

60-DAYS CHALLENGE

FULL WORKBOOK





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Hello there!

Our lives are getting more and more challenging. There are so many different things to organize and plan for (and so little time!).

Organizing your life in 60 days *is possible*. Consider **organization and planning** your next favorite hobby for the following 2 months. Swap out other activities in your schedule for this one (ditch the tv, the social media and any other kind of mindless activities that are not providing you any value. You can go back to them after the challenge, I promise!).

In this workbook, you'll find exercises that will help you trace the path from chaos to order. The workbook was created to be started on page 1 so try to avoid skipping any exercises, even if they sound a bit boring or too repetitive. It's all part of the process.

You can also find a monthly planner at the end of the workbook in case you want to start your challenge in any month of the year (or repeat the challenge multiple times!).

If you need any help or a tailor-made coaching experience, feel free to email me at **info@productivityforhumans** to get the necessary support.

Good luck!

Mariana Vieira

3 STEP

PROCESS

WHEEL OF LIFE

01

We'll use the wheel of life exercise to find the major areas in your life that need improvement. You'll be able to assess key problem areas and make an inventory of everything requiring change.

PLAN AND SCHEDULE

02

Independently of your inventory, it will be important to prioritize some life categories over others and plan accordingly. You will be able to use the monthly planner in the end of the workbook for this purpose.

WORK THROUGH MILESTONES

03

Creating and anticipating milestones will make your journey from chaos to order easier and more enjoyable. Focus on each category separately and review your plan and wheel of life regularly.



WHEEL OF LIFE

THE LIFE INVENTORY

Make a list of everything in your life, home, career and circle of relationships that could use some fixing. Be harsh, detailed and precise. Acknowledge your discomfort and make sure to include areas that overwhelm you (for instance your finances, your mental health or a necessary change in career). Brainstorm freely and remember to print more pages of this exercise if you need to.

Here are a few examples of things you can add to your life inventory (you'll be surprised at the variety!):

- Budget for the year;
- Renegotiate my loan with my bank;
- Organize my recipes;
- Clean out my junk drawer;
- Make a pile of clothes to donate;
- Improve my grades this year;
- Call my aunt, which I haven't spoken to since Christmas;
- Schedule my annual physical;
- Set up automatic savings;
- Update my LinkedIn profile;
- Take summer dresses to dry cleaner;
- Research new job offers and track postings;
- Start a journaling practice;
- Download a meditation app;
- Meal plan for the next two weeks and order groceries;
- Purchase workout gear and start working out at home;
- Find new ways to move and become more active;
- Schedule my first appointment with a therapist;
- Organize a dinner party;
- Inspect tires and other car components;
- Organize books by genre/author/color etc.
- Appliance maintenance and/or purchase supplies for that;
- Brainstorm living room renovation;
- Start practicing piano again everyday;
- Completely organize my calendar.



MY LIFE INVENTORY

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WHEEL OF LIFE

DIVIDE AND CONQUER

Look at your life inventory - which problems can actually be fixed under 10 minutes? Which ones should take your full attention? Which problems should only be tackled in the future?

USE THE FOLLOWING GUIDELINES:

- If one of the tasks in your life inventory can be easily completed but is not urgent, **it should go in the first column** (for instance, calling the doctor's office to schedule my annual physical).
 - If one of the tasks in your life inventory is giving you major discomfort (for instance, you think about this several times per day or actively avoid thinking about it because it distresses you too much) **add it to the second column** (for instance, researching new job offers and tracking postings).
 - If one of the tasks in your life inventory isn't making you feel in great discomfort but it would be nice to eventually take care of, **add it to the third column** (for instance, organising a dinner party).
-

AFTER YOU FILL IN THE THREE COLUMNS:

- Schedule one or two days (maybe a weekend?) in your calendar to take care of *all* of the items in your first column. Consider this a power run - you're going to tackle maybe dozens of items in one or two days. It's a challenge and it's supposed to be fun!
- The items in your second column will be prioritized in the first iteration of your 60-days challenge. These will be planned and monitored in the next days.
- The items in the third column will be migrated to a second iteration of your 60-days challenge or simply postponed until you feel motivated or energized to tackle them. Remember - baby steps and a slow pace will take you there.



DIVIDE AND CONQUER

TASKS THAT CAN BE SOLVED UNDER 10 MINUTES	RIGHT NOW I CAN CANCEL/STOP/DELEGATE.....	TASKS TO ADD TO PROJECT LIST AND PLAN IN THE FUTURE



DIVIDE AND CONQUER

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DIVIDE AND CONQUER

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THE WHEEL OF LIFE

WHERE AM I TODAY?

Take a snapshot of your life today. There's nothing better than seeing visual improvement on something you've done. Let all of those feelings sink in. It's part of the process.

	WHAT I HAVE SUCCEEDED IN SO FAR	
01		
02		
03		
04		
05		

	WHAT I CAN DO BETTER	
01		
02		
03		
04		
05		



THE WHEEL OF LIFE

WHERE AM I TODAY?

Take a snapshot of your life today. There's nothing better than seeing visual improvement on something you've done. Let all of those feelings sink in. It's part of the process.

	WHICH TASKS OR LIFE CATEGORIES DO I FIND EASIER?	
01		
02		
03		
04		
05		

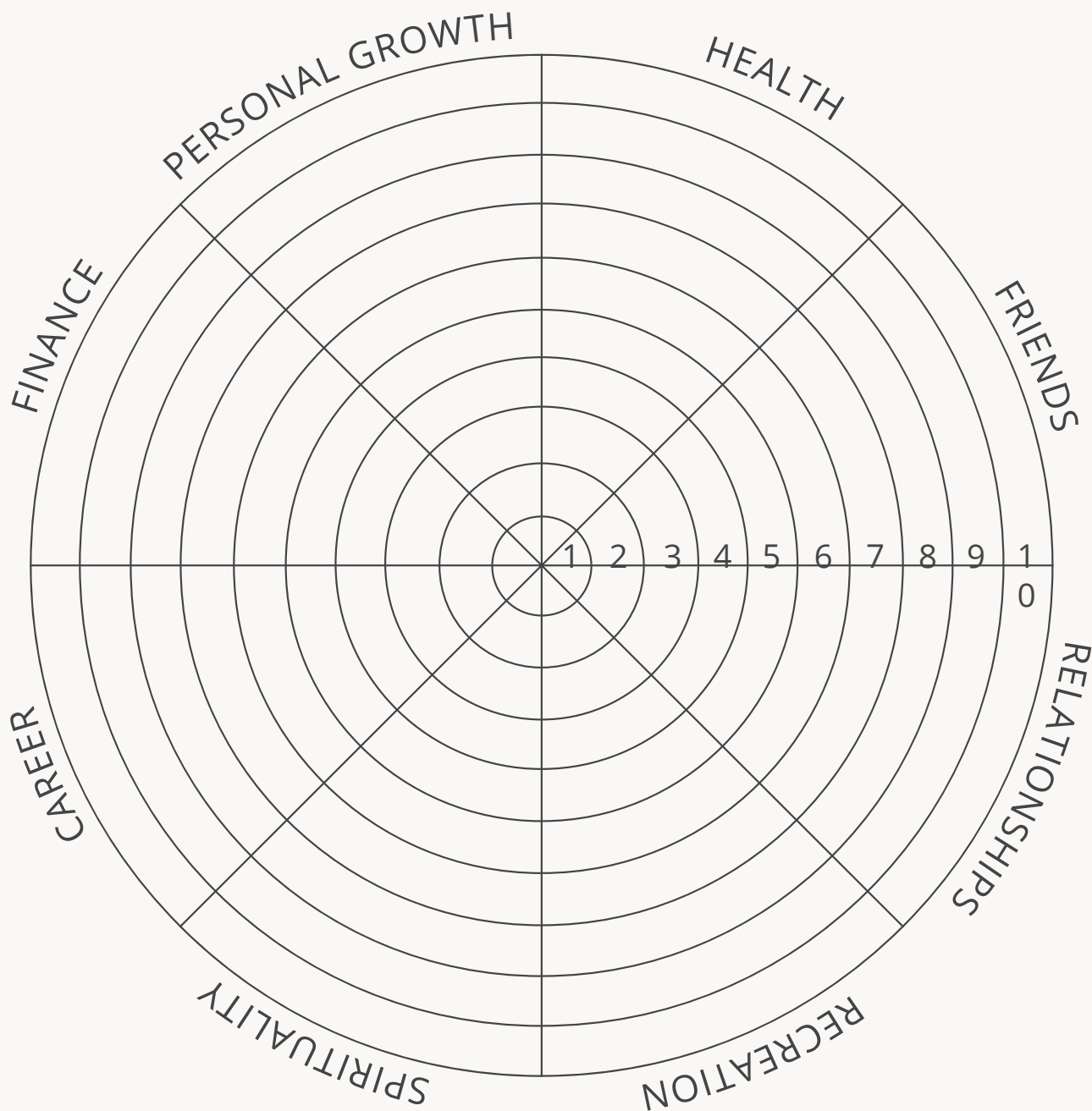
	WHICH TASKS DO I FIND THE HARDEST?	
01		
02		
03		
04		
05		



WHEEL OF

LIFE

THE WHEEL OF LIFE IS A GREAT TOOL THAT HELPS YOU UNDERSTAND WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED. THINK ABOUT YOUR MAIN 8 LIFE CATEGORIES BELOW, AND RATE YOUR EFFORT TOWARDS EACH OF THEM FROM 1 TO 10.



THE WHEEL OF LIFE

PLANNING LIFE CATEGORIES

Taking into account each category and the items you've brainstormed in the beginning of the workbook, can you create precise action steps to improve each category? Look at the example below and use the following pages.

LIFE CATEGORY Increase financial health

Pay off mortgage

- Call bank to re-negotiate mortgage;
- Set up automatic payments to increase to 60% of loan payment
- Cut back on 100\$ of expenses per month and use that money to pay off my loan

Improve general financial health

- Cancel extra credit cards;
- Budget for the entire year;
- Set up separate account for insurance, car maintenance, etc.
- Set reminders in calendar to pay all bills in time

Improve budgeting

- Purchase spreadsheet bundle to budget for the year;
- Create portfolio spreadsheet for investments, expenses, etc.
- Set up reminders in homebanking app to track spending

Increase income

- Make a list of items/clothes/gear to sell;
- Brainstorm passive income sources and pick one to start this year;
- Update LinkedIn profile and CV;
- Try to renegotiate salary with company



PLANNING

LIFE CATEGORIES

What are the action steps you can actually take, right now, to improve each category?

LIFE CATEGORY



PLANNING

LIFE CATEGORIES

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LIFE CATEGORY



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LIFE CATEGORY



PLANNING

LIFE CATEGORIES

What are the action steps you can actually take, right now, to improve each category?

LIFE CATEGORY



THE 60-DAYS
JOURNAL
2023



DATED PLANNER

*Remember to pick your
starting month, or start in
February and extend the
challenge as you see fit*

FEBRUARY

2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

MARCH 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

APRIL 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

MAY 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

JUNE 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

JULY

2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

AUGUST

2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

SEPTEMBER 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

OCTOBER 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

NOVEMBER 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MY LIFE WHEEL CATEGORIES THIS MONTH

notes

DECEMBER 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MY LIFE WHEEL CATEGORIES THIS MONTH

notes