

MORNING RITUALS

How highly successful
people start their days



A five-step guide with action plans

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INTRODUCTION

Thanks for taking time to register for my mailing list. This is one of many freebies I'll be offering to assist you with your journey toward planning for – and living – the life you want to live.

If you've ever felt like your day started off wrong, and from there it snowballed into other areas of your life throughout the entire day, this resource will help you turn things around. It will help you start each day on a positive note.

Making a few small adjustments to the way you start each day will totally make a difference in your energy level, work productivity, decision making, and how you approach obstacles throughout the day.

Simply follow the five steps I've outline in the following pages, complete the action steps and you'll see a difference. **I've also included a bonus in this book.** It's another step and I think it will change your life for the better as you

Plan Well. Live More.

Let's get started.

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-Kimberly Buchanan

STEP 1

WAKE UP EVEN EARLIER

Several studies have correlated waking up early with success. In fact, Harvard biologist Christoph Randler discovered that early risers are more proactive and are more likely to anticipate problems and minimize them efficiently.

It's no wonder why these highly successful people are waking up at the crack of dawn to get going, as noted in [Business Insider](#):

- Jeff Immelt, CEO of GE – 5:30 am
- Ursula Burns, CEO of Xerox – 5:15 am
- Sergio Marchionne, CEO of Chrysler – 3:30 am
- Richard Branson, Virgin Group Founder – 5:45 am
- Indra Nooyi, CEO of PepsiCo – 4:00 am
- Dan Akerson, CEO General Motors – 4:30 am
- Bob Oger, CEO of Disney – 4:30 am
- Howard Schultz, CEO of Starbucks – 4:30 am

It's not unusual for successful people to use this time to meditate. In fact, Ray Dalio, the billionaire founder of

Bridgewater Associates once said, **“Meditation more than anything in my life was the biggest ingredient of whatever success I've had.”**

I know you're probably thinking, “I already wake up early enough”. But I challenge you. Even if you don't jump right out of bed, I want you to consider trying the four Action Steps noted under the Take Action section on this page.

! Take Action

1. Set your alarm 15 minutes earlier than your current wake up time.
2. Open your eyes when the alarm goes off (and keep them open).
3. You can choose to get out of bed or not.
4. Have **at least** 15 minutes to yourself for meditation. This will help clear your thoughts and provides an opportunity to express gratitude for things you have or that you wish to take place. This is also the time where positive thoughts of creativity and productivity should come in to play.



STEP 2

EMPOWER YOURSELF

Sometimes it takes years of being an adult to get the confidence and self worth you need to power through anything that gets in your way. But once you develop it, you have to stay in that space. And the only way to stay there is to constantly remind yourself of how great you are.

"Every time you state what you want or believe, you're the first to hear it. It's a message to both you and others about what you think is possible. Don't put a ceiling on yourself."

- Oprah

Take Action

1. Each day, you should set your level of confidence at an all-time high. Say out loud, as you brush your teeth, a positive self-empowerment statement.
2. If you don't have a Self-empowerment Statement, use the example below, or alter it to be your own.

EXAMPLE SELF-EMPOWERMENT STATEMENT

I am feeling **healthy, strong and confident** today.

I have all that I need to **MAKE THIS A GREAT DAY.**

I have all the information I need to *solve any challenges* that come up today and the knowledge I need to make smart decisions for myself. I am **happy and content**. I am patient, calm and I **GREET THE DAY**

WITH EASE. I am filled with *gratitude for this day.*

Today I will take several more steps towards...

The great life I want to live.

STEP 3

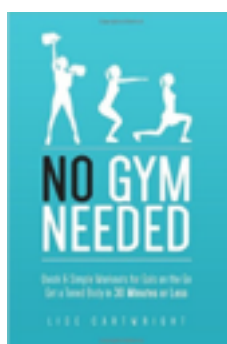
MOVE YOUR BODY

If you read any book on highly successful individuals, they have a routine they go through every morning to help clear the mind and relieve stress. Most often it's some kind of morning stretch, exercise or a jog/run involved. It doesn't necessary need to be a full-on workout. Just a few minutes in the morning can make all the difference. Something simple, but effective will do the trick.

I use a simple workout I found on Facebook called [Dark Horse Military Style Squats](#). It's nothing fancy and it takes me less than 10 minutes. This exercise is just the right amount of movement, music and energy to get me going. I follow this routine with a few crunches and I'm done!

ADDITIONAL RESOURCES

I also recommend the following guides to help you get moving without going to the gym. These are anytime, anywhere workouts. **Click for more information.**



! Take Action

1. Find a quick exercise to start your day - something that you'll enjoy.
2. If you can't locate something online, make it up yourself or use the following exercises to get your upper and lower body moving.

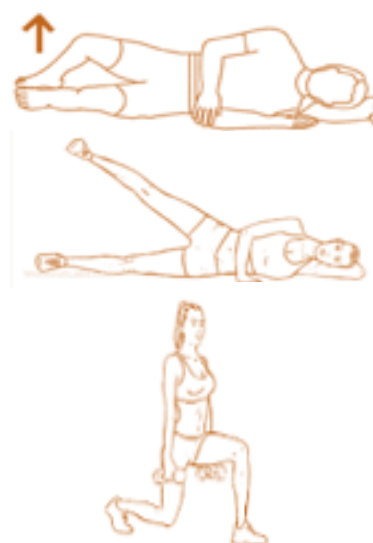
UPPER BODY

30 shoulder rotations, 30 ab crunches



LOWER BODY

15 hip rotations, 15 side leg lifts
15 squats, Repeat on both legs



STEP 4

USE THE “2-3-ME” RULE

The fourth step in the process is to put yourself on your priority list for the day. It's time for you to schedule something you can look forward to doing for YOU. Something you are 100 percent certain that you will enjoy.

This is a non-negotiable. Whether it's reading a few chapters of your favorite book, watching your favorite television show or meeting up with a personal trainer. It's time that can't be postponed, rescheduled or canceled. In order for me to accomplish this task, I often decide early in the morning on what time my workday will end. And at that time, I shut everything down. In order for me to finish working at a my desired time, I've learned to **use these steps to delegate**. It's a process I learned from [Bryan Miles](#), with a little twist. Deciding to let go of some of the tasks on your plate is not always easy – but it's necessary.

“Deciding on what **not** to do is as important as deciding what to do.”

- *Steve Jobs*

No matter what your workday brings, please keep in mind that you have at least one thing you can look forward to doing for YOU.

! Take Action

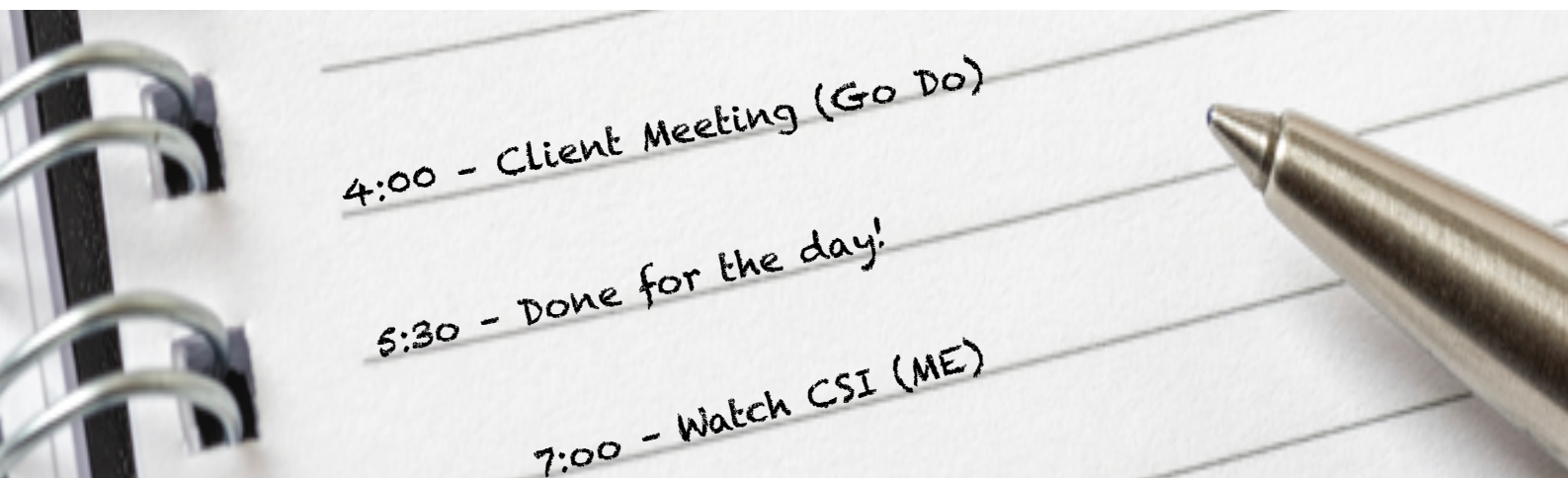
1. Schedule at minimum of 30 minutes on your calendar for this uninterrupted time.
2. Be sure to schedule everything else around this reserved time on your schedule, using my 2-3-ME Rule. That means your day will consist of:

2 MUST HAVES + 3 GO DOs + ME

- Complete your Must Haves before noon each day. These critical tasks should connect to the “Big Picture”.
- Schedule your Go-Dos throughout your work day.
- Don't forget your ME. That's 30 minutes for you.

ADDITIONAL RESOURCES:

1. [Delegation Worksheet](#) for tasks you don't have time to complete.
2. [Meeting Planning Worksheet](#) to make sure you are not stuck in meetings much longer than necessary.



STEP 5

RISE & DINE



don't have to remind you that breakfast is the most important meal of the day. I'm sure you've heard that time-and-time again. But seriously, studies

have found that eating breakfast may enhance memory, improve cognitive ability and help increase attention span.

Even with knowing all the benefits of a healthy breakfast, how many of us are guilty of regularly running out the door on a empty stomach?

The fact is the more we boost our metabolism, the easier it is to get through the day, and breakfast is a big part of that effort.

Even the busiest of the busy eat breakfast. A [June 2015 article](#) noted **Kelly Ripa**, host of "Live with Kelly and Michael" enjoys yogurt and granola; while Singer **Justin Timberlake** prefers something more filling with waffles and a scrambled egg. Keeping it simple is "Today" Weatherman **Al Roker** with a protein smoothie, according to [Bon Appétit](#). It doesn't take much, but having breakfast to start your day is necessary. So, eat up!

! Take Action

1. Sit down to a balanced meal each day.
2. If you are pressed for time in the mornings, here's a great resource for some delicious [quick fix healthy breakfast ideas](#)
3. As you go about your day, snack on these [great snack foods to boost your metabolism](#). I like these because you can grab them and go.

BONUS

HOLD THE SCREEN TIME

Notice I haven't mentioned emails until now? That's because the one thing most successful people DO NOT DO first thing in the morning is... Check emails. Why? Because reading emails can be a reactive process, not proactive.

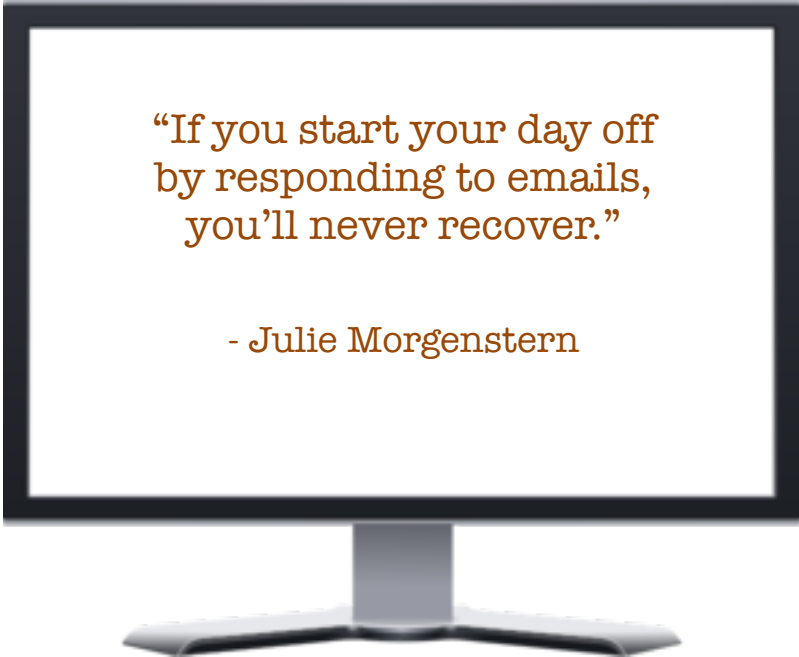
Ideally, you want to be proactive and in control during the first part of your day. You want to be in charge and set the tone. Chances are, there are one or two emails in your feed that stand a chance of altering your mood.

Author Julie Morgenstern, an international time management expert, said it best when she told Huffington Post, "If you start your day off by responding to emails, you'll never recover. Those requests and those interruptions and those unexpected surprises and those reminders and problems are endless... there is very little that cannot wait a minimum of 59 minutes."

[Read this article](#) from Huffington Post. It goes into great detail about the benefits of waiting to read emails.

Take Action

1. Wait at least an hour before you check emails in the morning. It changes everything!
1. If you are checking them before you leave home, make sure you're only scanning to flag urgent emails. This will hold you until you are actually AT WORK.



"If you start your day off by responding to emails, you'll never recover."

- Julie Morgenstern

CONCLUSION

Thanks for taking time to read my ebook. I hope you feel empowered to begin each day more focused, energized and motivated to reach your goals and overcome any challenges that come your way.

I promise you, the results are worth the effort to start your day off with these five steps and the bonus every day.

If you happen to feel overwhelmed with this process, slow down and take it one step at a time. I recommend you start small and focus on Steps 1 and 2 during the first week, add on steps 3 and 4 the following week, and so on.

Before you know it, your days will start to change for the better.

Need Help? Let me customize an effective week-day routine that works for you. Get your free consultation at www.kimberlybuchanan.com or simply click below.

Kick-Start Your Journey to PLANWELL. LIVEMORE.



**FREE
30-MINUTE CONSULTATION**

SCHEDULE NOW 

Have I missed something?

What are your favorite things to do in the morning?
Let me know using one of the following:



About the Author



Kimberly Buchanan is an award-winning professional who has spent her multi-decade career working with regional and multi-billion-dollar global brands.

Kimberly began her career in communications as an intern at a Fox News station. Before long, she had transitioned from intern to being in charge of media relations for a global aerospace company to a vice president overseeing a team of individuals at another corporation. During all the transitions, she earned several awards and later taught communications

and media relations at the university level which led her to becoming a successful entrepreneur.

Today, Kimberly spends her time as a consultant to Fortune 500 companies who are looking to increase market share and run more efficiently. She works with executives, management and marketing teams to develop efficient plans for launching new products to consumers, new programs to employees, as well as streamlining internal training and communication processes to increase employee engagement and productivity. She's trusted by some of the best in the business, including Pfizer, Abbvie, Accenture, Daimler Chrysler, US Foods, UTC Aerospace and more.

When she's not working with global corporations, Kimberly uses her time as a speaker, coach and to create time and efficiency breakthroughs for women who are very busy, but still want to enjoy a great life and successful career without losing their minds, putting their families second, or making themselves a last priority. Learn more about Kimberly and The More Life Method at www.kimberlybuchanan.com.

Keep up with Kimberly on Keep up with Kimberly on [Twitter](#), [Instagram](#) and [Facebook](#)



