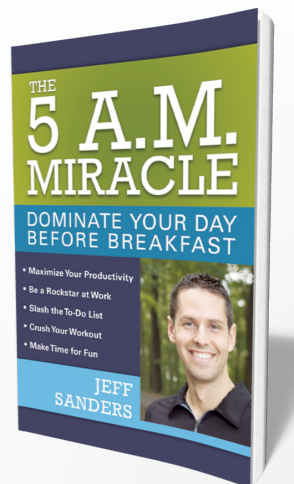


The 5 AM Workbook

Your Actionable Guide to Dominating Your Day Before Breakfast

jeff sanders



Good Morning!

Welcome to **The 5 AM Workbook!**

This workbook will act as your guide to keep you on track as you read *The 5 A.M. Miracle*.

Quick warning: If you attempt to do everything I outline in the next few pages you will be very busy! Pace yourself. You don't have to do everything. Just focus on the steps that are most pertinent to you right now.

How to Use the Workbook

1. Print the workbook. It should print nicely on the landscape setting, in color or grayscale, on 8.5"x11" paper.
2. Begin reading the book and be prepared to take notes.
3. As you finish each chapter, fill out the action steps in this workbook. You will see these same action steps listed at the end of each chapter in the book as well.
4. When you reach Chapter 11, you have made it to the 30-day action plan. This is your chance to implement just about every idea you could imagine.

Enjoy!

- Jeff Sanders

Chapter 1

The Miracle of 5:00 am

1. Post the Four Commitments where you will see them every day.

1. I will have an intentional and written plan for my day, every day.
2. I will consistently implement healthy habits for optimal energy and enthusiasm.
3. I will choose short-term objectives that help me achieve my life's grandest goals.
4. I will track my progress, make necessary adjustments, and hold myself accountable.

2. Grab your highlighter and pen and dive into the book!

Chapter 2

In Pursuit of Greatness

1. What does a typical morning look like in your world? Busy and stressful? Slow and peaceful? Productive and exciting?

2. Is your life too comfortable? What are your comfort tendencies, those habits and rituals that steer you away from greatness?

3. What benefits appeal to you the most from an early-morning lifestyle? Why get up early at all? What are you hoping to achieve at 5:00 a.m.?

Bouncing Out of Bed with **Enthusiasm**

1. Create an effective set of evening rituals (including going to bed earlier than usual) and then do those rituals tonight.

2. Set tomorrow morning's alarm 15 minutes earlier than usual.

My current time: _____

My new time: _____

3. Decide on ONE new ritual you are going to do in that 15 minutes.

My new ritual: _____

Chapter 4

The 5 AM Blueprint

1. How do you develop yourself on an ongoing basis? How often do you read great non-fiction books, magazines, or articles, or attend conferences, mastermind groups, or other personal experience endeavors where you intentionally develop skills, character, and other worthy traits?

2. Create your POP, a set of scenarios, environments, and/or circumstances when your life is working like a well-oiled machine.

What does the highest and best version of yourself look like? _____

What are you doing? Who are you with? _____

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Chapter 4

The 5 AM Blueprint

What are you doing when everything is working well? _____

3. Make a list of your life's grandest goals (both personal and professional) and the current grand goals you are working on today.

My grandest personal goals: _____

My grandest professional goals: _____

Grand goals I am working on right now: _____

Forget Annual Goal Setting

1. Using your list of grandest goals from Chapter 4, choose two or three goals to focus on this quarter (or next quarter if it's fast approaching). These goals are now your new quarterly goals.

- 1. _____
- 2. _____
- 3. _____

2. Clear your calendar and task manger of every task and project that doesn't directly align to your new quarterly goals.

My calendar will be cleared on _____ (date)

My task manager will be cleared on _____ (date)

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Forget Annual Goal Setting

3. Analyze each quarterly goal, breaking it down into tiny baby steps in your preferred note-taking application (Evernote, OneNote, etc.).

1. Quarterly Goal #1 _____

First few baby steps to get started: _____

2. Quarterly Goal #2 _____

First few baby steps to get started: _____

3. Quarterly Goal #3 _____

First few baby steps to get started: _____

Chapter 6

Powerful Lifelong Habits

1. What unhealthy or unproductive personal and professional habits have you acquired over time that you would love to replace with healthy and productive habits?

1. _____
2. _____
3. _____

2. Now, connect the big picture with your daily actions. List your most important daily habits for achieving your current grand goals.

Current Grand Goal #1: _____

Daily habits that lead directly to the achievement of this goal:

1. _____
2. _____
3. _____

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Chapter 6

Powerful Lifelong Habits

Current Grand Goal #2: _____

Daily habits that lead directly to the achievement of this goal:

1. _____
2. _____
3. _____

Current Grand Goal #3: _____

Daily habits that lead directly to the achievement of this goal:

1. _____
2. _____
3. _____

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Chapter 6

Powerful Lifelong Habits

3. Identify when your key anchor habits and resulting complementary habits will occur, and what you must do to guarantee they will happen on a consistent basis.

Anchor Habit 1: Waking Up

Wake-up time: _____

What I must do to wake up at this time every morning:

1. _____

2. _____

Complementary habits that result because I wake up on time (meditation, reading, etc.):

1. _____

2. _____

(continued on next page)

Chapter 6

Powerful Lifelong Habits

Anchor Habit 2: Working Out

Workout time: _____

What I must do to work out consistently:

1. _____
2. _____
3. _____

Complementary habits that result because I workout consistently (improved diet, hygiene, etc.):

1. _____
2. _____
3. _____

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Chapter 6

Powerful Lifelong Habits

Anchor Habit 3: Beginning the Day's Focused Work

Time to begin focused work: _____

What I must do to work at this time every morning:

1. _____
2. _____
3. _____

Complementary habits that result because I get to work ready for action (improved focus, energy, etc.)

1. _____
2. _____
3. _____

Design Your **Ideal Routine**

1. Create an ideal week template. The example provided for download in [The 5 AM Studio](#) is meant to be altered, changed, and customized for your schedule. Start with time blocks for your big rocks (work schedule, routine appointments, etc.), then fill in time blocks for your smaller rocks (morning routine, evening routine, meal breaks, etc.).
2. Begin your ideal morning routine with a highly structured and rigid plan. Map out the exact time you wake up and list each activity, in succession, that you plan to do until your workday begins. The more detail you include, the better.

My ideal morning routine:

Time: _____	Activity: _____
Time: _____	Activity: _____
Time: _____	Activity: _____
Time: _____	Activity: _____
Time: _____	Activity: _____
Time: _____	Activity: _____

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Chapter 7

Design Your **Ideal Routine**

3. Revisit your evening routine and make sure that it align with your new ideal morning and week. Knowing most people, this schedule will be more flexible, but it should be designed with just as much detail.

My ideal evening routine:

Time: _____ Activity: _____

Time: _____ Activity: _____

Time: _____ Activity: _____

Time: _____ Activity: _____

Time: _____ Activity: _____

Time: _____ Activity: _____

Chapter 8

Rockin' Productivity

1. Consolidate your life's goals (personal and professional), events, projects, and tasks into the fewest locations possible.

My dedicated task manager (Nozbe, Asana, OmniFocus, etc.):

Date when I will consolidate (or clean up) my tasks in this system:

My calendar application (Apple Calendar, Outlook, Google Calendar, etc.):

Date when I will consolidate (or clean up) my events in this system:

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Chapter 8

Rockin' Productivity

My online research and note-taking System (Evernote, OneNote, Simplenote, etc.):

Date when I will consolidate (or clean up) my notes in this system:

2. When are you most productive? Schedule and guard focused blocks of time around your most important daily goals.

Grand goal #1: _____

Location and focused block of time each day/week when I will work on this goal:

Grand goal #2: _____

Location and focused block of time each day/week when I will work on this goal:

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Chapter 8

Rockin' Productivity

Grand goal #3 : _____

Location and focused block of time each day/week when I will work on this goal:

3. Implement Equilibrium Zero once every 24 hours (Inbox Zero, Project Management Zero, Desktop Zero, and Home Base Zero). Also create a daily reminder in your task manager to get to zero in each of these areas every day.

Date when I will clear my current inbox to zero emails:

Time each day that I will get to Inbox Zero:

Date when I will get my current grand goal to zero partially-completed tasks:

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Chapter 8

Rockin' Productivity

Time each day that I will get to Project Management Zero:

Date when I will clear off my desk to the bare essentials:

Time each day that I will get to Desktop Zero:

Date when I will clean up my home and office, leaving out only what's needed:

Time each day that I will get to Home Base Zero:

Chapter 9

Tracking **Bold Progress**

1. Update your Daily Rituals and Habits Tracker each day.

Time each day that I will update my Daily Rituals and Habits Tracker:

2. Brainstorm two or three people who could become your accountability partner. Then, plan to meet with each one to determine if the two of you would make a good fit.

People I will meet with to discuss creating an accountability partnership:

3. Create or download and then complete the templates for your daily, weekly, monthly, quarterly, and annual reviews. Schedule time on your calendar every week for the review. Friday afternoons and Sunday evenings are the most popular times. If possible, meet with your accountability partner soon after you finish your review each week.

Weekly day and time I will complete my weekly review (usually takes 1 to 2 hours):

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Chapter 9

Tracking **Bold Progress**

Weekly day and time I will meet with my accountability partner:

During my *weekly* review, I will complete the following:

1.

2.

3.

During my *weekly* meeting with my accountability partner, I will discuss:

1.

2.

3.

(continued on next page)

Chapter 9

Tracking **Bold Progress**

During my *monthly* review, I will complete the following:

1. _____
2. _____
3. _____

During my *quarterly* review, I will complete the following:

1. _____
2. _____
3. _____

During my *annual* review, I will complete the following:

1. _____
2. _____
3. _____

Chapter 10

The 5 AM Professional

1. Schedule time on your calendar at least once a week to think. Write down an important and challenging question to answer. Then give yourself at least 20 to 30 minutes to brainstorm every possible answer.

The times each week I will block off for intentional thinking include:

The most important questions based on my quarterly grand goals that I want answers to are:

1. _____

2. _____

3. _____

2. Choose the best productivity music for your focused blocks of time. I recommend [Focus@Will](#), but the best music for you is music that drowns out the noise of the world and allows you to dig in deep on your primary project.

The type of music or music service that I will be listening to while working includes:

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Chapter 10

The 5 AM Professional

3. Build or buy a standing desk for use at home. If you are allowed, do so at the office as well.

The date I plan to research standing desks, standing mats, proper shoes, etc.:

OR

The date I plan to research building my own standing desk:

Chapter 11

The 5 AM Action Plan

1. Since it's unrealistic to implement every idea, strategy, and tactic in this book at the same time, choose now which ones you want to pursue right away.

The most inspiring goals from this book that I want to pursue right away include:

1. _____
2. _____
3. _____

2. If you have not done so already, add your most important goals to your Quarter System for this quarter or the upcoming quarter.

The goals I will commit to for the upcoming quarter include:

1. _____
2. _____
3. _____

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Chapter 11

The 5 AM Action Plan

3. Using the 30-day template in the book, choose a starting date and then add each objective to your calendar or task manager.

The date I will begin my 30-day challenge:

Connect with the Author

Jeff Sanders

Hey there! I'm Jeff Sanders and I'm thrilled you have taken the time to read and work through my book!

Be sure to connect with me and tell me all about your 5 AM Miracle!

The 5 AM Club: [Join Now!](#)

The 5 AM Facebook Community: [Join Now!](#)

Website: JeffSanders.com

Podcast: [The 5 AM Miracle](#)

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