

# The Genesis Life Manual

Can't get a life coach but your life desperately needs organizing? *Then this manual is for you!*

The Genesis Life Manual has everything you need to make your life run smoother than ever before!



## HOW TO USE THE LIFE MANUAL

If you are like me, so many thoughts race through your head that it can be hard to organize them all! So think of this Life Manual as your brain compartmentalized! *Can't get a life coach but your life desperately needs organizing?* Then this manual is for you!

### GOAL/AGENDA

Organize and categorize the main aspects of your life. Choose a goal and then break it down into doable mini-steps that will increase the chance of accomplishing the goal. Put the steps in order. Use the "Details" section to further break down the "How" section or to add any further information.

### PRIORITY LIST

Think about what is most important in your life. Narrow it down to things that will make you happiest then put them in order with the most important priority first. Use the number list to add sub-goals, or components to your main priorities.

### TO DO LIST

Use the To Do List to jot down chores, errands, or short-term tasks that need to get done. Check them off as you complete the tasks.

### GROCERY LIST

Although not necessary, it is recommended to create a specific meal plan so you know exactly what to buy every time you go grocery shopping. Check off what is needed before you go shopping and once at the store as you obtain each item needed check it off in the "Purchased" column. Use a pencil to prolong the Grocery List's usage.

### PROJECT MANAGER

When having multiple projects or activities to complete, make progress by doing one activity a day. You can mark off which activity was worked on each day as you go or use the Project Manager to create a routine daily schedule.

Note: The Project Manager can be used in a variety of ways. Feel free to get creative.

### DAILY SCHEDULE

Organize your daily schedule. Add meal and chore times or even come up with a feeding/dinner routine. You can create a routine the family can follow day to day.

## HOW TO USE THE LIFE MANUAL CONTINUED

### MONTHLY EXPENSE PLANNER

Keeping track of your monthly bills and expenses will help you budget more effectively.



### BUDGET LIST/BUDGET

Pre-plan what you need to spend money on. Do not spend outside of the budget created unless it is an emergency.



### EXPENSE LEDGER

Keep track of everything you purchase. Later on you can use the ledger to review your spending habits and make necessary cuts or additions.



### POSITIVITY PAGES

Positivity has been shown to allow a person to think more clearly. Just follow the prompts in the positivity section and fill the spaces on the page with happy thoughts!



### HEALTH/FITNESS

GOAL	HOW/STEPS	FURTHER DETAILS
1)		
2)		
3)		
4)		
5)		

# CAREER

GOAL	HOW	FURTHER DETAILS
1)		
2)		
3)		
4)		
5)		

# FINANCES

GOAL	HOW/STEPS	FURTHER DETAILS
<b>Income &amp; Increasing Income</b>		
<b>Clearing Debt</b>		
<b>Increasing Savings</b>		
<b>Building Credit</b>		
<b>Investments</b>		

# HOUSEHOLD

GOAL	HOW/STEPS	FURTHER DETAILS
1)		
2)		
3)		
4)		
5)		

**OTHER:** \_\_\_\_\_

GOAL	HOW/STEPS	FURTHER DETAILS
1)		
2)		
3)		
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5)		



**OTHER:** \_\_\_\_\_

GOAL	HOW/STEPS	FURTHER DETAILS
1)		
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**OTHER:** \_\_\_\_\_

GOAL	HOW/STEPS	FURTHER DETAILS
1)		
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# MY PRIORITY LIST

Focusing on too many things at once is a recipe to become overwhelmed  
Below list your top four priorities in order, put the most important first

**PRIORITY #1** \_\_\_\_\_

1)

2)

3)

4)

5)

**PRIORITY #2** \_\_\_\_\_

1)

2)

3)

4)

5)

**PRIORITY #3** \_\_\_\_\_

1)

2)

3)

4)

5)

**PRIORITY #4** \_\_\_\_\_

1)

2)

3)

4)

5)

# MY PRIORITY LIST

Focusing on too many things at once is a recipe to become overwhelmed  
Below list your top four priorities in order, put the most important first

**PRIORITY #1** \_\_\_\_\_

1)

2)

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**PRIORITY #2** \_\_\_\_\_

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4)

5)

**PRIORITY #3** \_\_\_\_\_

1)

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**PRIORITY #4** \_\_\_\_\_

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# TO DO LIST



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# TO DO LIST



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# Positive Vibes

Things I Love...

Positive Words That Describe Me...

Ideas That Will Make Others Smile...

# Just Because

Things I enjoy doing (and will do more of) just because...







