

*All Things Are Possible*

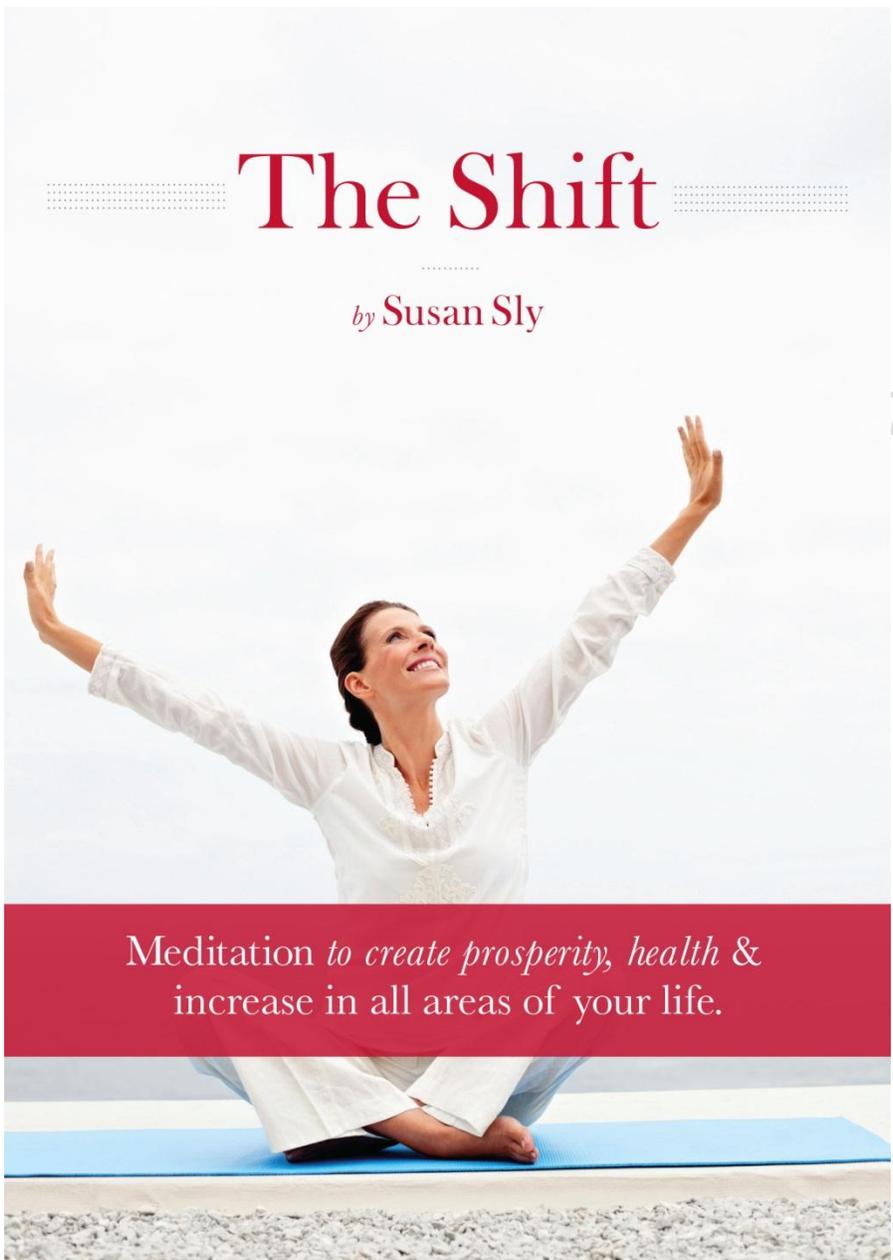


STEP INTO  
YOUR  
POWER™  
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# MY POWER LIFE PLANNER



Created by Susan Sly  
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Listed under 'Organize Your Life' course.

"Susan Sly is an incredible entrepreneur with a passion for assisting women. The Have It All Woman is inspirational for anyone looking to achieve balance and fulfillment in their lives."  
Dr. John Gray - Men Are From Mars Women Are From Venus

The Have It All  
*Woman*  
2<sup>nd</sup> Edition



⌈ A Practical Guide to Achieving Balance, Abundance and the Life of Your Dreams ⌋

Susan Sly

Forward by Bestselling Author Andrea Frank Henkart

The *Have It All Woman* book is a must read for any woman looking to take her life to the next level. This book has assisted thousands of women in going from a state of overwhelmed to over joyed. Available on [www.amazon.com](http://www.amazon.com) and coming soon to iTunes. Additionally visit [www.susansly.com](http://www.susansly.com)

## **POWER SECTION ONE**

### ***THE MISSION AND VISION***

#### **My Mission Statement**



*A mission statement is a brief description of the overriding focus and principles of your business and life. Your mission statement helps you to make decisions and provides guidance in decision making. Include your values and objectives. For example, 'my mission is to empower one million women on the planet to live into their full potential in all areas of their lives through writing, speaking, training and inspiration.'*

## My Vision Statement - What I Am Attracting



*Your vision statement is like a personal G.P.S. It provides you with direction. Create a brief description of what types of people, values, revenue, relationships, characteristics and energies that you will attract this year.*

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*"It is a terrible thing to see  
and have no vision."*

**Hellen Keller**



## **POWER SECTION TWO**

**I declare... “I am already strong enough to attract everything I require and more.”**

### **My Strengths – What I Choose To Honor In Myself**

*List as many of your strengths as possible.*

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



## **POWER SECTION THREE**

### **CREATING A CLEARING FOR SUCCESS**

In order to attract greater abundance, better relationships, money, quality experiences and whatever else you desire you must create a clearing. Here is our Step Into Your Power™ check list of places where you can begin.

When you have clutter in your life energy stagnates. If you create space for abundance to flow – it will.....period!!!

1. Donate clothes to charity.
2. Clean out briefcase or handbag.
3. Clear out closets.
4. Clear out storage area.
5. Clear out garage.
6. Organize office.
7. Open additional bank accounts – please refer to the Step Into Your Power Volume 1 C.D. on money and The Power To Be Rich Now C.D.'s from [www.stepintoyourpower.com](http://www.stepintoyourpower.com)
8. Release bad debt.
9. Consolidate debt.
10. Clear out files.
11. Book a physical or annual check-up.
12. Book a teeth cleaning or dental appointment.
13. Purge old business materials that are out of date.
14. Tidy up 'junk' drawer in your kitchen.
15. Collect loose change around the house and donate it to a favorite cause or use it to pay bills.
16. Clean out desk.
17. Update or create a will.
18. Update insurance policies.
19. Other \_\_\_\_\_

## **POWER SECTION FOUR**

### **MY TOP GOALS**

*After you have completed the rest of this booklet, come back and list your top goals here. Be specific.*

**My Number One Business/Career Goal**

**My Number One Personal Goal**

**My Number One Relationship Goal**

**My Number One Financial Goal**

**My Number One Fun Goal**

**My Number One Health Goal**

**My Number One Giving Back Goal**

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*Take time to look at this section at least once per month. This will help you realize your goals and keep you focused.*

## POWER SECTION FIVE

### MY BUSINESS PLANNER



#### Part One - Technology and Organization

*The following is a list of technological and organizational pieces that will assist you in becoming more organized in your business and career. Have a look at the list and check off the items you require. Do not let money hinder you. Expect that you will have enough income to acquire what you need.*

- Business cards.
- Website
- Business email address.
- Dedicated business phone line.
- Brochures.
- Business promotional tools such as flyers, newspapers, booklets, etc.
- Cell phone.
- Cell phone calling plan.
- Long distance calling plan.
- Computer.
- Projector.
- Internet connection – high speed.
- Head set for phone.
- Large white board for office to keep track of ongoing projects.
- Separate business bank account.
- Separate credit card for business expenses.
- Separate desk.
- Designated work space.
- Day planner or electronic organizer.
- MS Excel or another spreadsheet program to log weekly progress.
- Separate area for business receipts
- Set hours of operation for your business.
- Fax machine.
- Adobe Reader –free download that will allow you to read PDF files.
- Personal assistant.
- Book Keeper.
- Shredder
- Other \_\_\_\_\_

## Part Two – My Hours of Operation

It is critical that you have set hours of operation with which to work your business. Take one day completely off for family and fun. It is important to be rejuvenated at the beginning of your week.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**This year I will vacation on the following days of the following months:**

<b>Month</b>	<b>Day</b>	<b>Destination (optional)</b>
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## **Part Three - Evaluating Your Success**

Complete this section carefully. Our tendency is to beat ourselves up needlessly. We all have successes, even in our apparent failures.

- 1. *Why do I want to do my business/career?***
  
- 2. *What will my life look like when I reach my goals for this coming year?***
  
- 3. *How have I grown from owning a business?***
  
- 4. *What excites me about the coming year?***
  
- 5. *What worked well, in the past year, to help me grow my business?***
  
- 6. *What were my challenges?***

**7. What action(s) can I take to overcome these?**

**8. The following people support my goals and dreams:**

**9. What would I like to do differently this year?**

**10. How do I plan to create my success this year?**

**11. How will I keep myself motivated?**

**12. How would I feel if I wasn't pursuing my dreams?**

## Part Four – My Top 10 Business/Career Goals

### Are:

*Write them in the present. Make them specific and meaningful.*

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



***“Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough.”***

Oprah Winfrey



## **POWER SECTION SIX**

### ***MY PERSONAL PEROGATIVE***

Your personal goals encompass those things that have particular meaning to you. It could be taking a course, climbing a mountain, whatever. The point is that these goals hold meaning. Personal goals take us to a new level. In achieving them we become more.

#### **Part One – Who Am I?**

Take a moment to list some of the things people say about you as a person.

#### **Part Two – Who Would I Like To Be?**

Now take a moment to write out some descriptors of what you would like people to say about you.



**Part Three – Personal Goals** – Write out your top 10 personal goals that will get you to being that person you want to be.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



5. Book a mentoring call or meeting with this person. My interview with \_\_\_\_\_ is on \_\_\_\_\_ the \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.
  
6. Ask someone how they view you. Please ask them to be perfectly honest. We are rarely objective with ourselves. Below, list the traits they see.
  
7. This year I would like to attract people with the following characteristics into my life.
  
8. What do you bring to relationships?
  
9. The following people nurture me and support my dreams.

**Part Two – My Relationship Goals Are:**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

*I am power, abundance and ease*



• • •  
***“There are 86,400 seconds  
in the day.  
Each one is a gift.”***  
Susan Sly

• • •

## **POWER SECTION EIGHT**

### ***MY FINANCIAL PICTURE***

Here you are looking at the big financial picture. In order to be successful at any business you must have a financial plan and stick to it. Additionally, it is important to have your own financial support system of professionals.

1. My current savings including stocks, bonds, annuities, trusts, mutual funds, 401K, RRSP's, home equity, insurance policies, cash, etc. is:
2. My current debt is:
3. My assets minus my debt is:



4. Currently I am saving receipts and writing off the following:

(Please check with your accountant on the following items. Make sure you have an accountant who specializes in home based or small business. Your tax write-off's and returns contribute to your annual income. This is important because many people enjoy the benefits of writing off things they would use anyway).

- Cell phone.
- Land phone.
- Internet.
- Computer.
- Mileage on my car.
- A portion of my car lease or loan as it relates to business.
- The portion of my home/apartment for my office.
- The portion of my home/apartment used for in-home presentations.
- Television when used for presentations.
- DVD player.
- Long distance service.
- The portion of the interest on my mortgage used for home office/presentation areas.
- Bank and credit card service fees.
- Office supplies.
- Travel as it relates to business or prospecting.
- Conventions and personal development seminars.
- Palm Pilot/Blackberry/iPhone/Organizer.
- Portable DVD player.
- Computer software as it relates to your business.
- Groceries for in-home presentations.
- Restaurant receipts for meetings.
- Product for display or demo purposes.
- Meals and entertainment with business associates.
- Other



*"Be faithful in small things because it is in them that your strength lies."*  
Mother Teresa



My financial support team will include the following:

- a. Financial planner – service is free at banks if investing in RRSP's or 401K's specifically.
  - b. Bookkeeper – you can do this yourself initially.
  - c. Accountant.
  - d. Lawyer – after you begin to make 6 figures you may wish to establish a limited liability company.
  - e. Other \_\_\_\_\_.
5. My monthly re-investment into my business/future career development will be \_\_\_\_ % of what I make.
6. My monthly savings will be \_\_\_\_\_ % of what I make.
7. I will pay \_\_\_\_\_ on my debt monthly.
8. I will be debt free on \_\_\_\_\_.
9. I will have \_\_\_\_\_ in liquid assets by the end of the year.
10. My annual income by the end of the year will be \_\_\_\_\_ and this excites me because I will be able to have \_\_\_\_\_ in savings, travel, buy the things I want and have a very comfortable year. I will be bringing in weekly/monthly checks exceeding \_\_\_\_\_. That will be wonderful. I am so excited to make \_\_\_\_\_ this year.

**My Top Ten Financial Goals Are:**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

*“Success is really the journey and not the overall destination. Who you become on the journey to the goal is the success in and of itself.”*

**Susan Sly**

*I am power, abundance and ease*



**My Top Ten Fun Goals Are:**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



*I am power, abundance*

## POWER SECTION TEN

### ***HEALTH IS MY FOUNDATION***

Your health is the most important thing. You have nothing without it. This will be your best year yet.

1. Presently I would describe my health as being:
  
2. I intend to improve this year by:
  
3. My health support team includes:
  - Physician
  - Dermatologist
  - Nutritionist
  - Chiropractor
  - Homeopath
  - Naturopath
  - Dentist
  - Acupuncturist
  - Asian Health Practitioner
  - Gym Membership
  - Personal Trainer
  - Yoga Class
  - Osteopath
  - Other \_\_\_\_\_.
  
4. I will exercise \_\_\_\_\_ times/week.
  
5. Within the next 90 days I will be (paint a picture of your health):

**My top ten health goals are:**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**



## **POWER SECTION ELEVEN**

### ***I LIVE A LIFE OF GRATITUDE – GIVING BACK***

Leading a life of gratitude will attract everything you desire and more. When we give, we receive without question. You can give back of time, of money, of material things and in many other ways. In this section we take you to a place of living with gratitude.

**Part One – I am so grateful for.....(list 10 things, people, experiences that you are grateful for in your life)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## **Part Two – Take Time Daily For Gratitude**

At the end of each day I, \_\_\_\_\_, will take a few moments to list 10 things I am grateful for. I choose to live a life of gratitude.

## **Part Three – Giving Back**

**Here is a list of ways you can give back. There are many more.**

- Donate good used clothes to a shelter, family services, a mission project, Good Will, etc.
- Make food for a single mom's group.
- Donate your time.
- Sponsor a child (here at Step Into Your Power™ we are committed to enhancing the lives of children around the world through World Vision and the United Nations High Commission on Refugees.
- Serve a meal at a shelter.
- Donate good toys to a day care or play center.
- Donate old sleeping bags to a homeless shelter.
- Volunteer at a senior's center.
- Join a group that focuses on the betterment of your community.
- Donate money – tithe.

**There are so many wonderful ways to give of yourself. The greatest blessing is to give without expectation.**

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**Congratulations power people. You have completed the *Step Into Your Power™* Planner. We wish you every blessing, every success, every joy, every offering that this year holds.**

**Go back to the beginning and list your top goals in the areas of focus. Take time to look at your planner at least once per month. Acknowledge your successes along the way. When you set goals, focus on them, take daily actions to achieve them and show gratitude – the World becomes your candy store.**

**[www.susansly.com](http://www.susansly.com)**

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*I wish you every success, joy and abundance in your life. You can be, do and have anything you dream. You are indeed the author of your own success story. Choose to design the next chapter of your life with power and passion.*

*In Success,*

*Susan*

*Susan Sly is the author of the highly acclaimed Have It All Woman, speaker and trainer. She is the President and CEO of Step Into Your Power™ Productions, a company dedicated to inspiring people to achieve more in all areas of their lives. Susan has been featured on Lifetime Television, ABC Family, the CBN, numerous radio and print media. With over two decades of experience in health and wellness as a nutrition expert, personal trainer and fitness instructor, Susan has a passion for assisting people in achieving optimal health, balance and life fulfillment. Susan is a self made millionaire who has triumphed over physical and financial ruin. She is the mother of four children and the loving wife to her partner, Chris.*

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