



# *Getting \$#!T Done*

*A 5 Day  
Challenge*



Welcome 😊

- Do you find yourself constantly busy but getting nothing done?
- Do you have grand plans in your head that “One Day” everything will be wonderful.
- Do you find that you can never say No and everybody else gets your time except you?

So many of us dream for a better life. Some wish for more money, some wish for more time, some would be happy if the kids stopped yelling long enough for you to have a bath.. just once.

It is easy to go with the craziness and think “Some Day” or “One Day”

I am here to tell you that, just like tomorrow, “someday” never comes.



You CAN have your dream, ideal life, but you need to plan it and have goals and tasks that you can move forward with in a consistent, purposeful way everyday.

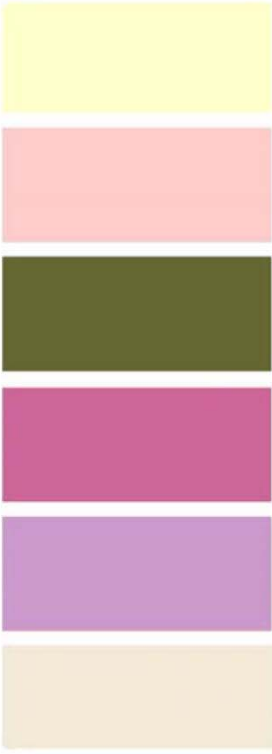
In this 5 day challenge, I will guide you through documenting your ideal life goals for all areas in your life.

Then we will chunk those goals down into bite sized pieces to make the tasks easy, fun and most importantly ACHIEVABLE. All delivered daily to your inbox

From today on, you CAN be living your Dream Life.



# Day 1



*Getting \$#!T Done*  
[www.sunshinecash.com.au](http://www.sunshinecash.com.au)

# Copyright

© 2018 by Sue Josephson

The information in this workbook is based on personal experience and anecdotal evidence.

The author assumes no responsibility for errors or omissions.

This information is to be used at your own risk.  
Every situation is different and may differ to the examples given in this workbook.

Age guidelines are the responsibility of individual parents and/or carers.

The author cannot guarantee results or any specific incomes earned from using the methods outlined in this workbook



## *Day 1 – Clearing the Decks*

Welcome!

Today we are going to clear the clutter of your mind. Just like when you declutter a room, you may find that you create a bigger mess and it may drag up some unpleasant feelings, but trust me this is a truly necessary step in becoming a more productive you. Eventually you will see the light at the end of the tunnel and will feel calm and relaxed and ready to tackle the big issues in your life.

As entrepreneurs, especially if you are trying to start a new business or push through a growth stage, we can often feel overwhelmed by the sheer amount of work that needs to be done in order to reach your dreams.

Work commitments, coupled with household and family chores can add up to fuel almost insurmountable challenges.

At this point many people procrastinate to the point that any momentum stops and finally they give up. This often leads to feelings of regret and failure and possibly the self esteem takes a hit at yet another dream lost 😞

It does not have to be this way. Today we are going to start with clearing all that “stuff” from your mind. In this exercise I want you to do a “Brain Dump” of all those thoughts. The act of writing all those things down will go a long way to releasing those issues and enable you to move forward in a purposeful way.

In this workbook, you will notice a number of panels with headings which represent each area of your life. There is no particular order to these, so do not be concerned that one area is more important than another.



## Day 1 – Clearing the Decks

The headings are...

- Home/Environment
- Family and Friends
- Romance/Significant Other
- Health
- Career/Business
- Wealth
- Personal Growth/Learning and Spirituality
- Fun & Recreation

At the top of each panel is an area where I want you rate, out of 10, your current satisfaction of this area. A score of 1 means it really sucks, up to a score of 10 meaning everything is perfect in this area. A tip though... a score of 10 does not mean there is still not work that can be done. What might be a 10 now could be a 3 or 4 as you grow further along your journey.

Take Wealth for example, remember when you were a teenager and got your first part time job? Those few dollars felt like a fortune. You felt like a super-rich millionaire with maybe just \$50. Later in life you may have studied and landed a great job with a super pay packet, but it did not take too long for that amount to be “not enough”

Human beings have a very common trait, in that we are very capable of adapting to circumstances very quickly and tend to use all we have. This of course leads to a state of feeling as if we do not have enough. A raise in pay might appease us for a little while until soon it gets used up and we are again struck with a sense of lack. So what is perfect now, might not be perfect tomorrow.



## Day 1 – Clearing the Decks

Anyhoo!! Back to the task at hand.

Make yourself comfortable, grab a cuppa and go ahead and rate each area, once you have given each area a score, I want you to write down all the things that are in your head in each area.

For Example in the Home/Environment panel you might have something like this..

*Make the beds every day, Vacuum every Saturday, Make the kids unload the dishwasher without the fight every night, Fertilise the back lawn, Wash the car, buy new towels.*

This might seem silly or overwhelming but just go with it. If you need more paper, get it. Just put pen to paper and **write!**

Anything that is in your head crowding your thoughts and creating clutter and fuelling your overwhelm. You may not have realised you have so much going on. Some people, when they look at 10 pages or more of “stuff” at the end of this exercise think OMG! I am never to going to sort all this out.

I am here to tell you, you WILL. It is all going to be OK 😊



## *Home and Environment*

1 - Very Poor	2	3	4	5	6	7	8	9	10 - Very Good
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## *Family and Friends*

1 - Very Poor	2	3	4	5	6	7	8	9	10 - Very Good
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





## *Romance / Significant Other*

1 - Very Poor    2    3    4    5    6    7    8    9    10 - Very Good

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

## *Health*

1 - Very Poor    2    3    4    5    6    7    8    9    10 - Very Good

○ ○ ○ ○ ○ ○ ○ ○ ○ ○



## *Career / Business*

1 - Very Poor	2	3	4	5	6	7	8	9	10 - Very Good
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


## *Wealth*

1 - Very Poor	2	3	4	5	6	7	8	9	10 - Very Good
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>




## *Personal Growth / Learning / Spirituality*

1 - Very Poor      2      3      4      5      6      7      8      9      10 - Very Good



## *Fun and Recreation*

1 - Very Poor      2      3      4      5      6      7      8      9      10 - Very Good



## Day 1 – Clearing the Decks

WOW!! Congratulations on working through that. Your next step is to look closely at each panel and highlight or circle **just** the tasks that absolutely need to be dealt with in the next 5 days. The stuff that, if it doesn't get done, it could cause a major problem. Things like you do need to pay the registration on your car but "have a massage" when you don't have a current appointment can maybe be left for this week.

When you have done this, RELAX!! Grab another drink and let it all go, you are now ready to begin systemising your life and getting \$#!T done.



See you tomorrow for Day 2 – Setting Goals.





# Day 2



*Getting \$#!T Done*

[www.sunshinecash.com.au](http://www.sunshinecash.com.au)

A small photograph of a beach scene with three blue umbrellas on the sand under a blue sky.

## Day 2- Goals

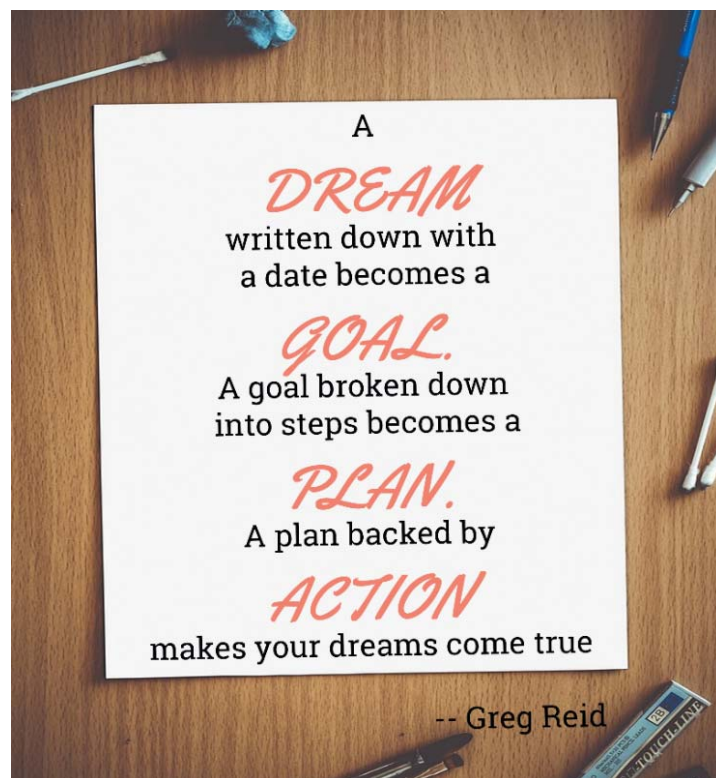
Welcome to Day 2. After your brain dump yesterday, you will have a list of tasks that MUST be done and some that can be put off until later. Already you should feel lighter and less overwhelmed.

Today we are going to make some focused, planned goals.

Have you ever looked at some people and they seem to have it all together? Life seems to flow around them with a sense of grace and calm and they appear to live and Instagram worthy, perfect existence. Of course, you know it cannot be all that perfect, but I can state with 99% certainty that the perfect life comes from the secret of setting GOALS!

Setting goals is absolutely the key, but not just any old wishy-washy goals. There is a quote from Greg Reid that says

***"A dream written down with a date becomes a goal. A goal broken down into steps becomes a plan. A plan backed by action makes your dreams come true"***



## Day 2 - Goals

It is perfectly fine to dream, in fact you should dream, and dream **BIG!!**. This workbook will show how you can turn those dreams into planned, actioned goals.

The first secret to planned goals is to actually write them down, and with a pen not typed into a keyboard. There is something strange that happens in our brain when we take our time to put pen to paper. The act of thinking the thoughts is cemented far deeper into your mind when you write the words on paper. A 2010 study from the University of Indiana showed that kids learned far better when they took written notes rather than just studying off a board at the front of the classroom.

In this workbook you will see the same headings from yesterday. Next to each heading, I want you to write one goal you want to achieve in the next 4 weeks.

But before you start that -what I want you to do first is look closer at each panel you filled in yesterday and decide which one is your non-negotiable goal that **MUST** be done this month. Then look at the others – Can any of them double up? Eg if you have “Exercise more” in the Health panel and “Play with the kids more” in the Family panel you could conceivably combine these by running around with the kids until you are all exhausted.

Now you have decided on your top goal for the month, you can start breaking each goal into weekly chunks. What do you need to do each week to achieve that goal? You do not need to be specific here.

For example, the monthly goal of “Source A New Product” could be broken down into:

- Week 1 – Product Research: Narrow down 5 potential products.
- Week 2 – Contact 3-5 suppliers of each product.
- Week 3 – Order samples
- Week 4 – Follow up on samples, renegotiate if necessary & place order.



## Day 2 - Goals

Career/Business	Source A New Product
Week 1	Product Research: Narrow down 5 potential products.
Week 2	Contact 3-5 suppliers of each product.
Week 3	Order samples
Week 4	Follow up on samples, renegotiate if necessary & place order

Finally, you can start filling in your specific weekly goals into each panel

At the top of each panel, fill in the non-negotiable top goal. We will call this the "Main Thing" Now the main thing is to keep the Main Thing the main thing!!

It is easy to say "Oh but I have so many things to do" but if you focus on the "Main Thing" it gets done.

Let's say for instance that you need to go to the bathroom...like REALLY need to go 😊 You are there for one "main thing" - nothing, not the phone, not kids screaming or the dog barking can distract you for that moment until 'the "main thing" is done 😊 (sorry for the toilet analogy, but this course *is* called "Getting \$#!T done 😊 )

*The main thing is to keep the Main Thing the main thing.*

In the Business panel your Main Thing might be to make 5 sales this week. Underneath the Main Thing, I want you to get specific about how you are going to achieve this goal. Break it down into easy day by day tasks. Set a time limit of no more than 1 hour for each task. Preferably you need to have no more than 15-20 minute for each, otherwise you are going to overfill your days and the overwhelm will start to creep back.





## Day 2 - Goals

If you do have a specific task that truly does need to take more than about 2 hours, you need to decide if you can work on it for longer during this week or if you need to sacrifice another task. If you find yourself in this situation, look really closely at ALL your tasks, how can you make up the time needed for your Main Thing. Can you outsource or delegate some tasks to create some extra time?

Don't forget to consider your "double up" possibilities. Such things as

- Exercising with the kids (Health and Family)
- Cooking a romantic dinner with your partner (Home and Romance)
- Going for a bike ride instead of the gym (Wealth and Fun)
- Listening to audio books instead of music at the gym (Learning and Exercise)

Next you need to decide how you are going to celebrate your achievement.

Now your Main Thing might look something like this...

*Career / Business*

**Make 5 sales**

Run Facebook ads to my target audience. Run Google Ads Use the #marketday tag to offer my thing into the Facebook Group.

Monday - Write ads for Facebook and Google. – 15 mins

Tuesday - Review ad copy and adjust if necessary, set live – 15mins

Wednesday - Use #marketday tag in group – 5 mins

Thursday - Check ad stats, adjust if necessary – 5 mins

Friday - Check ad stats, adjust again if necessary – 5 mins

Achieved? Yes / No

Yes? Buy that cute top I saw at the store.

No? (Firstly – don't stress) Keep tweaking next week



## Day 2 - Goals

Now you have a “Main Thing” for each category, you are probably thinking OMG!!! I cannot do all THAT in one YEAR – let alone one week!!

It is totally OK if you do not complete EVERY task from EVERY panel. Gosh, there would be a very rare person who has every area of their life under total control. So don't be too hard on yourself. It does stand as a lesson though, to be mindful of where your energies are being directed. If you are putting too much time into one particular area for too long, others suffer and can well start feeling frustrated and despondent. It is useful to diarise each task and I promise you WILL perfect this practice as your journey continues.

You may need to think differently for some tasks to make them workable. If you have written “read more books” and have allocated 1 hour for reading but you still find yourself not achieving that, how can you rearrange your time? You might need to break that hour into 3 lots of 20 minutes, or combine it with another task.

Audio books are awesome for this. Listen while you do the housework, driving to the shops or commuting to work. This effectively doubles the productivity of that hour.

Grab your diary and fill in your week. Do not stress too much about it. At this stage we are really getting an idea of how your tasks can fit into your day.

Tomorrow we will be working on some time management tools to keep you on track and hitting those goals.



GOAL



## Day 2 - Goals

Home/Environment	
Week 1	
Week 2	
Week 3	
Week 4	
Family and Friends	
Week 1	
Week 2	
Week 3	
Week 4	
Romance/ Significant Other	
Week 1	
Week 2	
Week 3	
Week 4	
Health	
Week 1	
Week 2	
Week 3	
Week 4	



## Day 2 - Goals

Career/Business	
Week 1	
Week 2	
Week 3	
Week 4	
Wealth	
Week 1	
Week 2	
Week 3	
Week 4	
Personal Growth/Learning and Spirituality	
Week 1	
Week 2	
Week 3	
Week 4	
Fun & Recreation	
Week 1	
Week 2	
Week 3	
Week 4	



*Home and Environment*

*Family and Friends*



*Romance / Significant Other*

*Health*



*Career / Business*

*Wealth*



*Personal Growth / Learning / Spirituality*

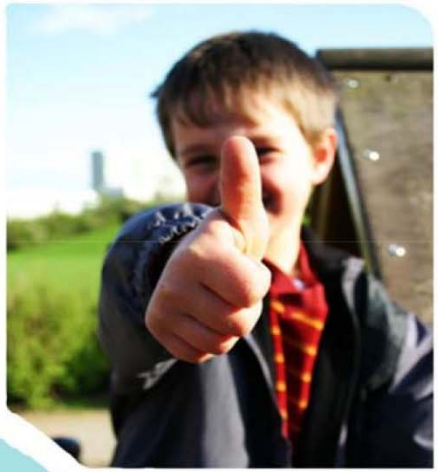
Large empty rounded rectangular box with a dashed red border for notes.

*Fun and Recreation*

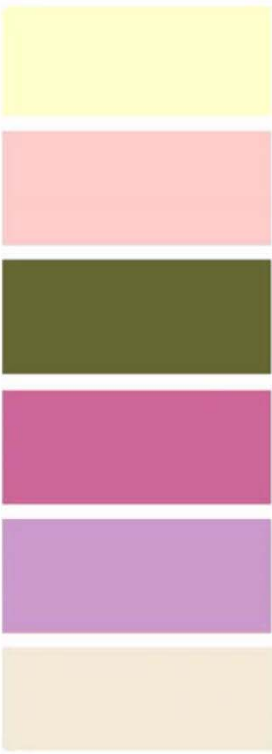
Large empty rounded rectangular box with a dashed red border for notes.







# Day 3



*Getting \$#!T Done*

[www.sunshinecash.com.au](http://www.sunshinecash.com.au)

A small photograph of a beach scene with three blue umbrellas on the sand under a blue sky.

## Day 3 – Dealing with Time Thieves

Welcome Back!! How did you go yesterday with your Goals?? By now you should have a solid plan in place to smash those goals and be super productive getting \$#!T done.

BUT - (isn't there always a but)

It is easy for me to say "*Set Goals And Your Dreams Will Come True*" Stuff like that sometimes triggers my BS meter into full overdrive, and I can totally understand if it does for you too.

Honestly, it is one thing to diarise your time in theory but, invariably, life gets in the way. We know that often life does not give a rat's about schedules and diaries. What we can do though is determine what activities (I like to call them "Time Thieves" are stealing your productive time and deal with them accordingly.

So how do we identify Time Thieves? In this exercise you will need a kitchen timer or the timer on your phone, either will work fine.

Look at the daily diary you made yesterday. Before you get started on that first task, I want you to set your timer for the time that you have designated for that task. Now....GO!! set about doing the task at hand until the timer goes off.

When the timer goes off, I want you to reflect on what you have achieved in this time. Have you moved the full time amount closer to your goal, or were you distracted by "\$#!T" ?



### Day 3 – Dealing with Time Thieves

If the answer is YES!! 😊 YAY - High Five - Well done Set the timer again and repeat the process.

If the answer is NO!! 😞 take a few moments to write down why, and the amount of time the distraction took you away from “the Main Thing”

You don't need to go into much depth here, we will look at that later.

You might have things like:

- Phone rang- spoke to Karen about Julies dinner -7 mins
- Paul needed me to help with a client request – 5 mins
- Mum rang – 10mins
- Needed to sign for a parcel – 2 mins
- Opened parcel and threw away the rubbish – 3 mins
- Needed to hang out the washing – 5 mins

Etc etc etc.

For now, just write and forget. We will work with this list later.

Ideally, do this repeated exercise over a week. After a week, you might see some patterns emerging. Look over the distractions. How can you minimise or eliminate them?

- Put your phone on silent to allow for a solid block of work.
- Can you delegate a task to somebody else?
- Do you need to train a staff member better?
- Do you need to hire some help?
- Do you need to find a café or shared office where you can work quieter and with less distractions?



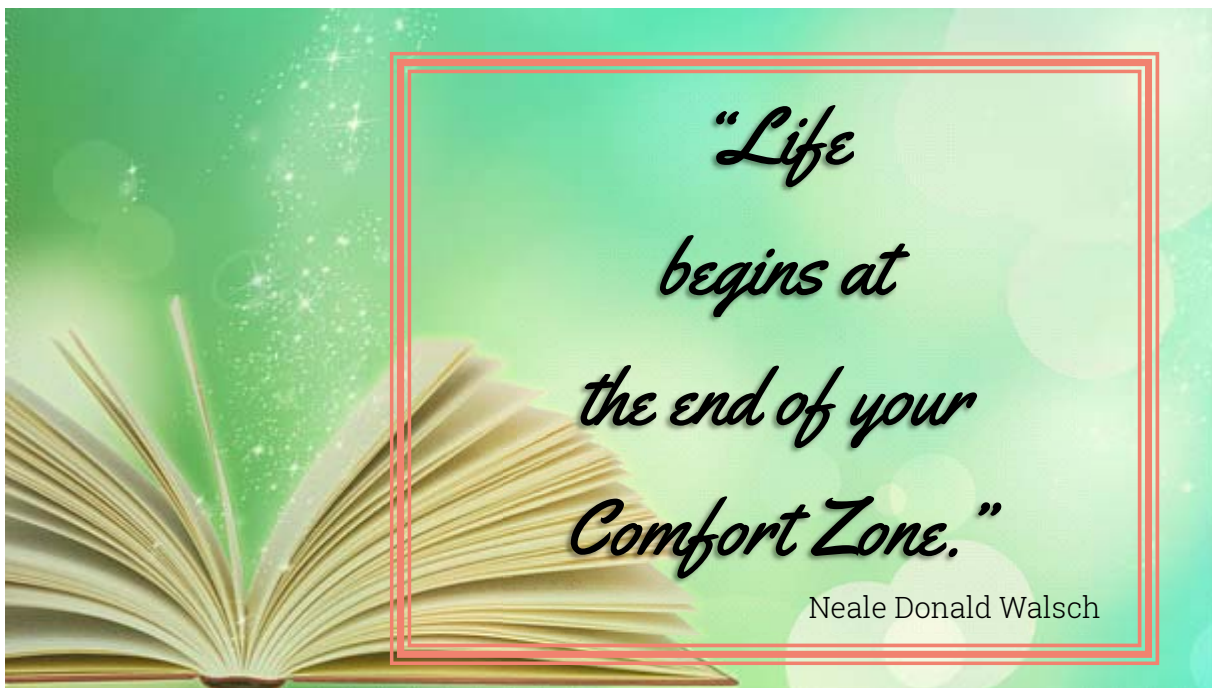
Sometimes, you might truly not know why a particular task did not get done.

Take a long hard, close look at that. What is your gut saying?

Is there a solid reason to not do this thing?

- Are you capable of doing this task, or do you need help from somebody else?
- Are you afraid of stepping outside of your comfort zone?
- What is the worst that could happen if it does not get done?
- What is the worst that could happen if it DOES get done?

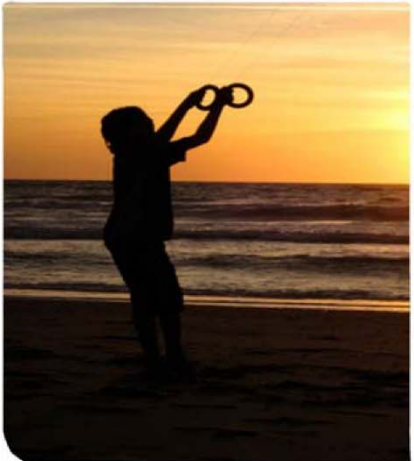
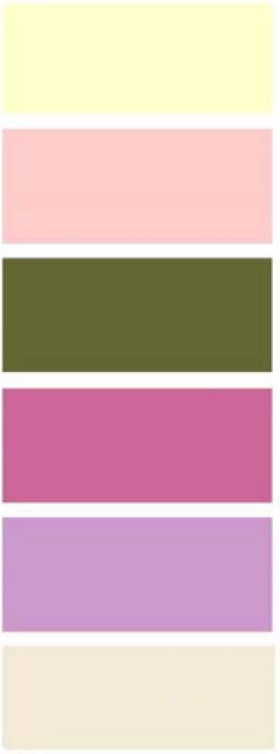
Procrastination is a bitch and the worst kind of debilitating time thief. Often you will hit a procrastination wall when attempting to move out of your comfort zone. However, the BEST stuff lies outside your comfort zone, and once you conquer the fear and indecisiveness, you will wonder what on earth you were worried about. Remember how nervous and scared you were when you first started to learn how to drive a car? It was super scary and terrifying, but slowly, as you gained experience it became easier and easier, until now you don't even really need to think about how to drive a car.







Day  
4



Getting \$#!T Done  
[www.sunshinecash.com.au](http://www.sunshinecash.com.au)

## *Day 4 - Time for Continued Action*

Today we are going to talk about the final move toward getting \$#!T done.



Possibly THE most important step towards any goal is ACTION.

Yesterday you looked at time thieves and worked on some practical ways to overcome them so you can continue to keep taking positive steps toward your goals.

You are going to learn how to keep taking action, even if you are stuck in a seemingly endless procrastination dead end.

Our fear of stepping into the new life of our dreams can be genuinely terrifying and a symptom of this is often show up as procrastination, doubt, self-worth issues and sabotages.

It can be a lonely road breaking away from the "norm". You may face negative reactions from family, friends and sometimes even loved ones. It is human nature to want to protect the people we care about, and more often than not,



these negativities come from a space of love and caring rather than trying to derail your work.

Comments such as:

- "I knew someone who tried selling online and lost a fortune" or
- "Nobody actually makes any money online" or
- "You would be crazy to give up your secure job"

These can shake your resolve if you let them. It is best to try and ignore them as much as possible.

Be wary of sharing too much information with those people who do not give you 100% support. Look for online groups of like-minded people who will share your celebrations and support your struggles

Remind yourself constantly of the life you are working toward and focus on the positives. A vision board or daily reminder is a great tool to keep you moving forward and taking purposeful action.

It is vitally important to understand that each action does NOT need to be perfect.

## *"Done is Better than Perfect"*

The idea of "perfection" is the killer of many dreams and goals.

A little baby, taking his first steps does not even contemplate that he might not be walking "perfectly". He just keeps clumsily putting one foot in front of the other. He will fall, sometimes there are tears, but ultimately, he is off and running.





## Day 4 - ACTION

Look at the many accomplishments you have already achieved in your life. You will soon realise that nothing was perfect on its first try. There is nothing preventing you from revisiting, tweaking and re-doing until it fits your current version of perfect.

### *Special note for Mum's*

I meet soooooo many women who tell me their goal is to "Build a life for their children." This a super and noble goal, but I am here to tell you ladies,

*You CAN be anything,  
but you  
CANNOT be everything!!*

We women put so much pressure on ourselves to be "Super Mum "and be everything to everybody, that quite simply – eventually – something has to give!! You are not creating the life of your dreams if you are constantly trying to do it all.

If your timer exercises show a high level of "domestic" distractions, look at some options.

Can the kids go to day-care one day a week? The kids will love playing with friends and, lets face it, if you are trying to work all day while the little munchkins clamour for attention, you are not creating the life you envision for your business or for the child. Much better to work a solid day and then spend some quality time with just them when you collect them.



## Day 4 - ACTION

Can you get a cleaner once a fortnight? Seriously a cleaner is GOLD!! I am not talking about a maid at your beck and call, but a cleaner who comes in once a week or fortnight and does the “deep” cleans is worth faaaaaar more than the \$100 or so that you pay them.

Set aside a day for “big batch cooking “ ( this can be a great bonding time with your partner or the kids too) Prep a heap of meals to stockpile in the freezer for those days when it is really hectic.

Order your groceries online and get them delivered.



## Day 4 - ACTION

If you do find yourself stuck in a particular task, this exercise will help to uncover some fears and sabotages. Then provide strategies to overcome these and allow you to keep moving forward.

### **“Why am I doing this?”**

Write down why the task is an important element of your goal.

Next consider if you really need to do this task yourself. Can you delegate it to someone or pay for outsourcing?

Now write down the consequences of NOT doing this task. How will affect the overall look of your goal? Will it mean you are lacking a vital part that will prevent you from achieving your goal in its current form?

### **“Eat the Elephant”**

Tasks that are too large can often cause problems as you struggle to know where to start. If you find yourself stuck, look closer at the task. Can you break it up into smaller tasks?

### **“Buddy Up”**

Next you set yourself an accountability buddy. When you tell somebody, you are going to do something, you are more motivated to follow through and complete that task. Your buddy should be someone who you KNOW will spur you on and cheer you on until you are done.

Arrange to check in regularly. It might be in person, on the phone or online. Allow some gentle “telling off” if you have not done the work.

### **“Celebrate”**

Set yourself a reward for completing this task. It can be as simple as taking a long hot bath when you are done.

### **“Reflect”**

When you complete the task, take some time to reflect on how you feel. Was it as bad as you imagined? Did the world crumble around you ?



*Why am I doing this?*

*Task To Do*

*Why is this task important to my goal?*

*Can I delegate or outsource this task? (who to?)*

*What will NOT doing this task do to my overall goal?*



*Eat the Elephant.*

*Smaller steps to the task*

*Buddy Up.*

*Who is my buddy?*

*When should we meet and how?*



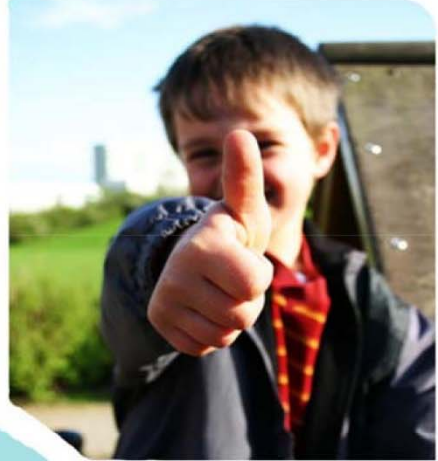
*Celebrate.*

*How am I going to reward myself?*

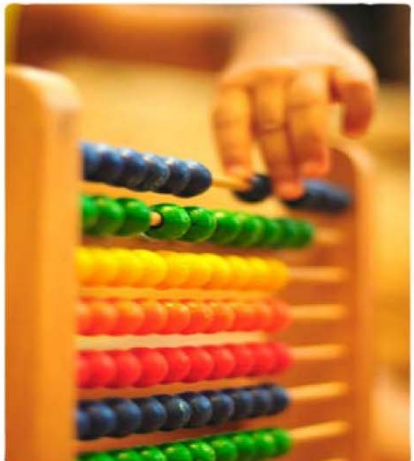
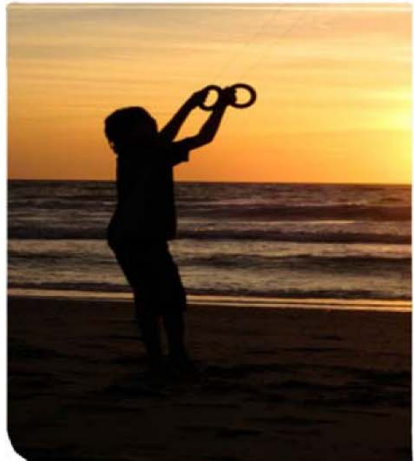
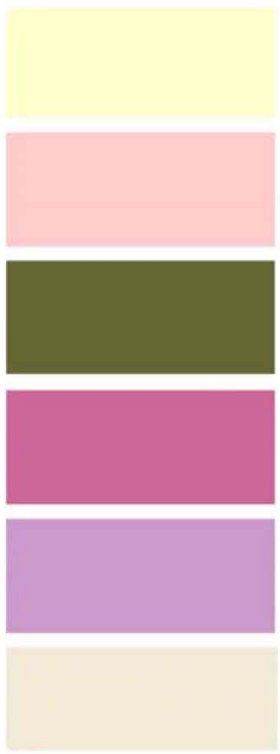
*Reflect*

*How do I feel now that the task is complete?*





# Day 5



*Getting \$#!T Done*

[www.sunshinecash.com.au](http://www.sunshinecash.com.au)

A small photograph of a beach scene with three blue umbrellas on the sand under a blue sky.

## *Day 5 – Productivity Practice*

Wow! You have made it through to Day 5!!

### *Congratulations*

You are well on your way to achieving your goals in a productive way – Go You!

Today we are putting all the elements and techniques learned over the past week into an ongoing Productivity Practice that you can continue with every day.

If you have followed along and filled in the worksheets throughout the week, you should have a good idea of where you are heading and have a clear view of the best path to take to succeed in reaching your goals.

I like to take some time of Friday afternoon to do a quick wrap up of the week, then a focused recap on Sunday afternoon/evening so I have everything in readiness for the coming week. This way I can put the past in the past and hit the ground running and fresh on Monday morning.

On the Friday afternoon.

- 1: Celebrate!! Look over the week and evaluate what went really well. I like to run reports to see how profitable my week has been. (High-Five yourself for a profitable week)
- 2: Record. Take time to update financial records and note in next week's diary or planner any bills that need paying or any income that is expected.
- 3: Analyse. What didn't go so well? What could you have done differently? What changes do you need to make to prevent the same issues happening again?





## Day 5- PRACTICE

On Sunday Evening.

Look over the notes you took on Friday and regroup. Often, the “problems” of Friday are not so huge after a couple of days away from your business and its challenges.

Do the brain dump exercise again (from Day 1) and revisit your goals but be sure you do not dilute your goals with fear or doubt. Transfer your goals week to week until they are reached.

Just KNOW that you CAN achieve whatever you put your mind to. You just have to PLAN

*Success* does not  
come from what you  
do *occasionally*.  
It comes from what  
you do *consistently*.

Marie Forleo

Go *confidently* in  
the direction of your  
*dreams*.  
Live the life you  
*imagined*.

Thoreau

In your planner, fill in your “Main Thing” tasks for the next week.

Once you form the habit of completing this weekly practice, it should no longer than 30 – 45 minutes.

