



SEIZE THIS DAY

Planning for the Future **Today**

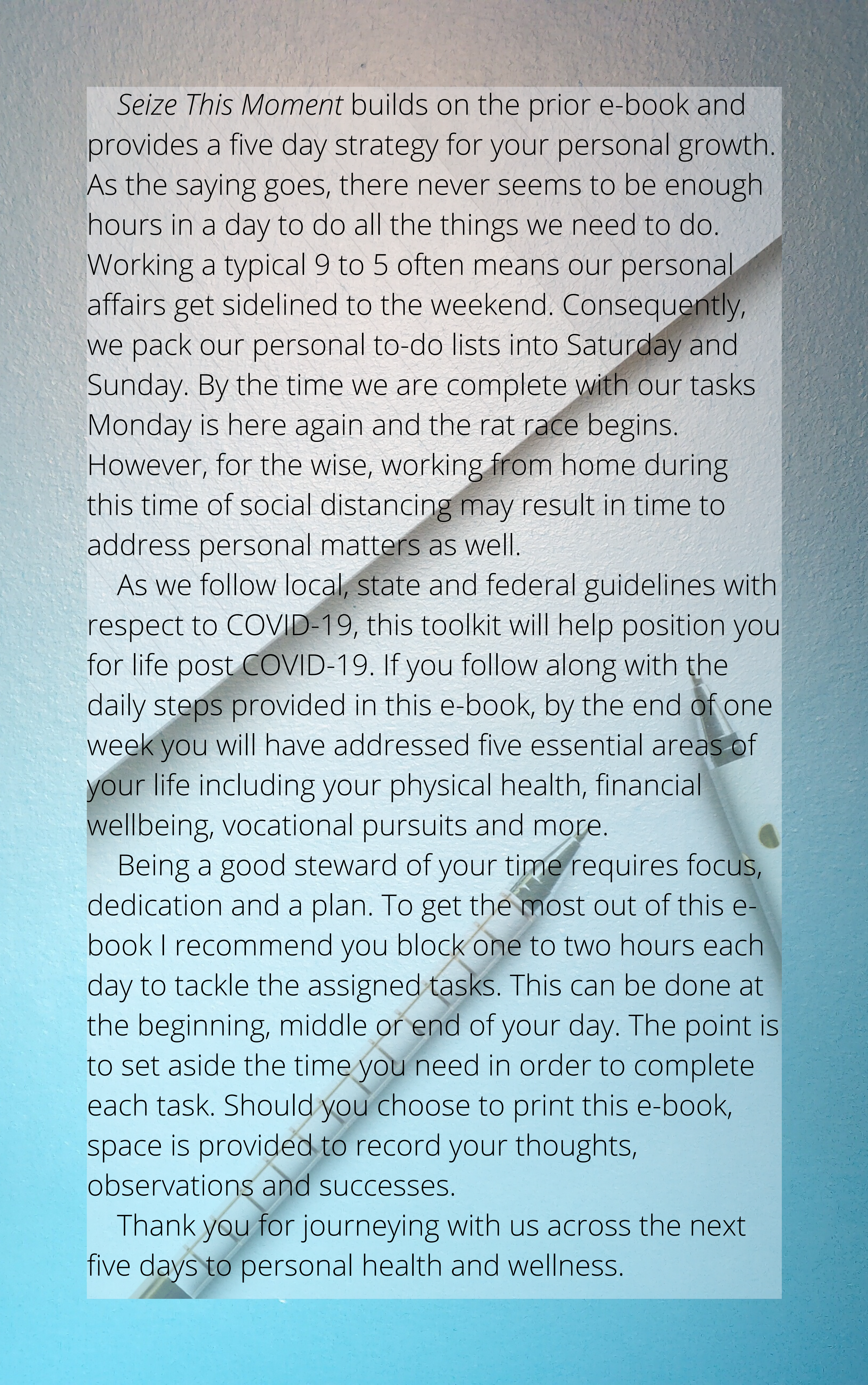
Dawrell Rich

Preface

Reader,

COVID-19 has demanded we rethink how we live our lives and do business. For many, working from home has meant significant adjustments and increased discipline. For nearly five years I have been fortunate to work primarily from my home office or satellite rental space. The transition from working in an office environment to my home office initially engendered angst. The days seemed to slip by without much productivity. I found myself entertained by phone calls, tv, or social media as opposed to the work at hand.

Thankfully, I was able to recognize my errors and adjust my habits. Speaking with other home-based business experts I gained insight about time management through time blocking, the importance of structuring your day and more. Putting these tools into practice made a big difference almost immediately. For more information on working from home I recommend you read my e-book entitled, "5 Tips for Working From Home". There you will find easy steps to making the most of your workday during these uncertain times.



Seize This Moment builds on the prior e-book and provides a five day strategy for your personal growth. As the saying goes, there never seems to be enough hours in a day to do all the things we need to do. Working a typical 9 to 5 often means our personal affairs get sidelined to the weekend. Consequently, we pack our personal to-do lists into Saturday and Sunday. By the time we are complete with our tasks Monday is here again and the rat race begins. However, for the wise, working from home during this time of social distancing may result in time to address personal matters as well.

As we follow local, state and federal guidelines with respect to COVID-19, this toolkit will help position you for life post COVID-19. If you follow along with the daily steps provided in this e-book, by the end of one week you will have addressed five essential areas of your life including your physical health, financial wellbeing, vocational pursuits and more.

Being a good steward of your time requires focus, dedication and a plan. To get the most out of this e-book I recommend you block one to two hours each day to tackle the assigned tasks. This can be done at the beginning, middle or end of your day. The point is to set aside the time you need in order to complete each task. Should you choose to print this e-book, space is provided to record your thoughts, observations and successes.

Thank you for journeying with us across the next five days to personal health and wellness.

Day 1

Physical Health - This category focuses on taking care of your body.

If you haven't already had or scheduled your annual physical exams do it today.

Focus Question: What are my physical health goals (i.e. weight loss, develop an exercise routine or etc.)?

[illegible]

Task: Contact your primary care physician, dentist, eye doctor, nutritionist, dietician and etc.

Scheduled Date(s):

Physical exam

Dentist

Eye Exam

Nutritionist

Dietician

Day 2

Financial Health - This category focuses on your financial success.

Financial success includes much more than just how much money you make. It includes your debts, savings, and short and long term goals.

Focus Question: What does financial success look like to me? How will I know I am financially successful?

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Task: Perform a self audit of your finances.

List Your Sources of Income:

Monthly Income

Monthly Expenses

Net

How much do you presently have in:

Checking

Savings

401(k)/ IRA

Stocks/ Funds

Pension

Life Insurance

List Your Debts from Highest to Lowest:

Using the snowball effect or other method, make a plan to pay off each debt in one lump sum or monthly payments.

Day 3

Social Health - This category focuses on strengthening your familial, friendship and intimate relationships.

Human beings are social creatures. You want to surround yourself with people who will lovingly challenge you to be your best self.

Focus Question: In what ways might I reconnect with family, friends or my significant other? What prevented me from doing so in the past? How do I ensure this doesn't happen again?

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Task: Contact family, friends and colleagues you would like to reconnect with.

Family Member 1:

Family Member 2:

Family Member 3:

Friend 1:

Friend 2:

Friend 3:

Colleague 1:

Colleague 2:

Colleague 3:

Day 4

Vocational Health - This category focuses on your career trajectory.

What we do is an extension of who we are. Does your current work fully communicate who you are? Your principles? Values? Morals?

Focus Question: What do you need to do to align your inner self with your work? Do you need to pursue a different career path? New position within your existing company? Establish a small-business?

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Task: Develop a vocational map

What is your current position?

What role would you prefer?

Is there opportunity to transition into a new position that is more aligned with your values and interests in your present company?

How much income do you currently earn?

How much income do you want to earn by this time next year?

Is there a real possibility that your current position and employer can meet this need?

Now what?

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Day 5

Spiritual Health- This category focuses on your inner self.

Living a balanced life requires we not only tend to external matters but internal affairs too. Developing healthy spiritual practices will center you in the midst of chaos.

Focus Question: What your guiding principles, values or morals? These are your foundational beliefs that govern your behavior and attitudes.

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Task: Develop a spiritual map to guide you continually.

Reflect on your spiritual formation. What events, people and circumstances shaped your spiritual being most?

On a scale of one to five (five being the highest) how would you rate your spiritual health today? Why?

What days might you be able to regularly include or increase spiritual practices in your life today? What are those practices (fasting, dedicated prayer, yoga, mediation or etc)?

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Conclusion

Over the past five days you have been diligent to address some of the most important areas of life. In no way was this intended to be a comprehensive task but to get you started on the path to greater productivity and self determination. Feel free to review each day or dig a little deeper on one particular day's focus question and task. For more information on personal and professional development visit www.dawrellrich.com. There you will find free and purchase available resources.

Dawrell Rich is a pastor-teacher, public speaker and community builder. He may be heard at conferences, corporate events, and university lectures. He is the Founder/CEO of Joshua's House, Inc. and Rich Word, LLC. He is a member of the American Academy of Religion, the Association for the Sociology of Religion, and a Senior Fellow of the Environmental Leadership Program. He is also a United States Green Building Council Scholar. Most recently, he was awarded the 2019 Reverend Dr. Martin Luther King, Jr. Social Justice Award from Drew University. Dawrell Rich is charismatic, conversational, and relatable. He weaves cutting-edge principles and practicality. He has earned a reputation as a catalyst for change, innovative thinker and dynamic communicator. Dawrell lives in New Jersey. He enjoys traveling, art exhibitions and writing.

For more information visit www.dawrellrich.com.

