



FREE GUIDE + PRINTABLE CHECKLIST

THE SUCCESS BLUEPRINT

Mindset Reset Checklist

A simple way to set up a daily routine, pick a clear next step, and keep going, one small win at a time.

Daily Routine

Clear Roadmap

Focused Actions

Consistent
Momentum

Inside this guide:

Four short parts. A one-page checklist you can print. A weekly planner you can print. About 20 minutes to read.

Why This Guide Exists

Starting over every week is tiring. On Monday you feel full of energy. You make a big list. By Thursday, life gets in the way and the list collects dust. Then the next Monday shows up, and you start all over again.

Here is the good news. This happens to a lot of people. It does not mean something is wrong with you. Most of the time, it is a **plan problem**, not a people problem. When there is no simple routine, no clear map, and too many things to do, it is hard for anyone to keep going.

This short guide gives you an easy way to reset. It has **four parts**. Each part has one small step you can take today. At the back, you get a one-page checklist and a weekly planner to print and use.

No hype. No big promises. Just a clear way to organize your week.

How to use it

Read one part a day, or read them all in one sitting. Each part ends with a short **Try This** box. Do that one thing before you move on. Then use the checklist to keep track.

Your color key

Each part has its own color. You will see the same colors on your checklist, so it is easy to match them up.



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PART 1 | DAILY ROUTINE

Give Your Day a Starting Line

A routine is just a few things you do in the same order, at about the same time, each day. That is all it is. No fancy tools. No special gear.

Why does it help? Because it takes away the guessing. When you already know what comes first, you do not waste energy deciding. You just begin. Think about brushing your teeth. You do not argue with yourself about it. You just do it. A good routine feels the same way.

Keep your routine to three small pieces:

Start (5 minutes). Sit down in the same spot at the same time. Look at your list and pick your **One Thing** for the day.

Middle (20 to 30 minutes). Work on your One Thing. Nothing else. Just that.

Finish (5 minutes). Write down what you did. Then write tomorrow's One Thing, so you wake up with a plan.

Start smaller than you think you need to. If your routine feels heavy, it will not last. A routine you can do on a tired Tuesday is better than a perfect one you quit by Wednesday.

TRY THIS TODAY

Pick your start time and your spot. Write them below and on your checklist. Tomorrow, show up at that time and do the 5-minute Start. Just the Start. Nothing more.

My start time: _____

My spot: _____

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PART 2 | CLEAR ROADMAP

Know Where You Are Going

Ever drive somewhere new without a map? You keep stopping. You second-guess every turn. A week with no roadmap feels the same. You are moving, but you are not sure you are headed the right way.

A roadmap does not need to be fancy. It only needs three things:

Your goal. One sentence about what you want to get done. Make it clear enough that you would know when it is finished.

Your steps. Break the goal into three to five smaller steps. Each step should feel doable in a few days, not a few months.

Your next step. Circle the one step you will do first. When it is done, circle the next one.

Here is a plain example. **Goal:** clean out the garage by the end of the month.

Steps: sort things into three piles, take out the trash, drop off the donations, put the keepers back on the shelves. **Next step:** sort things into three piles.

See how a big job turned into a short list? That is what a roadmap does. It makes the big thing feel smaller.

TRY THIS TODAY

Turn to the planner page at the back. Write your goal in one sentence. List three to five steps. Pick a day for each one. It is fine to guess. You can change the plan any time.

A quick note: a roadmap is a guide, not a promise. Plans change, and that is okay. What matters is that you always know your next step.

My goal: _____

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PART 3 | FOCUSED ACTIONS

Do Less, On Purpose

Being busy and being focused are not the same thing. Busy means you did a lot of little things. Focused means you did the right thing. You can be busy all day and still feel like nothing moved.

Here is a simple rule to try. We call it **One Thing, Two Helpers**.

One Thing. Each day, pick the one action that matters most. Do it first, before email, before social media, before the small stuff.

Two Helpers. You may add up to two small tasks. If you finish your One Thing and your two helpers, that was a good day. Really.

The Later List. New ideas will pop up while you work. That is normal. Do not chase them. Write each one on your Later List and go right back to your One Thing. Look at the list on the weekend.

Try the **25-minute timer**. Set it for 25 minutes. Put your phone in another room. Work on one thing until the timer rings. Then take a 5-minute break. Short bursts are easier to start, and easier to repeat.

TRY THIS TODAY

Tonight, write down tomorrow's One Thing. Tomorrow, do it first, with the 25-minute timer running.

My One Thing: _____

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PART 4 | CONSISTENT MOMENTUM

Keep the Wheel Turning

Picture pushing a heavy cart. The first push is the hardest. Once it starts to roll, it gets easier to keep it moving. Your routine works the same way. The first few days take effort. After that, each day builds on the one before.

Small steps done often beat big steps done once in a while. A little bit each day adds up, even when it does not feel like much.

Track it. Put a check mark on a calendar each day you do your One Thing. A row of check marks feels good to look at.

Never miss twice. Everyone has an off day. Skip one? No problem. Just do not skip two in a row. That keeps one slow day from turning into a slow week.

Celebrate small wins. Finished a step? Say it out loud. Write it down. Small wins keep you going.

Review once a week. Take 10 minutes and ask three questions. What worked? What did not? What is my next step?

Everyone moves at a different speed. Your pace is your own. The point is to keep going, not to keep up with anyone else.

TRY THIS WEEK

Pick a day for your weekly review and put it on your calendar right now. Use the three questions on the planner page.

My weekly review day: _____

Your Next Step

You made it to the end. That says something good about you. You took the time to stop and look for a better way to run your week.

Here is what to remember. You do not need a perfect week. You do not need a big burst of energy. You only need a **simple restart**, and you can begin it today.

So here is your next step. Print the checklist on the next page. Put it where you can see it. Then check off **one box** today. Just one. Tomorrow, check off another. That is how a reset begins, one small box at a time.

**PRINT THE CHECKLIST.
CHECK OFF ONE BOX TODAY.**

Start small. Keep it simple. Keep going. Your reset can begin right now.

P.S. Want more simple, step-by-step training you can follow at your own pace? Visit bmore.download.leadpowerads.com.

The Mindset Reset Checklist

Print this page. Check off a box each time you finish a step. Start with just one.

My goal: _____

1 DAILY ROUTINE

- ☐ Pick my start time
- ☐ Pick my spot
- ☐ Do my 5-minute Start
- ☐ Do my 5-minute Finish and write tomorrow's One Thing

2 CLEAR ROADMAP

- ☐ Write my goal in one sentence
- ☐ List three to five steps
- ☐ Pick a day for each step
- ☐ Circle my next step

3 FOCUSED ACTIONS

- ☐ Choose my One Thing for today
- ☐ Set the 25-minute timer and put my phone away
- ☐ Start my Later List for new ideas
- ☐ Finish my One Thing before I check messages

4 CONSISTENT MOMENTUM

- ☐ Check off today on my calendar
- ☐ Celebrate one small win

- ☐ Do my 10-minute weekly review
- ☐ If I miss a day, I do not miss two

My Week at a Glance

My goal: _____

My next step: _____

Day	My One Thing	Done	Small win
Monday		☐	
Tuesday		☐	
Wednesday		☐	
Thursday		☐	
Friday		☐	
Saturday		☐	
Sunday		☐	

Weekly review (10 minutes)

What worked?

What did not?

What is my next step?

Important Notice

For education only. This guide shares general ideas about routines, planning, and focus. It is meant to be helpful and motivating. It is not business, financial, legal, tax, medical, or mental health advice.

No promises. We do not promise, guarantee, or predict any result, outcome, or amount of money. Examples are for illustration only. What happens for you depends on your own choices, effort, and situation, and results will vary from person to person.

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