FULL FOCUS

# The *Breakthrough* Bookmark

> CONSISTENT EFFORT BRINGS COMPOUNDING RESULTS.

–MICHAEL HYATT

MON _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

TUES _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

WED _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

THURS _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

FRI _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

SAT _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

SUN _____

- ○ Goal Review
- ○ Choose Big 3
- ○ Share a Win
- ○ _____

NEXT WEEKLY PREVIEW

Date _____

Time _____

Place _____

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# *Guide*

Start making progress now! Consistent daily effort is vital for producing lasting results. Use this checklist to jumpstart key habits that will drive your productivity and goal achievement.

The simple act of tracking your progress will help you achieve your goals faster.

## STEP 1 PRINT AND CUT

Print your checklist and fold or cut it to use as a bookmark in your Full Focus Planner™. I recommend keeping it on your daily page. You could also use it as a bookmark for your Goal Summary, or any other page you'd like to visit each day.

## STEP 2 FILL IN DETAILS

Fill in the blank spaces on your checklist.

Write each day's date to keep you focused on this week.

Use the blank line in the daily section to track a key habit or behavior you are building. For example, you could track a fitness habit, your Workday Startup Ritual, or anything that's driving results for you. Just write a simple keyword reminder, like "Gym" or "Read."

Select the date, time, and place of your next Weekly Review. This will add accountability to keeping that appointment.

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## STEP 3 TRACK YOUR PROGRESS

I recommend this system for tracking your results, but use whatever works for you.

- ☑ Completed
- ✕ Intentionally Skipped (for habits you don't do 7 days a week)
- ○ Missed

## STEP 4 REVIEW YOUR GAINS

During your Weekly Preview, review your progress for the week. What worked? What didn't? What will you do to be even more consistent next week?

Congratulations! You're well on the way to generating consistent, transformative results. You've got this!

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