

Epic day Checklist



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Simple Morning Routine to Start Your Day Feeling & Looking Confident...for the successful woman

What we do first thing in the morning is very important. It puts us in the right or wrong state of mind and it affects our whole day.

The secret to your success is in how you spend the first few hours of each day!

This checklist has been designed to help you develop the habits you need in order to have an Epic Day. It is all about starting your day feeling on top of the world and making sure that from the moment you open your eyes, you are ready to take on the world. This will inevitably transform your life by helping you to project confidence and power throughout the day.

Developing these habits will require a bit of effort, but just like the way you learnt to never leave your house without a shower or brushing your teeth, this will just take some practice.

I believe that every woman deserves to feel and look amazing everyday.

This checklist will help you walk out of your house feeling fantastic and confident, knowing you are putting your best foot forward in all situations.

We are going to start your day by deciding to love, respect and appreciate the mega successful woman in you!

Let's get started!



Epic Day Checklist

STEP	MORNING ACTIVITIES	SUGGESTED TIME
1	Meditate before getting out of bed	2 – 5 minutes
2	Make your bed after taking a shower	2 minutes
3	Do a dancing affirmation while getting ready in the bathroom	2 minutes
4	Show your love in the mirror while brushing your teeth or putting your make up on	2 minutes
5	Drink a glass of lemon water before breakfast	1 minute
6	Pick a fabulous outfit	5 minutes
7	Visualise the beautiful day ahead while on your way to work	4 minutes

STEP	LUNCH TIME ACTIVITY	
8	Check your body language before lunch	

STEP	EVENING ACTIVITIES	SUGGESTED TIME
9	Make a gratefulness list before going to bed	2 minutes
10	Set intentions for the next day before going to sleep	2 minutes

A few comments before I start explaining each of the activities:

My suggested time durations of each habit might sound a bit optimistic to you. However, I want you to be open minded and read through the whole document first. I want you to understand that even if you think you are already 'too busy' in the morning, you will have the time to incorporate these simple habits only and ONLY if you decide to do so.

This checklist is a recompilation of years of research, reading and the learning from all of the coaches and mentors who have inspired my career, as well as, the result of my work with hundreds and hundreds of clients.

Notice there are triggers for most of the activities (while, during and before). This will make all the difference in implementing the habits. Feel free to change the triggers or times of the day, however through my experience I have found these times/triggers work great.

This checklist will transform your life. Please embrace it and give it your ALL!

I promise it will not disappoint you, instead this will be the beginning of a new journey for a more stylish, confident and happy you!

Morning Activities

1. Meditation – before leaving bed

A simple breathing exercise can help you begin your day with a sense of calm. Instead of reaching for the phone or checking emails first thing in the morning, take just a few minutes while in bed to experience some quiet time.

Lying down with your eyes closed and hands facing upward by your side, visualise a grounding light of energy entering your body through your legs. Do this for the length of 5 deep breaths while feeling the energy flowing through your body from your toes to your head.

Now, put your right hand on your heart and the left hand below your belly button. Visualise a golden light falling into your head and slowly distributing around your entire body. Do this for the length of 5 deep breaths while feeling the energy flowing from head to toes.

Now you are really ready to start your day feeling grounded and calm!

2. Make your bed after taking a shower

As explained by Guy Hendricks in his book *Eat that frog*, starting your day by achieving something first thing in the morning set you up for success. Making your bed after taking a shower, so that your bed can breathe, will fill this requirement and will give you the sense of achievement you want for the rest of the day.

3. Do a dancing affirmation while getting ready

Stand tall and open your chest, take a couple of long breaths and move the arms up in the air with energy and enthusiasm. Do it as if you were dancing to your favourite music and start singing an affirmation as follows "I am a x, y, z woman".

For example; you can sing "I am a powerful, fit, stylish woman" or "I am a loving, healthy, confident woman". Just go with the words that reflect what you want to feel more of in your life at that moment.

And! Do not worry if others at home think you have gone crazy! I now have my husband singing my songs at me sometimes when he can see I can use some inspiration.

We are going to start infusing some fun and passion to your days.

4. Show your love in the mirror while brushing your teeth or putting your make up on

Use any opportunity you have in front of the mirror to smile and show love for yourself. We get so caught up criticising what we see in the mirror (Yes! I am a woman too ;)) that we forget to appreciate the beautiful features we have.

Remember that the most important part of looking great is feeling amazing. We need to start seeing the amazing person we are, both inside and out, before we leave our house every morning.

Notice how when you show love and appreciation for yourself, you stand taller and feel more confident. Keep watching your posture throughout the day and fix if required. More on this in step 8.

5. Drink a glass of lemon-water before breakfast

Your body awakens dehydrated, so it is very important to drink water first thing in the morning. Add a bit of lemon, it will flush your system of toxins and leave you feeling less hunger. You need to drink it first thing in the morning (on an empty stomach) to ensure full absorption.

6. Pick a fabulous outfit

I truly believe that our clothes and our image as a whole are there for us to creatively express who we are and it is supposed to be fun! Clothes are not meant to be boring or a cause of stress.

We express how we feel through our image and body language. Walking into your wardrobe should be exciting. The clothes you wear should tell a story about you. Clothes are not there just to cover your body- or to hide it! (I've been watching you ;)

*What can you start doing NOW to **make your clothes more fun?***

Pick out something that you feel fabulous in every day. What you wear should raise your mood. Only own clothes that you love. If it is daggy it will probably make you feel the same way.

IDEA: You can have 3 pre-selected outfits (put together the weekend before) in case you are having a blank moment when getting dressed in the morning.

You know this: When you put on an outfit you love, you feel fantastic, confident and stand in your power. Then your EPIC day begins.

More on this topic on an email tomorrow 😊

7. Visualise the beautiful day ahead while on your way to work

The right morning routine can make your day, every day. The trick is to be intentional about it, understanding that the first hours after you wake up set up the tone of your day and are paramount for your success. This is why visualising the day in the way you want it to flow is so relevant.

While you are on the bus or driving, or before starting your working day, visualise the good things you want to happen through the day. For example, see yourself arriving on time to the office, delivering that presentation with confidence, enjoying your lunch, completing all the tasks for the day, etc.

Lunch time activity

8. Check your body language

How we hold our body will directly affect how our mind responds. I could write pages and pages on this topic as it is one of my favourites. However, for now all I want you to know (or remember) is that if you want to feel more confident, you must hold your body as if you were your most confident self.

Stand up or sit up straight, hold your head high, give solid handshakes and smile!

Our bodies can get in the way of our minds making us feel powerless. Our sense of power will affect how we feel, how we think and how we behave. Important isn't it?

I invite you to carry yourself around unapologetically. Walk with poise and grace and most importantly, show the world how much you have decided to love and respect yourself!

And if you are not feeling that confident, "fake it until you become it!" like social psychologist Amy Cuddy says. I cannot emphasise enough the importance of knowing that how you feel reflects on your body language and vice versa. One of the best ways to start feeling more confident is by holding your body as if you were already the best version of yourself.

Before lunch take the time to make an assessment of how you have been carrying yourself and make a conscious decision to be mindful of your body language for the rest of the day.

Evening Activities

9. Make a gratefulness list before going to bed

Finish your day by reflecting on what you are grateful for. A consistent practice of gratitude in the evening will bring a greater feeling of happiness, as well as more to be grateful for. What you put out comes right back to you.

The gratefulness list must be different every night. We might be tempted to repeat the same things every night such as being grateful for our house,

family and job. But if we get more specific, it creates a deeper sensation of gratitude in us. The stronger the sensations of gratitude the better.

For example, something like I am grateful for my friend and the laughs we share every time we have lunch together or I am grateful for the sunlight that warms up my house during those winter afternoons. Everything counts, small or big .

10. Set intentions for the next day as soon as you get in bed

Make sure you don't forget to do this step.

Your first thought in the morning is usually the last thought you had before you fall asleep. So, the key is to consciously decide every night to create a positive expectation for the next morning's habits.

This last step will keep you focused on developing your new habit. It will help you to naturally remind yourself in the morning to go through the process and successfully embrace your new habit for an epic day!

And now you are all set and ready to walk out of your house or start your day feeling grounded, confident and inspired to approach your responsibilities with joy and great expectation.

Go out and be you! Your true self... The you that is not holding back or feeling overwhelmed. The you that is confident and feels beautiful!

Enjoy this new way of living.

Lots of love!

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Alba Gomez is a Style and Personal Branding Coach. Originally from Colombia, and based in Australia, she works with women from all over the globe. Bringing her years of experience as an Engineer together with extensive training in first impressions, personal style, coaching and body language, Alba's passion is helping women love and accept who they are and stand in their power. She has helped hundreds of women develop a life and business they love with her unique WOW NOW system and is here to do the same for you.

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