

FACILITATOR GUIDE

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MAXWELL

TODAY  
MATTERS

12 DAILY PRACTICES TO  
GUARANTEE TOMORROW'S SUCCESS

## Making Today Matter

One of my concerns when I began writing *Today Matters* was that the idea of trying to implement the **Daily Dozen** might seem overwhelming. At the end of each chapter, I gave you suggestions for improving in an area, but I know it's impossible to tackle all twelve at the same time. It took me four decades to make the decisions and develop the disciplines in all twelve areas!

So here's my suggestion concerning how to tackle the daily dozen and implement them into your life.

### 1. Rate Yourself on the Daily Dozen

Look at the following list of the daily dozen and rank how well you do them. Put a "1" beside the one you do the best, a "2" beside the one you're next best at, and so on until you've ranked your skill with them from 1 to 12.

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|-------|----------------------|--|
| _____ | <b>Attitude</b>      | — choose and display the right attitudes daily.      |
| _____ | <b>Priorities</b>    | — determine and act upon important priorities daily. |
| _____ | <b>Health</b>        | — know and follow healthy guidelines daily.          |
| _____ | <b>Family</b>        | — communicate with and care for my family daily.     |
| _____ | <b>Thinking</b>      | — practice and develop good thinking daily.          |
| _____ | <b>Commitment</b>    | — make and keep proper commitments daily.            |
| _____ | <b>Finances</b>      | — make and properly manage dollars daily.            |
| _____ | <b>Faith</b>         | — deepen and live out my faith.                      |
| _____ | <b>Relationships</b> | — initiate and invest in solid relationships daily.  |
| _____ | <b>Generosity</b>    | — plan for and model generosity daily.               |
| _____ | <b>Values</b>        | — embrace and practice good values daily.            |
| _____ | <b>Growth</b>        | — desire and experience improvements daily.          |

## 2. Verify Your Self-Evaluation

Talk to a friend who knows you well and ask him or her to confirm how you evaluated yourself. If your friend ranks your strengths and weaknesses differently, discuss your differences of opinion and make adjustments to the rankings as needed.

## 3. Begin Your 12 Month Personal Growth Plan

### First Month: Strength 1—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.

### Second Month: Weakness 12—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for last month.

### Third Month: Strength 2—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 1 and 2.

### Fourth Month: Weakness 11—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 2 and 3 — drop month 1 (having done it for 90 days it should now be a habit.)

## Making Today Matter...continued

### **Fifth Month: Strength 3—**

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 3 and 4 — drop month 2 (having done it for 90 days it should now be a habit.)

### **Sixth Month: Weakness 10—**

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 4 and 5 — drop month 3 (having done it for 90 days it should now be a habit.)

### **Seventh Month: Strength 4—**

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 5 and 6 — drop month 4 (having done it for 90 days it should now be a habit.)

### **Eighth Month: Weakness 9—**

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 6 and 7 — drop month 5 (having done it for 90 days it should now be a habit.)

### Ninth Month: Strength 5—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 7 and 8 — drop month 6 (having done it for 90 days it should now be a habit.)

### Tenth Month: Weakness 8—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 8 and 9 — drop month 7 (having done it for 90 days it should now be a habit.)

### Eleventh Month: Strength 6—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 9 and 10 — drop month 8 (having done it for 90 days it should now be a habit.)

### Twelfth Month: Weakness 7—

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- Read that chapter one day each week (4 times).
- Every day manage that area in your life.
- Make a simple game plan for this area.
- Continue your game plan for months 10 and 11 — drop month 9 (having done it for 90 days it should now be a habit.)

At the end of twelve months, review each of the **Daily Dozen**, one per week (continuing your game plan for months 10, 11 and 12 until you have done each month's plan for 90 days.)

## Making Today Matter...continued

Once you have made all of the key decisions and each of the disciplines becomes a habit in your life, then the **Daily Dozen** will become second nature to you. When it is woven into the fabric of your life, you will be able to make today your masterpiece. And when you do that, tomorrow will take care of itself.

### Just for Today...

Just for today... I will choose and display the right attitudes.

Just for today... I will embrace and practice good values.

Just for today... I will communicate with and care for my family.

Just for today... I will know and follow healthy guidelines.

Just for today... I will determine and act upon important priorities.

Just for today... I will accept and show responsibility.

Just for today... I will make and keep proper commitments.

Just for today... I will initiate and invest in solid relationships.

Just for today... I will earn and properly manage finances.

Just for today... I will deepen and live out my faith.

Just for today... I will desire and experience self-improvement.

Just for today... I will plan for and model generosity.

Just for today... I will act on these decisions and practice these disciplines, and

Then one day... I will see the compounding results of a day lived well.



# TODAY MATTERS

For more information about Today Matters and other ways to increase your influence, impact, & income feel free to reach out anytime:



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