vision for the day was: "It's the end of the day, and I feel at least a little better than I did when I woke up." It may not sound like much, but for me that was a really powerful Vision of success - one that I could hold onto sort of like a mantra throughout the day, and one that I felt I could believe in because it actually felt realistic even when I was going through a rough patch.

In my example, my daily Vision is written in the present tense like it has already happened.So, while you'd write your daily Vision in the morning, you'd start it with something like: "It's the end of the day and..." or "I'm getting into bed and.." or "I'm winding down for the night and..."

That language will help you internalize your Vision and keep it with you throughout the day. It's also empowering because once you write your Vision like it's already happened you know you have the ability to take action and make it a reality - to live it into existence. It's the idea that you can let your day happen to you or you can make your day happen, and writing a daily Vision is a declaration that

Lois Weinblatt

you're choosing to make it happen.

<I would recommend giving 2-3 more examples of daily Vision statements with short explanations. Providing more examples in each video will make the content more "meaty" and powerful because if one person didn't relate to one example, they may relate to one of the other ones.>

In the next video, I'll be talking about the second key characteristic of a daily Vision. See you there!

VIDEO 3: CHARACTERISTIC #2

The next key characteristic of a daily Vision is that it centers around the evidence that you've gotten to where you wanted to go.

In my example, it's a feeling - feeling at least a little bit better than I did when I woke up. While you could write a daily Vision that said "I'm winding down for the night and I met with x number of potential clients and sent x proposals." - it just doesn't feel very inspiring.

What if instead you wrote "I'm winding down for the night and I'm proud of the way I showed up in my prospect meetings. I was prepared, professional and asked some great questions. Plus, I feel relieved that the latest proposals are sent and officially off my to-do list!" That's a little more inspiring, right?

So you want to think about what success really means for you that day - is it a feeling, a mindset, a perspective?
<I would recommend that you provide a few more examples here.>

In the next video, I'll be talking about the third key characteristic of a daily Vision. See you there!

VIDEO 4: CHARACTERISTIC #3

The third characteristic of a daily Vision is that it's all about YOU.

You'll notice in my example that I didn't say "It's the end of the day and my friends made me feel better when I saw them earlier today."

Instead, I focused my daily definition of success on myself rather than depending on outside factors or circumstances to determine if I felt better at the end of the day or not. Oftentimes we pin our definition of success to someone or something else, but Visioning reminds us that while we can't control situations or people, we can define success in terms of the only thing we can control - ourselves.

The last characteristic of a daily Vision is that you truly believe you can make it happen.

Let's go back to my example of feeling a little better than I did when I woke up. If I was feeling really overwhelmed in the morning, it would likely make me feel even more stressed if I wrote a Vision for the day that actually felt like a fantasy.

I just would not have been able to get behind something like "I'm getting into bed and today was the best day ever. I have a huge smile on my face and feel fantastic!"

Now, if you're on fire and feel great in the morning, fantastic might be a perfect word to use in your daily Vision, but there's no need to be all rainbows and butterflies just for the sake of it. Think about what would be both inspiring and realistic for you on that particular day, and focus on that.

So for a quick recap, the four characteristics of an effective daily Vision are:

1. It's written in the present tense like it has already happened
2. It's about the evidence you've gotten to where you wanted to go and describes how you feel, not just what you did.
3. It's all about YOU rather than outside factors, circumstances or people.
4. It's at the intersection of inspiring and realistic for you on that specific day.

Now that we've talked about the concept of a daily Vision, let's take it one step further.

Whether you have an electronic or digital daily planner, you can utilize my downloadable pdf <insert name of exercise here> to write down your daily Vision, define your 3 absolute non-negotiables that will help you make that Vision a reality, and prioritize

other to-do's that come up throughout your day so you can keep your focus on your Vision rather than getting pulled in lots of different directions and heading home feeling exhausted but like you still didn't really accomplish anything.

We've talked about the characteristics of your daily Vision - so how about your non-negotiables? Think of these like your absolute, no matter what, items that you are committed to completing by the end of the day so you can live your daily Vision into existence. Things that you are unwilling to leave incomplete before tomorrow.

While the word non-negotiable can sound intense, non-negotiables come in many forms. A non-negotiable could definitely be sending out a revised proposal, or it could be making time to reach out to a family member with a quick text, or protecting the time you set aside for yourself to exercise.

I totally get that you have a big to-do list, so writing out your non-negotiables isn't about capturing every single item you need to check off by the end of the day. This is about getting really clear for yourself about those three fundamental things that will help you live your Vision into existence that day.

So let's go back to the example of a Daily Vision that reads "I'm winding down for the night and I'm proud of the way I showed up in my prospect meetings. I was prepared, professional and asked some great questions. Plus, I feel relieved that the latest proposals are sent and officially off my to-do list!"

The non-negotiables for that day could be: 1. Finalize all prospect meeting prep by 10am 2. Arrive 10 minutes early for each prospect meeting 3.send last latest proposals.

For another example, let's look at the daily Vision I've used in the past - the one that said "It's the end of the day and I feel at least a little bit better than I did when I woke up." Now the non-negotiables for that could be 1. Listen to my favorite uplifting podcast 2. Do a random act of kindness and 3. Try out a new meditation.

In the next video, I'll walk you through a timeless resource - one that you will be able to print out and use again and again - to help you take intentional action steps to stay on track and make your daily Visions a reality.

VIDEO 5: DOWNLOAD PDF & CONCLUSION

So now that we've got our Daily Vision and non-negotiables down, how about the four boxes you see on your pdf?

These are designed to help you prioritize to-do's that come up throughout the day. This diagram is called the Eisenhower Matrix because it goes back to a quote by Dwight D. Eisenhower about things that are important and things that are urgent. If you feel like you're fighting fires everyday but never get anything done, you're living in that urgent but not important quadrant and you're in good company! A lot of people get stuck there. But the most impactful things you can do for yourself, your career, your business, your team, your family etc. are those things that are important but not urgent.

Planning for retirement is a great example - it's definitely important, but oftentimes it's not until later in life that it feels urgent to people. We all know the impact of continuously putting off the things in this quadrant, and oftentimes it just takes some more visibility to remind ourselves the benefits of completing them now, before they become uncomfortably urgent, which is why writing them into the box can be so helpful.

Let's go through an example using the Daily Vision about the prospect meetings and proposals.

The Daily Vision is "I'm winding down for the night and I'm proud of the way I showed up in my prospect meetings. I was prepared, professional and asked some great questions. Plus, I feel relieved that the latest proposals are sent and officially off my to-do list!"

And the non-negotiables are 1. Finalize all prospect meeting prep by 10am 2. Arrive 10 minutes early for each prospect meeting 3.send last latest proposals.

Let's say it's Monday, and while you have your three non-negotiables, you also have other things on your to-do list for that day which hopefully you've had a chance to prioritize alrAeady. You'll use the Eisenhower Matrix to categorize and prioritize and *new* things that come up as you go through your day.

So let's say at about 9:30am a team member comes into your office like a hurricane because they need some more information for the newsletter that's going out at the end of the week. Your first instinct might just be to put out the fire in front of you and shift your focus to the newsletter. But while the newsletter is important, it's not urgent - it's not going out until the end of the week and it doesn't support your non-negotiables or daily Vision. Plus, it's 9:30am and one of your non-negotiables is to finish all your prospect meeting prep by 10am so that you can make your Vision of being prepared and professional a reality. Since it's important but not urgent, you would have a conversation with your team member to assure them the newsletter will get the attention it needs, and jot down a note about the newsletter into that quadrant so you can schedule time to work on it later - maybe tomorrow or the day after.

Now let's say you get back to the office after your first prospect meeting and you get a bunch of social media notifications. While the little dings and pop ups make these feel really urgent, it's likely that they're not urgent in terms of making your daily Vision a reality, and not important either, so you could jot down a note in that quadrant and just respond to them when you get home. Even though you're not going to be doing the things in this quadrant it can be helpful to write down the things that pop up in this section of the matrix, because the more days you utilize this pdf the more it will help you identify the typical timesuckers in your day.

Later on let's say a reminder pops up in your crm that a client's birthday is coming up. That is urgent, but it's not important in terms of making your Daily Vision a reality and it's not going to serve your non-negotiables, so you write down a note in that quadrant and either delegate or automate your next step. If you want to send that client a card or a gift, who else could take that on? And if you work solo, how could you automate this touchpoint?

That afternoon let's say a vendor calls with a pressing issue about your next order. That's both important and urgent so you'll jot it down in that quadrant so you can be sure to resolve the issue today in addition to completing your 3 non-negotiables. And non-negotiables are called that for a reason! If it takes longer than expected to deal with the vendor issue,

you've still committed to yourself that those non-negotiables will get done. That may mean if you have to stay at the office a little later or rearrange some things, but it's really empowering to get to the end of the day and know that you kept that commitment to yourself and despite all the other things that popped up throughout the day, you made your Vision a reality.

So, I recommend writing out your daily Vision and 3 non-negotiables in the morning, and then keeping this sheet handy during your day so you can immediately categorize and prioritize things that come up.

We've reached the end of this training, and I want to thank you for joining me for my <Kick Start Your Daily Vision> online training! I hope you've enjoyed our time together and I trust that this training will help you bring more clarity to your day-to-day activities. It will help you build your Visioning muscles, so you get the clarity and confidence to make better decisions about where to channel your energy and how to stay on track for living your Vision into existence!

I hope to see you soon at one of my upcoming Clarify Your Vision & Accelerate Your Results workshops! Until then, sending Visionary vibes your way!

TRUE NORTH

DAILY VISIONING
BY LOIS WEINBLATT