

# Conscious Leadership

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24 personal and professional  
development tools



# 24

## *personal and professional development tools*

04 STEP SYSTEM

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### 01 Reflection

- Present
- Pain & Pleasure
- Talentism
- Purpose
- Life Map
- Theory of Change

### 02 Inspiration

- Success
- Genius Circle
- Lifestyle
- Get uncomfortable
- Vision Map
- Dream Map

### 03 Planning

- Annual Goals
- Monthly Goals
- Route 5
- Blocks of Time
- Week 168 hours
- Progress

### 04 Action

- Habits
- Habit Flow
- Power level
- Relational Capital
- Connections
- Theory of "Tinto"

# About the author:

Traveler, Social Entrepreneur, Speaker and Connector

Founder of Hola Ghana. Global citizen. Vegetarian. He began working at age of 16 and has been employed in more than 18 companies, including multinationals such as American Express, Amazon and Allianz. He studied FP at Decroly College, a Social Entrepreneurs course at CIADE and a Master's Degree in Administration and Management of Foundations at the "Universidad Autónoma de Madrid" which he didn't finish.

He has been part of the first edition of Startup BUS Europe in Spain and in the MIT Practical Impact Alliance Co-design Summit organized by the D-LAB MIT in La Guajira, Colombia.

His purpose in life is to raise critical awareness, helping people make changes in their lives to transform societies. Speaker, facilitator and mentor, Oscar also design social experiences to develop human potential.

Born in Santander, he lived in Ciudad Bolivar (Bogotá), one of the largest "megaslums" in Latin America. He has also lived in England, the United States, Germany, Ghana, India and currently between Colombia and Spain. He was Co-founder of the Spanish Association of Social Entrepreneurs (SocialEmprende) and Co-directed of the Pola Social 6 years in Bogotá. He co-designed and articulated the Master POST in Personal Development, Organizational Transformation and Social Innovation with the "Universidad de Barcelona" that did not come out in the end. Author of "A path to the soul" Editorial Platform 2017. He has adopted a baby girl call Lucia in Bogotá.

# 01 Reflection

## 6 tools

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- Recognition of your talents and abilities.
- Observation of your personal history and lessons learned.
- Reflection and imagination of your ideal world and your theory of change.
- Thanks for the blessings you have today.

## 01 Reflection

- Present
- Pain & Pleasure
- Talentism
- Purpose
- Life Map
- Theory of Change

## 02 Inspiration

## 03 Planning

## 04 Action

# PRESENT

"Happiness is in a cup of coffee" Óscar Pérez

PRESENT

Inspired by concept "Present". Anthony Robbins [www.tonyrobbins.com](http://www.tonyrobbins.com)

## IN THE MORNING

## IN THE AFTERNOON

\* Questions that you are going to ask yourself during the next 30 days that will lead you to a positive state of gratitude

**WHAT MAKES ME HAPPY IN MY LIFE AT THIS TIME?** What is it that makes me happy? How does it make me feel?

**WHAT AM I GRATEFUL IN MY LIFE IN THIS MOMENT?** What is it that makes me grateful? How does it make me feel?

**WHAT HAVE I GIVEN TODAY?** In what way have I been a generous person today?

**WHAT PASSIONATES ME IN MY LIFE AT THIS TIME?** What is it that I'm passionate about? How does it make me feel?

**WHAT AM I COMMITTED TO IN MY LIFE AT THIS TIME?** What is it that makes me commit? How does it make me feel?

**WHAT HAVE I LEARNED TODAY?** What is it that excites me?

**WHAT AM I PROUD OF IN MY LIFE AT THIS TIME?** What is it that makes me proud? How does it make me feel?

**WHO DO I LOVE? WHO LOVES ME?** What is it that makes me loving? How does it make me feel?

**HOW DO I ADD QUALITY TO MY LIFE TODAY?** How have I invested today in my future?

# In the morning

On this canvas you find some questions that I invite you to ask yourself during the next 30 days, which will lead you to a positive and grateful state.

In the first two columns you will find some questions to ask yourself in the morning, before starting the day. You can reflect every day on the different responses that come to your mind and in this way be more aware and live more gratefully. You can also take concrete actions as a result of these reflections, such as calling a family member or friend to tell them how much you love or appreciate them.

# Afternoon

In the last column, there are three important questions that I invite you to ask yourself every day, before going to bed. It is about doing a review every day, which allows us to feel that we are progressing and achieving our purpose or our dreams. You can also record the answers in a journal.



# PAIN & PLEASURE

PERSONAL POWER

Inspired in concept Personal Power  
Anthony Robbins. [www.tonyrobbins.com](http://www.tonyrobbins.com)

*We do much more to avoid pain than to get pleasure*

**Two decisions that I've been putting off, and that if I make now, will change my life**

- 1.
- 2.

**Three little things I can do right away, first steps, to commit to those decisions**

- 1.
- 2.
- 3.

**List of new actions that I know I have to take now**

**What pain have I associated with those actions in the past?**

**What pleasure have I enjoyed by not carrying them out in the past?**



**What will the cost be if I don't do it now?**

**What are the benefits you would get by taking action now in each of the areas?**

**Seven reasons why I should change now and why I know I can**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Cinco caminos para salir de las asociaciones limitantes**

- 1.
- 2.
- 3.
- 4.
- 5.

# Pain & Pleasure

We do much more to avoid pain than to get pleasure.

In this canvas there are some important questions that invite you to take action, stopping procrastinating or postponing things, achieving small victories that make your way easier. It is also about analyzing those associations or limiting beliefs as well as that pleasure or benefit that you get from postponing or not doing things. For example, if I do not go out to run in the afternoon, I can stay watching television and eat something sweet, which means immediate and constant pleasure.

On the other hand, it invites you to project yourself and see what will happen if you don't make the right decisions at this time. It can mean the breakdown of a relationship, obesity, health problems, etc.

Lastly, it invites you to design strategies to change your beliefs and get what you want.

# 34 TALENTS

Identify your strengths and opportunities

# TALENTS

34 TALENTS

Inspired by concept 34 Talents  
Instituto Gallup [www.gallup.com](http://www.gallup.com)



## MY STRENGTHS

1		3		5	
2		4		6	

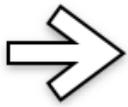
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| <input type="checkbox"/> | ANALYTICAL   | <input type="checkbox"/> | PAST          | <input type="checkbox"/> | FUTURISTIC  | <input type="checkbox"/> | LEARNING        | <input type="checkbox"/> | IMPORTANCE      |
| <input type="checkbox"/> | ORGANIZER    | <input type="checkbox"/> | PRUDENT       | <input type="checkbox"/> | HARMONY     | <input type="checkbox"/> | OPTIMIZER       | <input type="checkbox"/> | STRATEGY        |
| <input type="checkbox"/> | CONVICTIONS  | <input type="checkbox"/> | DEVELOPER     | <input type="checkbox"/> | CREATIVE    | <input type="checkbox"/> | RESOLUTIONARY   | <input type="checkbox"/> | PERSUASIVE      |
| <input type="checkbox"/> | LEADERSHIP   | <input type="checkbox"/> | DISCIPLINE    | <input type="checkbox"/> | INTEGRATION | <input type="checkbox"/> | POSITIVE        |                          |                 |

# Talents

In this canvas I invite you to reflect on your strengths as well as on the opportunities you have to improve. Identify at least 6 talents or strengths that define you. Once this is done, collect in the boxes at the top the 6 most important ones or those with which you identify best.

This is your toolbox, with which you can start building your value proposition. Remember that out there, you receive based on the value you are able to deliver.

In this way, we start from a point where you already have half the road earned, you have innate abilities or talents to do what you set out to do in life. You can also take advantage of these tools to identify opportunities; to identify other talents or skills that you want to develop.



# PURPOSE

*Serving others connects us with eternity. Oscar*



***What do I like to do?***

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

***What I am good at doing?***

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

***Work / Activities / Current projects***

# Purpose of life

On this canvas I invite you to ask yourself two very simple questions, but precisely because of their simplicity they are revealing. First of all it is about making a list of those things that you like to do. Second, make a list of those things that you think you are good at doing or that some people have commented on. Third, at the bottom you must indicate those jobs, activities or projects that you are carrying out at the moment. It can be studying a career at the University, a job, volunteering, crafts or hobbies to which you dedicate your free time.

Finally, it is about connecting by arrows those things that you have collected in the two columns, with each of the projects. Not all must be related and sometimes, many activities in column 1 are similar to those in column 2. The most important thing is to identify those activities that you like to do or that you are good at, and that you are not currently doing being able to carry out or you do not have time for them.

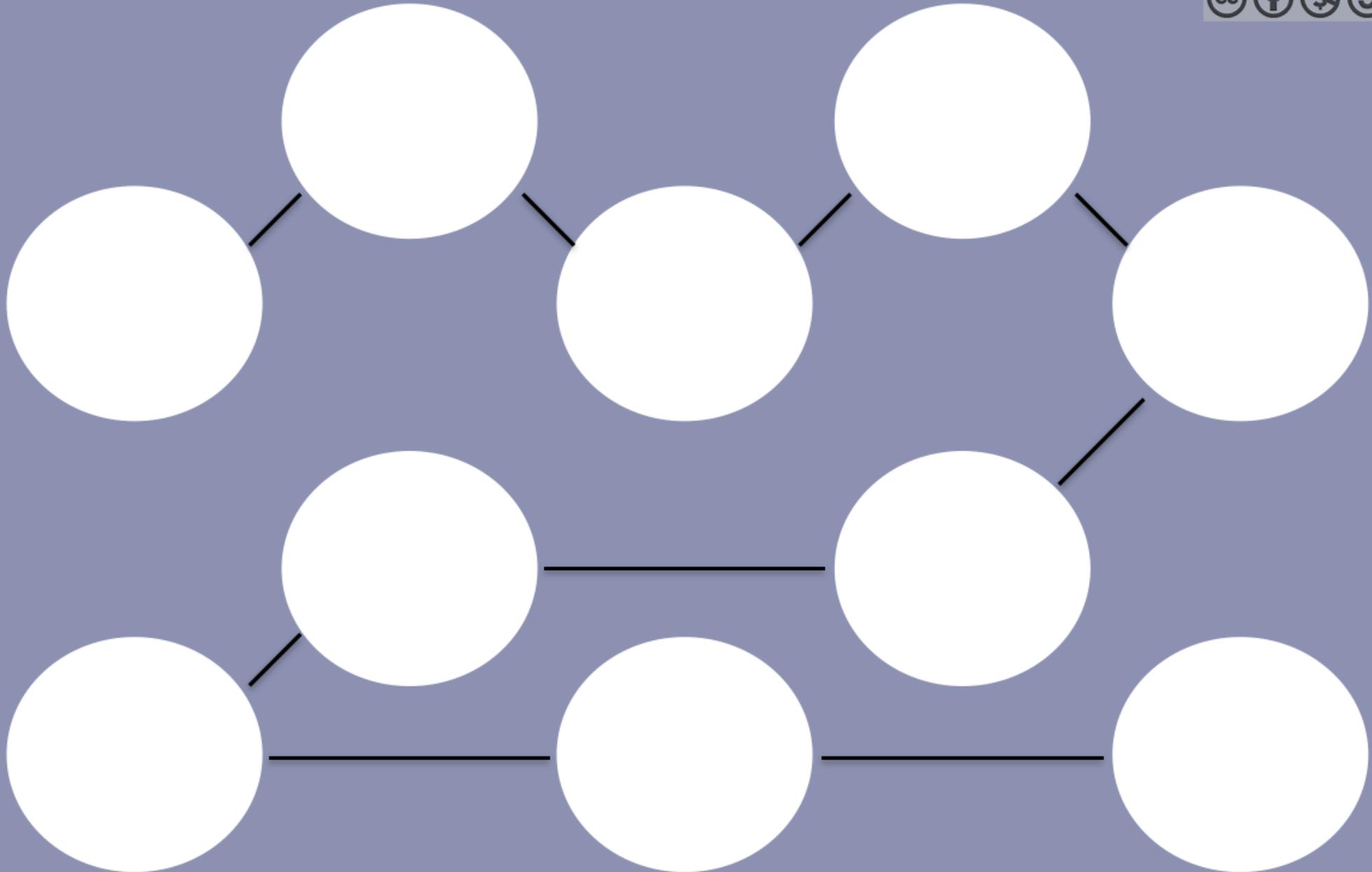
Can you imagine what it would be like to be able to dedicate your life to what you are passionate about?  
I have good news, it is possible, many people have already done it.

# LIFE MAP

## CONNECTING THE DOTS

"You cannot connect the dots looking forward;  
you can only do it looking backwards" Steve Jobs

Inspired by concept "Connecting the Dots". Steve Jobs



# Life Map

In this canvas I invite you to reflect on your life story and those most important moments that have led you to where you are today. It is about identifying those positive moments, victories, relationships or great achievements, as well as those negative moments, difficult, ruptures, sadness, that have marked your course.

Once this is done, the important thing is to rescue learning from each of them and with a more global perspective, or with greater clarity thanks to the passage of time, to be aware of how they have marked a direction in your life. This tool also allows you to thank for past events, even if at the time they occurred they were a tragedy or the worst in the world, because time gives you perspective and allows you to see things that you did not see before.

I always remember when I broke my first business, Polo café-bar. I saw it as a great failure at that time, very difficult to overcome and a really sad time. After 10 years, I returned to the premises and was able to close a cycle and thank for not having been successful with that business, because I would probably still be there from Monday to Sunday, while they have been the best years of my life, traveling the world, finding a purpose and meeting extraordinary people ... and I think the best years are yet to come



# THEORY OF CHANGE

*Reflections and actions to build a better world*

THEORY OF CHANGE  
*Inspired by concept "Theory Of Change". Acumen [www.acumen.org](http://www.acumen.org)*



***What is your Theory of Change?***

***What activities are you doing or are you going to do about it?***

***How do you imagine that ideal world?***

# Theory of change

In this canvas I invite you to reflect on three important questions that will help you understand how to generate a positive impact in the world. With a couple of examples that I share below, you will understand how it is possible to generate change in the world and it will allow you to design your own Theory of Change.

My theory of change is that raising awareness in people is the way to build a more human world. I am dedicating my life to that theory, it is a purpose to 50 years. To carry out this theory, I am designing international volunteer experiences, financing cooperation projects, giving conferences and workshops on life purpose, conscious leadership, social entrepreneurship ... I am writing and designing courses or online training, etc. The ideal world that I imagine is a world where all boys and girls can develop their potential.

Another example is that of Kailash Satyarthi, Nobel Peace Prize Laureate, whose theory of change is to end slavery. To do this, it denounces the companies that maintain these practices, rescues and welcomes children in slavery, trains parents to prevent them from selling their children, etc. Her ideal world is a world where all children can be free.

# 02 Inspiration

## 6 tools

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- Review of your current situation and opportunities for improvement.
- Making your own definition of success or re-definition of the current one.
- Projection and construction of an inspiring vision.
- Map your genius circle.
- Identify the dreams you want to make come true.

**01**  
Reflection

**02**  
Inspiration

- Success
- Genius Circle
- Lifestyle
- Get uncomfortable
- Vision Map
- Dream Map

**03**  
Planning

**04**  
Action

# SUCCESS

**IMPORTANT**

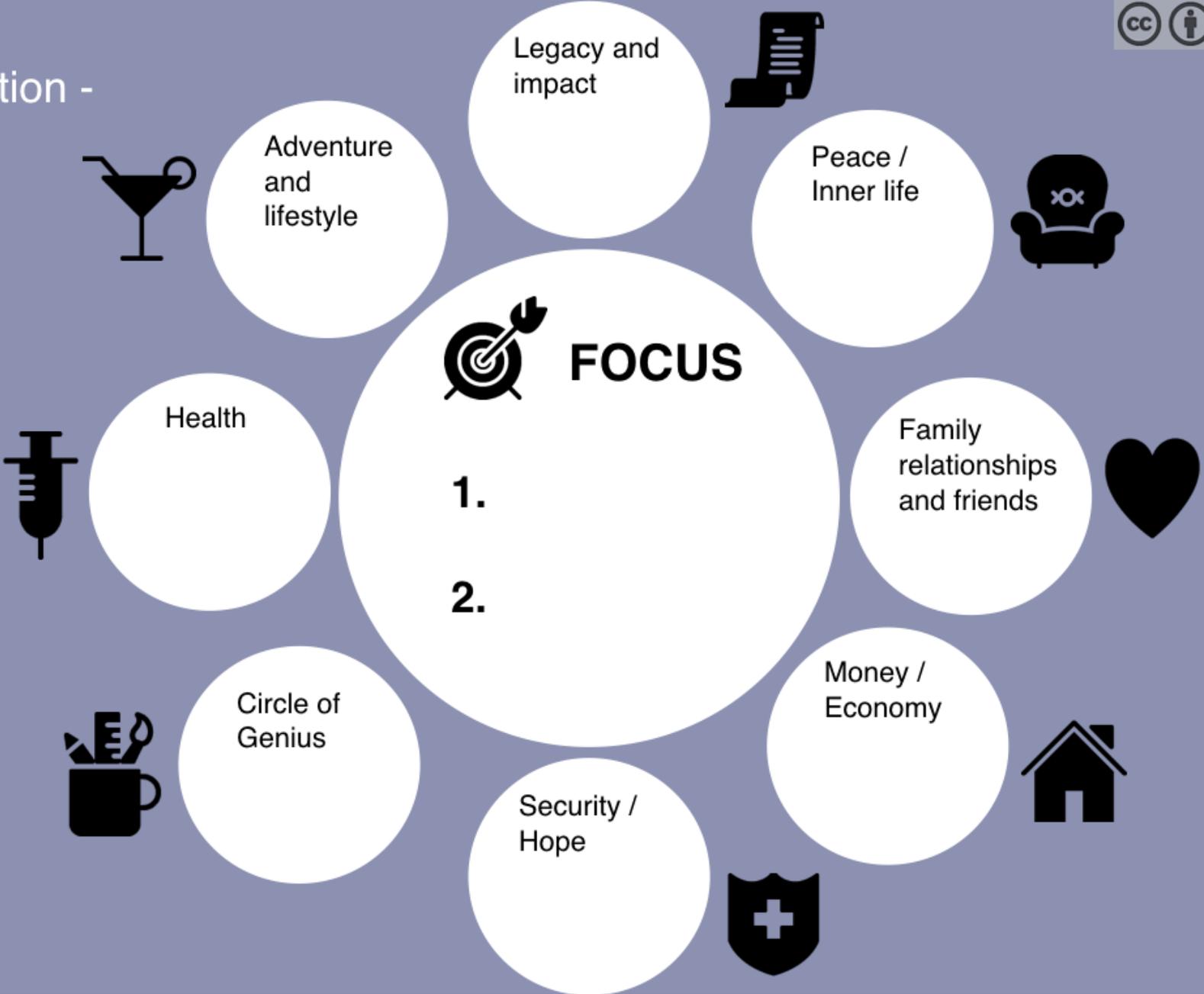
*Know where I am, to know where I want to go.*

**EVALUATE WHERE YOU ARE**

Inspired by concept "where you are". Zig Ziglar & "Forms of Wealth". Robin Sharma.



Sum +  
Subtraction -

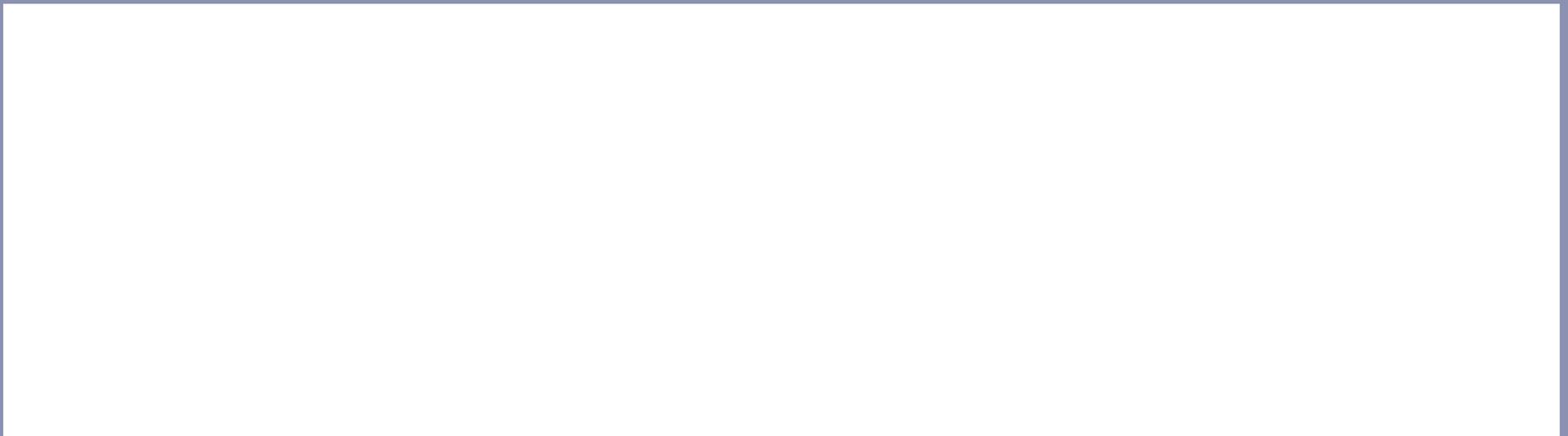


# Focus instead of busy being busy

This canvas covers some of the aspects directly related to success. Please feel free to add or omit those that don't make sense to you. Then, take a few minutes to contemplate the following areas of your life and mark with a positive sign (+) those that are adding up in your life at the moment, those that generate value. Then, identify those areas that are remaining in your life, that are robbing your energy and generate concern, and indicate them with a negative sign (-). Once you have finished, you must select two areas of your life that are negative and place them in the central circle. The idea of this exercise is to identify those two priority areas for you in which you can improve, it is about seeing opportunities and focusing on improving those two areas.

## Definition of success

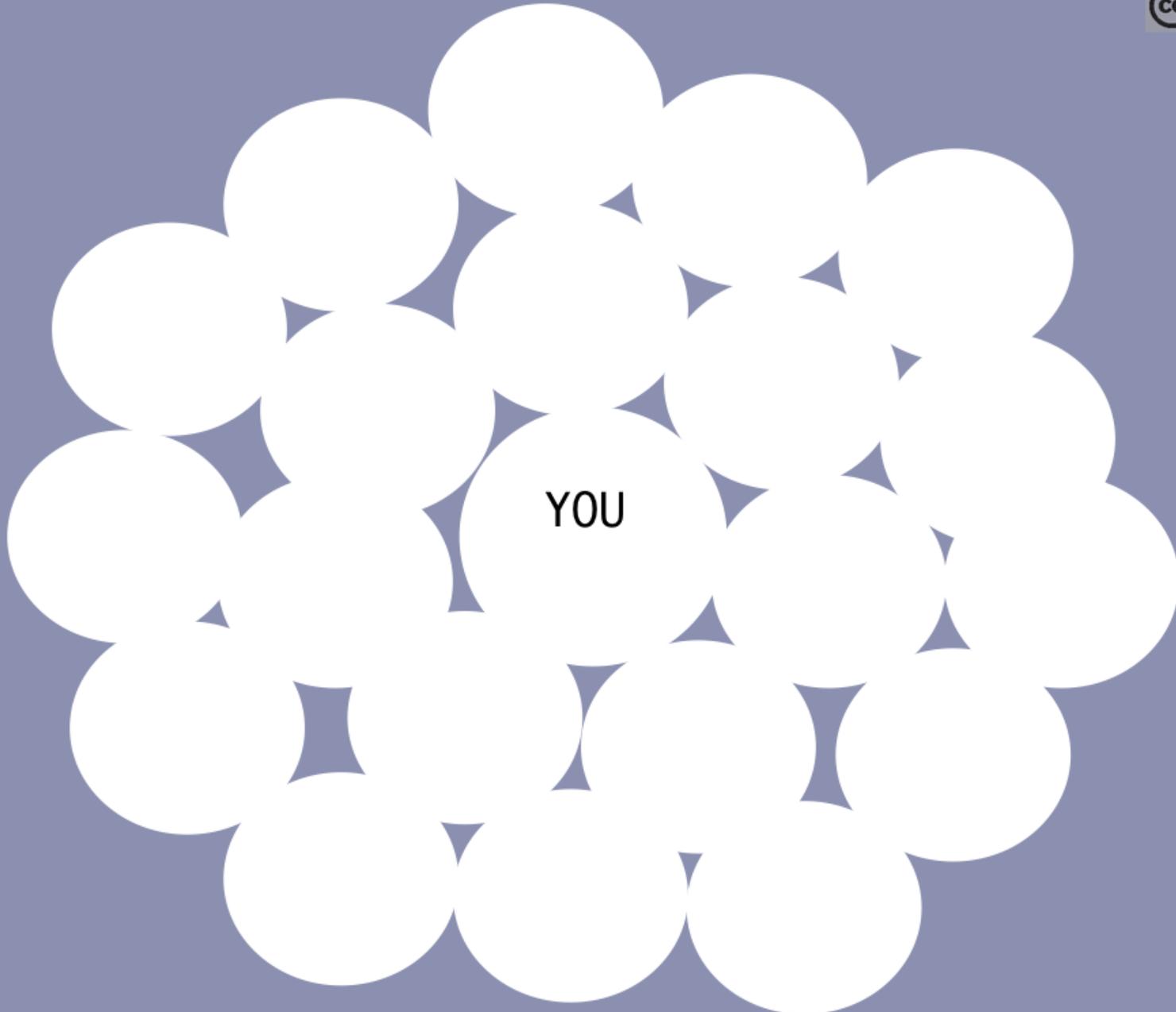
After completing the first part of the exercise, please take a few minutes to build your own definition of success. It is important to think about it, because this is the destination point, where we want to go and for which we strive every day, no two definitions are the same. We must break with the stereotypes of success and define ours.





# CIRCLE OF GENIUS

**CIRCLE OF GENIUS**  
Inspired by concept "Circle of  
Genius". Robin Sharma



# Genius Circle

We become the people we surround ourselves with.

On this canvas I invite you to write the names of those geniuses around you, people who inspire you, who love you and help you develop your potential. They can be friends, family, bosses, mentors or colleagues by profession, they can even be famous people you don't know but who inspire you to get the best out of yourself.

Once this is done, I invite you to take care of this valuable network of contacts by periodically connecting with them, but above all, also trying to generate value for your network. This group of geniuses will help you along the way and you can achieve what you set out to do.



# LIFESTYLE

## LIFESTYLE

Inspired by concept "10 Life Laws".  
Robin Sharma [www.robinsharma.com](http://www.robinsharma.com)

Design the life you want to live and follow your rules



### 10 Life Laws

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### 10 Red lines

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

# 10 laws of life

In the column on the left side of the canvas, you must write 10 laws of life that are not negotiable, that you will always try to comply with as a way to design and live the life you have dreamed of (for example, traveling every year, living surrounded of nature, dedicate yourself to serving or living in a humble and simple way). Give yourself a few minutes to think and once completed, I recommend that you put them in a visible place or have them on hand to review them and that they really become your way of life.

# 10 red lines

Having defined the way you want to live your life, I invite you to establish in the right column, a series of red lines, which you are not willing to cross under any circumstances. It is about your prohibitions, which come from your deepest convictions. It is true that what is true for us today may change, but at the present time we must establish these red lines that you will not cross (for example, I will not work in / with companies that manufacture or sell weapons such as Airbus, no I am going to enter into circles of corruption or allow myself to be corrupted, I am not going to be employed or work for money, for collecting payroll). It is important to also review this column frequently, because it may be that in a few months we will not think the same and we must update them.



# GET UNCOMFORTABLE

*Get upset so you don't get distracted and focus*



**10 strategies for life**

**Goals**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

# 10 strategies to get uncomfortable in life

In this canvas, I invite you to design a strategy so as not to get carried away by routine, by the stress and speed of society, by consumption and vanity, by poverty of the soul and Western success. In this way, it is important to look for small actions that return us to our essence, that connect us with the true person that we are and help us focus on the important things in life. They can be simple actions such as using the stairs instead of the elevator, eating a tapper instead of a restaurant every day, traveling standing to let other people sit in the subway or transport, showering with cold water or fasting one day, to connect with those people who do not have all the comforts that we enjoy, etc... In the first column the strategy is written and in the second column the objective that is pursued with it. For example, fighting sedentary lifestyle, leaving junk food, watching less TV ...



# VISION MAP

PERSONAL GOAL SETTING  
Inspired by concept "Personal Goal Setting". Mindtools [www.mindtools.com](http://www.mindtools.com)

"Big Picture". How do you imagine your life in 1 year

*What do you want to do with your life? What big goals do you want to achieve?*



# Vision Map

On this canvas it allows you to design the life you want. You can divide it into sections such as family, personal development, professional development or work, etc.

I invite you to pick up on this blank canvas, the ideas or projects you want to carry out, those things that could make this year the best year of your life, what you long for and want. You can write or draw, there are also people who make a collage, with newspaper or magazine clippings, something more visual.

But the key is not to do it one way or another, but to review it frequently, constantly, to always keep in mind those objectives that you want to achieve. I recommend using this tool once a year and review it monthly, while you plan every month, so you don't forget anything, to always have your goals in mind.

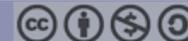


# DREAM MAP

101 THINGS TO DO BEFORE YOU DIE  
Inspired by concept *Personal Goal Setting*. Mindtools [www.mindtools.com](http://www.mindtools.com)

"Things are created twice, there is always a mental creation first" Stephen Covey

*Write down below those things that you would like to do in your life*



- |     |     |     |      |
|-----|-----|-----|------|
| 1.  | 26. | 51. | 76.  |
| 2.  | 27. | 52. | 77.  |
| 3.  | 28. | 53. | 78.  |
| 4.  | 29. | 54. | 79.  |
| 5.  | 30. | 55. | 80.  |
| 6.  | 31. | 56. | 81.  |
| 7.  | 32. | 57. | 82.  |
| 8.  | 33. | 58. | 83.  |
| 9.  | 34. | 59. | 84.  |
| 10. | 35. | 60. | 85.  |
| 11. | 36. | 61. | 86.  |
| 12. | 37. | 62. | 87.  |
| 13. | 38. | 63. | 88.  |
| 14. | 39. | 64. | 89.  |
| 15. | 40. | 65. | 90.  |
| 16. | 41. | 66. | 91.  |
| 17. | 42. | 67. | 92.  |
| 18. | 43. | 68. | 93.  |
| 19. | 44. | 69. | 94.  |
| 20. | 45. | 70. | 95.  |
| 21. | 46. | 71. | 96.  |
| 22. | 47. | 72. | 97.  |
| 23. | 48. | 73. | 98.  |
| 24. | 49. | 74. | 99.  |
| 25. | 50. | 75. | 100. |
|     |     |     | 101. |

# Dream Map

Things are created twice, and the first is in the mind.

We have just finished building a log cabin in Colombia, it is a dream come true. First the idea came, then I began to see cabins on pinterest and other social networks, then I made and improved the sketches, later I quoted and looked for ways to finance it and finally I found a carpenter who did the work.

I invite you to download on this canvas those dreams you want to make come true, the 101 things you want to do before you die. It is important to select one of them year after year and put all your effort to achieve it. The magic is that once one of them is achieved, no matter how small it is, it gives you the confidence to go on, to achieve bigger ones, to believe that you can achieve everything you set your mind to, it only depends on you.

# 03 Planning

## 6 tools

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- Definition and management of your annual and monthly objectives.
- Transfer of weekly planning tools.
- Learning a work methodology by blocks of time.
- Deep observation of your use of time.
- Measurement of your progress.

**01**  
Reflection

**02**  
Inspiration

**03**  
Planning

- Annual Goals
- Monthly Goals
- Route 5
- Blocks of Time
- Week 168 hours
- Progress

**04**  
Action



# ANNUAL GOALS

GOAL SETTINGS

Inspired by concept "Goal Settings" .  
Anthony Robbins [www.anthonyrobbins.com](http://www.anthonyrobbins.com)

"Walking, I learned that my life goes into a backpack" Oscar



0%

100%



Empty goal bar 1

- - - -

Empty goal bar 2

- - - -

Empty goal bar 3

- - - -

Empty goal bar 4

- - - -

# GOALS

SMART  
Meaning-Measurable-Action-Realistic-Time

**GOAL SETTING**  
*Inspired by concept Goal Setting.*  
Anthony Robbins [www.tonyrobbins.com](http://www.tonyrobbins.com)



development  
personal 

**Activities**  
WHAT THINGS DO YOU HAVE TO DO? 

.....

.....

.....

**Time**  
DEADLINE 

.....

.....

.....

**BENEFITS**  
WHY IS IMPORTANT? 

.....

.....

.....

Career  
economic 

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Toys  
Things 

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Contribution 

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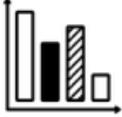
# Annual Goals

Once the Vision Canvas has been used, with the Annual Objectives Canvas it is about concretizing all the ideas, objectives, wishes or dreams for this year in something more structured and precise. I share two different models of canvas with the same purpose, so you can try and use the one you like best. The second of them makes a distinction between the type of objectives, dividing them into personal development, economic career, toys or things you want to achieve and contribution or impact. Remember that without contribution, the other goals do not make much sense.

Define 4 objectives with which you are going to commit this year, to which you are going to dedicate 100% of your time, what you are going to fight for and not stop until you achieve it. Once identified, you have to write them in the past, as if you had already achieved them. For example, We Open Primary School in Ghana or Created My Personal Brand ... Then let your imagination run wild and start writing down those activities necessary to achieve each of the objectives.

Remember that the smaller the activities, the easier it will be to execute them and you will have the feeling of daily progress. By achieving small victories, keys to maintaining high motivation, you will be able to dream bigger and realize your goals in less time than expected.

Throughout the year, I recommend you review this canvas and add new activities that come to mind and that can help you achieve your goals. Every 3 to 6 months, it is important to review your priorities for the year again and make decisions or make changes to make better use of your time and the remainder of the year.

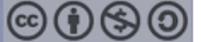


# MONTHLY GOALS

GOAL SETTINGS

Inspired by concept "Goal Settings".  
Anthony Robbins [www.anthonyrobbins.com](http://www.anthonyrobbins.com)

"We are what we do to change what we are" Eduardo Galeano



0%

100%

Empty goal bar 1

- - - -

Empty goal bar 2

- - - -

Empty goal bar 3

- - - -

Empty goal bar 4

- - - -

# Monthly Goals

In the first days of each current month or before the end of the previous month, spend 30 minutes on this tool that allows you to review where you are going and what you want to achieve.

It is about reviewing the Annual Objectives tool and taking from there the most important objectives or activities that you want to carry out at the moment and that will allow you to achieve the objectives that you have set for yourself. You plan the month so that others don't plan it for you. You choose those objectives or activities that you want to execute in the next 4 weeks and in turn divide them into smaller activities or specific actions that you must carry out.

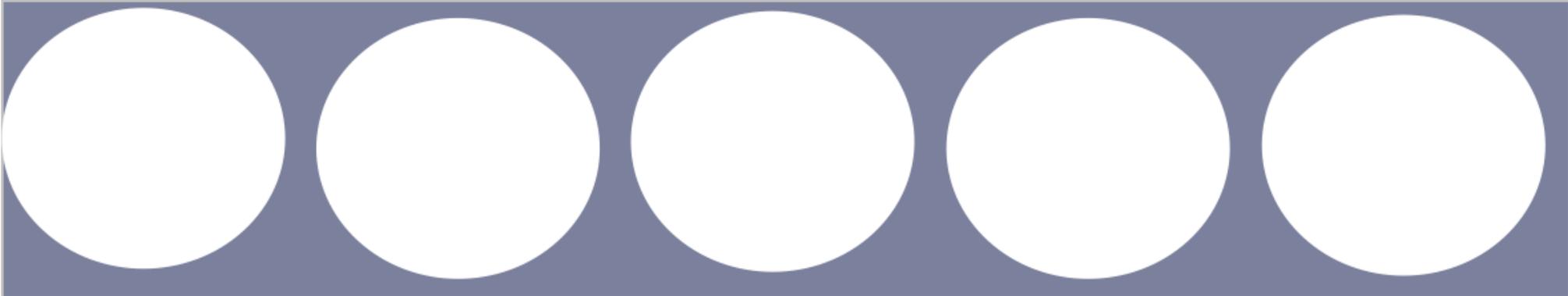
Again, the key is to mark as done each activity that you are carrying out, so that you see the glass half full again, you feel again that you are in progress, that you are achieving it. It is a bit of Positive Psychology, of feeling that the results depend on you, that you are striving and moving forward.

# ROUTE 5

GETTING RESULTS THE AGILE WAY

Inspired by concept "30 Days of Getting Results". J.D. Meier  
www.gettingresults.com and "Big 5". Robin Sharma

WEEKLY PLANNER  
GOALS + ACTIVITIES + VICTORIES



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

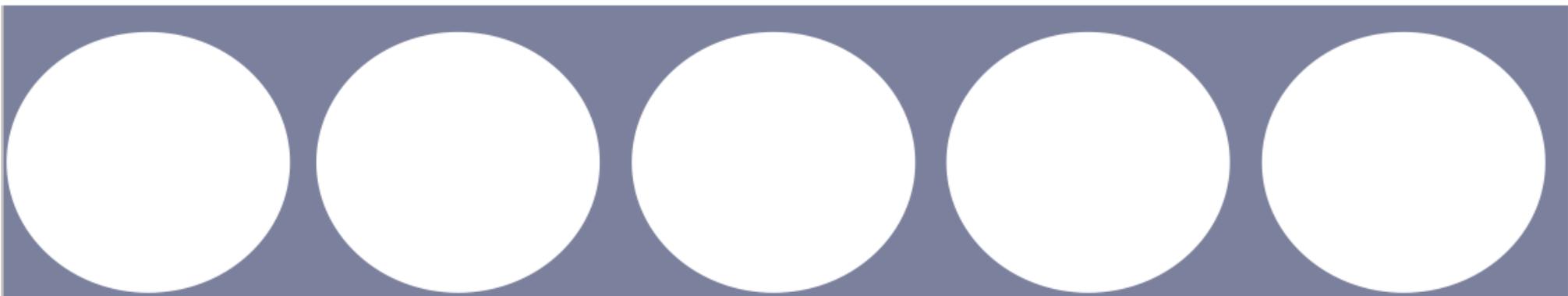
1

2

3

4

5



# TIME BLOCKS

## POMODORO TECHNIQUE

Inspired by concept "The Pomodoro Technique"  
Francesco Cirillo [www.pomodoro-technique.com](http://www.pomodoro-technique.com)



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00						
6:30						
7:00						
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# Route 5

This canvas covers some of the aspects directly related to improving productivity. At the top you find five circles, where you must identify 5 goals for the week, it does not have to follow the logic of a goal for each day, but it can be together. Next, you must indicate for each day the 5 little things you must do to make it make sense. Imagine if you do 5 little things a day (like answering emails, dining with your mother, sending a proposal, making 10 business calls, or writing a post for your blog). In a month there would be 150 little things, and in a year 1,800 little things. You become the owner of your destiny. Every day, you will personally commit to carrying them out before bed. Finally, in the circles at the bottom of the canvas, you should point out the small daily victories, these would be recorded in a circle for each day (working on Saturday is not always mandatory although it is recommended and on Sunday it is always recommended to rest and disconnect ). It is important to establish a routine of celebrating small victories.

# Blocks of time

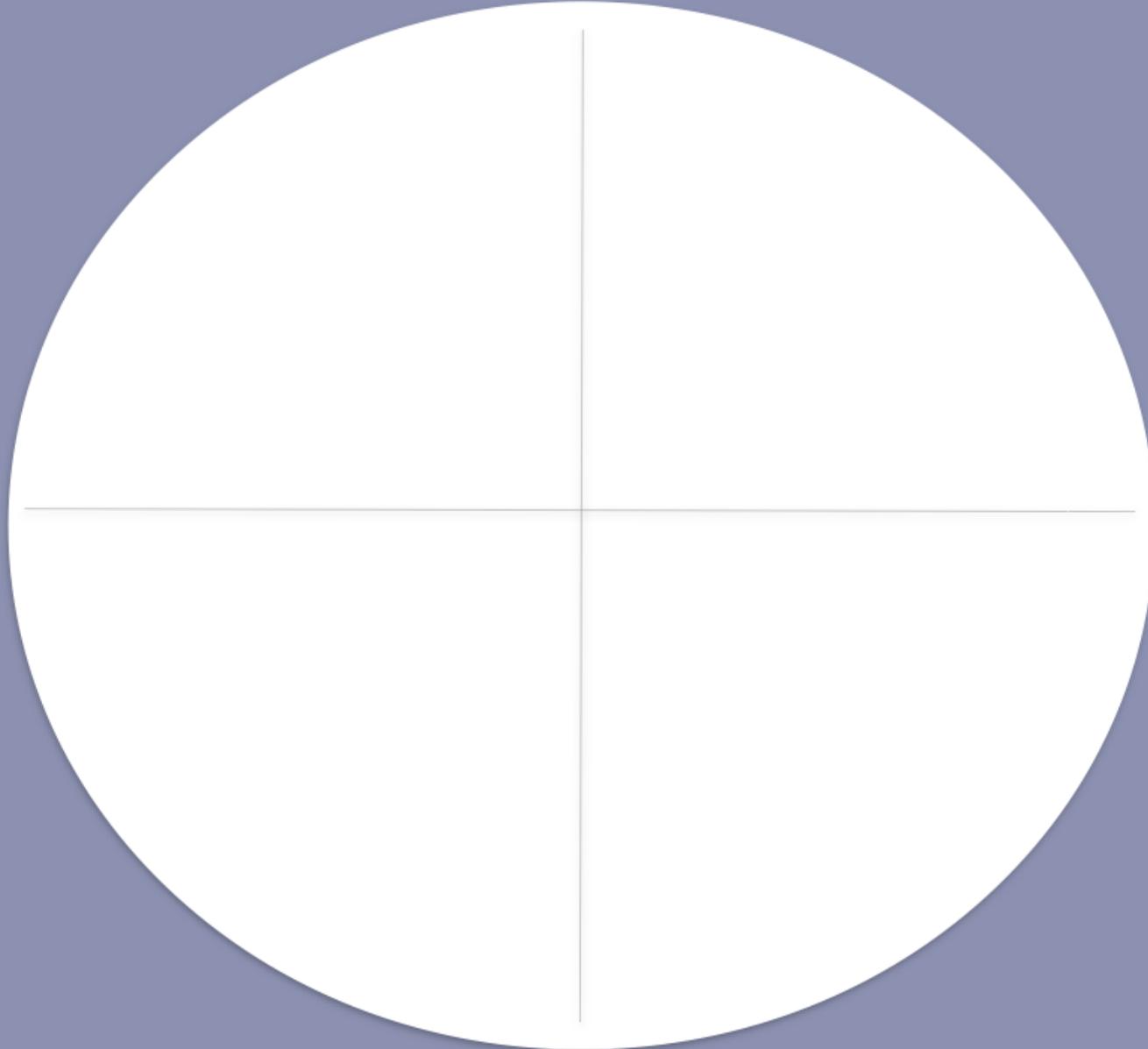
Once the first part of the exercise is finished, you simply have to turn the canvas and schedule each of those 5 little things in the day, in such a way that you will manage the time more consciously and you can materialize them.

The "Pomodoro Technique" recommends identifying a list of tasks and dividing the day into blocks of 25 minutes. Put a kitchen clock or alarm on the mobile for every 25 minutes. At the end of each 25-minute block, mark the activity as done in the list and take a small break. At the end of 4 blocks of 25 minutes invites you to take a longer break. If you work this way concentrated for several hours, instead of multitasking, chances are you will be able to do all day work in one morning. Try it, it's free! ... if it works share it and if not you can discard it..

# WEEK 168 HOURS

Week 168 hours  
Inspired by concept 168  
Hours, Laura Vanderkam  
[www.lauravanderkam.com](http://www.lauravanderkam.com)

Could you have time if you organize yourself better?



-  TELEVISION
-  TRANSPORT
-  WORK
-  SLEEP
-  EATING
-  LEISURE
- ...

42 h.



# 168 hour week

While we focus on planning our perfect year and monthly monitoring the activities and objectives that we are achieving, it is also important to be aware that we invest our best hours.

This canvas allows you to see where the week is going and what you have to do is simply capture in the circle each activity with the corresponding time that you invest. For example, if you sleep 8 hours a day on average, in a week you will sleep 56 hours, so draw the corresponding portion of time that you dedicate to it. If each quadrant is 42 hours, it will be a little more than one quadrant. You can put a color or a type of grating to each activity.

At the end of the day, this tool allows you to have more clarity about what your priorities are for the week and will allow you to make decisions to adjust them. After this critical look, the expression of I do not have time or does not give me time is no longer an excuse for not carrying out the activities or objectives that you propose.

It will also allow you to see how much free time you have throughout the week or opportunities to adjust the times of some of the activities so that you can free up time for important things.



"Success is a numbers game" Jim Rohn

# PROGRESS

## PROGRESS

Inspired by concept "Progress".  
Anthony Robbins [www.tonyrobbins.com](http://www.tonyrobbins.com)

NAME

YEAR

DEFINED IN A TWEET (140 characters)



WHAT BOOKS HAVE YOU READ?



WHAT CITIES OR COUNTRIES HAVE YOU VISITED?



WHAT PERSONAL PROJECTS OR FAMILY MEMBERS HAVE YOU REGISTERED? HOW HAVE YOU RAISED YOUR STANDARDS?



WHAT EVENTS, WORKSHOPS OR CONFERENCES HAVE YOU ATTENDED?



WHAT PROJECTS HAVE YOU STARTED? WHAT GOALS HAVE YOU ACHIEVED?



HOW YOU'VE GROWN SPIRITUALLY?



WHAT AREAS OF TRAINING YOU HAVE FOUND? COURSES REALIZED



WITH WHOM HAVE YOU CONNECTED WHAT LEADERS OR REFERENTS HAVE YOU KNOWN?



WHAT HABITS HAVE YOU IMPROVED? EFFECTIVENESS, HEALTH AND CONDITION PHYSICAL



# Progress

Once a year I retire in a solitary place for a couple of days to thank for all that has been achieved, to appreciate the progress and victories as well as to design the new year that is coming.

I invite you to do the same with this canvas, to identify those things that you want to measure, that are important to you. The canvas is divided into the four areas of personal development: Mental, Physical, Social, and Spiritual.

In the mental part, for me it is important to collect the books that I have read, the events, workshops or conferences that I have attended, the new training spaces or courses that I have taken ... in the Physical part, there are the habits that I have improved or implemented ... in the Social part are the people with whom I have connected, the countries or cities that I have visited, the new leaders or references that I have met as well as the projects that I have started or have achieved ... finally In the spiritual part, I try to measure how I have raised my standards, what family projects I have achieved, how I have grown in my faith and love for my brothers ...

It is important to keep in mind that sometimes we do not achieve all the objectives that we set ourselves, but that does not mean that we do not advance. Instead of regretting not achieving them, we can change our attitude and measure what we are progressing.

I invite you to modify the questions and personalize this canvas, including those aspects that are important to you, aspects that you want to review annually and help you measure your personal and professional progress.

# 04 Action

## 6 tools

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- Identify opportunities for improvement in your day to day.
- Review of current routines that condition your life.
- Motivation to connect each habit with your purpose.
- Building effective habits.
- Dig deeper into the Theory of "Tinto"
- Statement of intents.

**01**  
Reflection

**02**  
Inspiration

**04**  
Action

- Habits
- Habit Flow
- Power level
- Relational Capital
- Connections
- Theory of "Tinto"



Key habits  
offer "little triumphs"

# HABIT FLOW

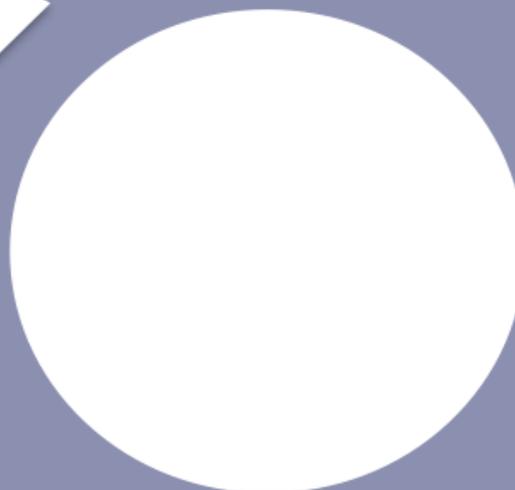
HABIT LOOP  
Inspired by concept "Habit Loop". Charles Duhigg



**Desire**



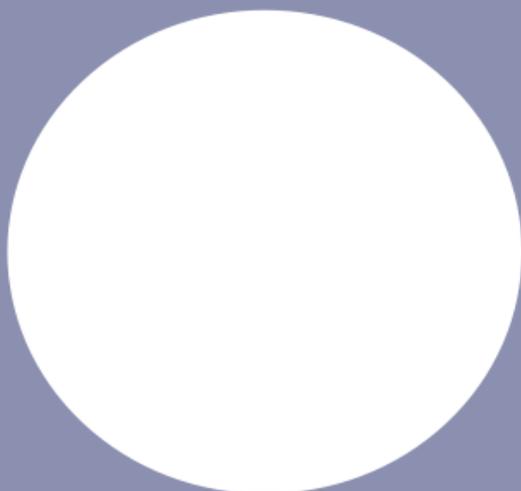
**1. Identify ROUTINE**



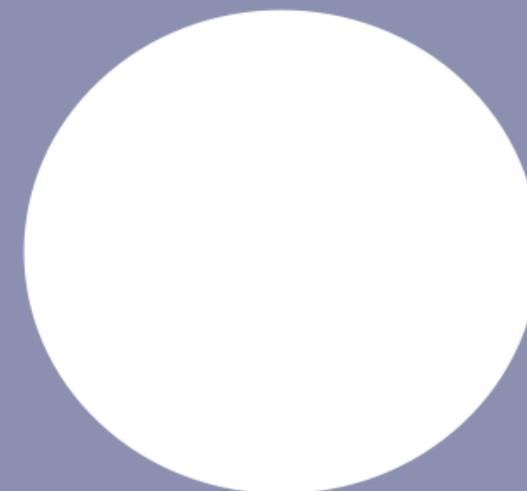
**3. Isolate SIGNAL**



**2. Experience REWARD**



**4. Design PLAN**



# REGISTRY



Day	Location	Time / schedule	Emotional state	Other people	Previous Action
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1					
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2					
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3					
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4					
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7					
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# Flow of habits and registration

Study the flow on the pattern of habit formation to understand the power they play in your life. Once understood, use one of your habits as an example to identify the signal that triggers the performance of an action automatically, as well as the rewards. Do not forget that behind each habit there is a desire or desire to satisfy.

**Four Steps:** Identify the routine, experiment with the rewards, isolate the signal and design a plan.

The first step is to identify the routine or habit that you want to implement or replace. The second step is to experiment with several different rewards to decipher the desire that motivates the habit (at this point, it is about collecting information). The third step is to isolate the signal (or trigger) from all the information we receive on a daily basis. For this you can use the back of the canvas, where there is a tool that categorizes the signals into 5 groups. You must fill out these five categories the moment you feel the desire. Finally, once the signal is identified, it is possible to draw up a plan to change habits.

Example, if you want to change the habit of stopping eating sweet every time you drink a "tinto". The signal is when you get up from the table, put the coffee maker and prepare the coffee (tinto), the routine is to look in the pantry for a cookie or something sweet to accompany the red, the reward may be the brief pause or being able to enjoy a space to read or the sugar injection.... Once you have identified the desire that motivates you to eat the sweet, you can draw up a plan to act differently. If it's hunger, you can eat an apple, if it's disconnect, you can take a walk or check email ... Next, reflect on a new habit that you want to implement in your life and define a simple and obvious signal, as well as a clear reward. Example: exercising. The signal would be to go for a run before going to work, the routine to run on the sidewalk for 1 hour and a reward to have a wine or sit down to read in the afternoon. The desire would be the endorphins that release running or the feeling of success or being fit.

Faith in yourself and that you can achieve it is essential. Desire evolves into craving and that in turn forces the brain to automate processes and consolidate habits. Remember that the brain does not distinguish between good and bad habits, and these determine your destiny.

# HABITS

## DIARY HABITS

Change your habits, change your LIFE!

20+20+20 RULE

Inspired by concept 20+20+20 .

Robin Sharma [www.robinsharma.com](http://www.robinsharma.com)



HABITS

M

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W

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F

S

S

1

2

3

4

5

WHY

0%

100%

# Habits

This is a very simple canvas that allows you to take control of the implementation of one or more new habits that you want to introduce or modify in your life.

It is about putting in the first boxes numbered from 1 to 5, that habit or habits that you want to implement and marking with an X the days of the week that you carry them out. By making 4 copies of this sheet you can monitor 1 month, which is the approximate time necessary to implement a habit. Other authors speak of 60 days, do not be discouraged, the most important thing is to have the willpower to start and take control seriously. If it is only a habit, you can use a single sheet and dedicate each column for a week, so that you can see your discipline in the period of 1 month that we discussed.

In the WHY package, simply indicate a cause or phrase that reflects the reason why you are willing to change or implement one or more habits.

Finally, each week you can measure if you are achieving it, if your will is stronger than laziness or inertia.



**Energy Thieves**

*Are those who steal your energy*

# ENERGY LEVEL

**ENERGY LEVEL**

Inspired by concept "Energy Vampires". Robin Sharma & "Toxic People". Jürgen Klaric

## WHO STEALS YOUR ENERGY

## WHO RAISES YOUR ENERGY

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-

-

-

-

-

-

-

-

-

**YOUR ENERGY LEVEL**

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# Power level

Start by writing in the left column, the names of those people who you feel are stealing your energy from day to day. In the right column, write the names of those people who raise your energy.

Then assign a score from 1 to 10 depending on the level of energy theft of each person in the left column, with 10 being the maximum. Then add all the scores and divide them by the number of people. In this way, you will be able to obtain your current energy level.

We recommend you to raise your energy level, share less time or definitely stay away from those energy thieves and prevent you from developing your potential.

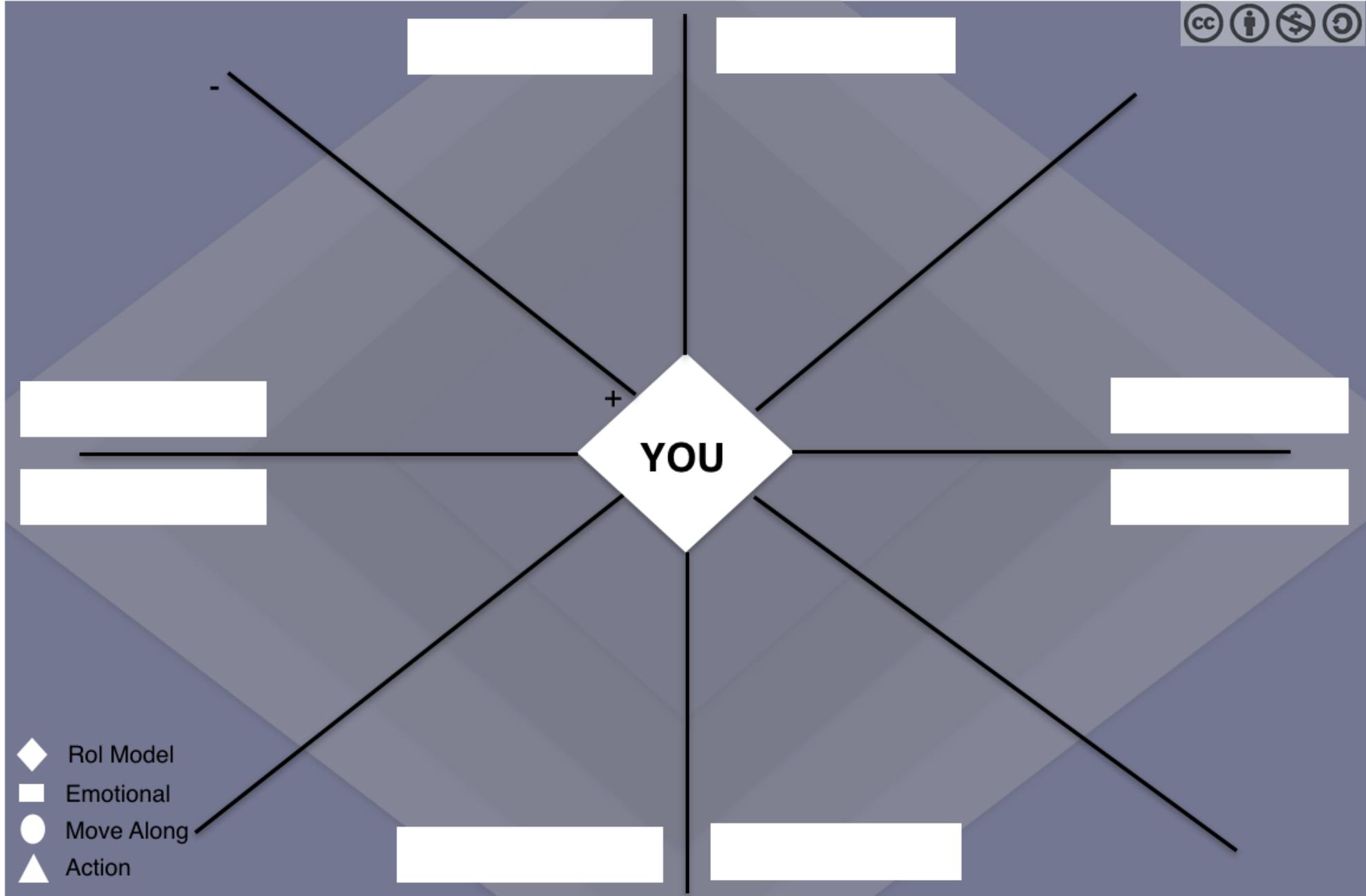
People come into our lives for a reason, for a season or for a lifetime.

# RELACIONAL CAPITAL

## RELACIONAL CAPITAL

Inspired by "Network Current State" Philp Willburn & "Developers" by Wendy Murphy and Kanthy

 **WHO WALKS BY YOUR SIDE?**  
*You become the people you surround yourself with*



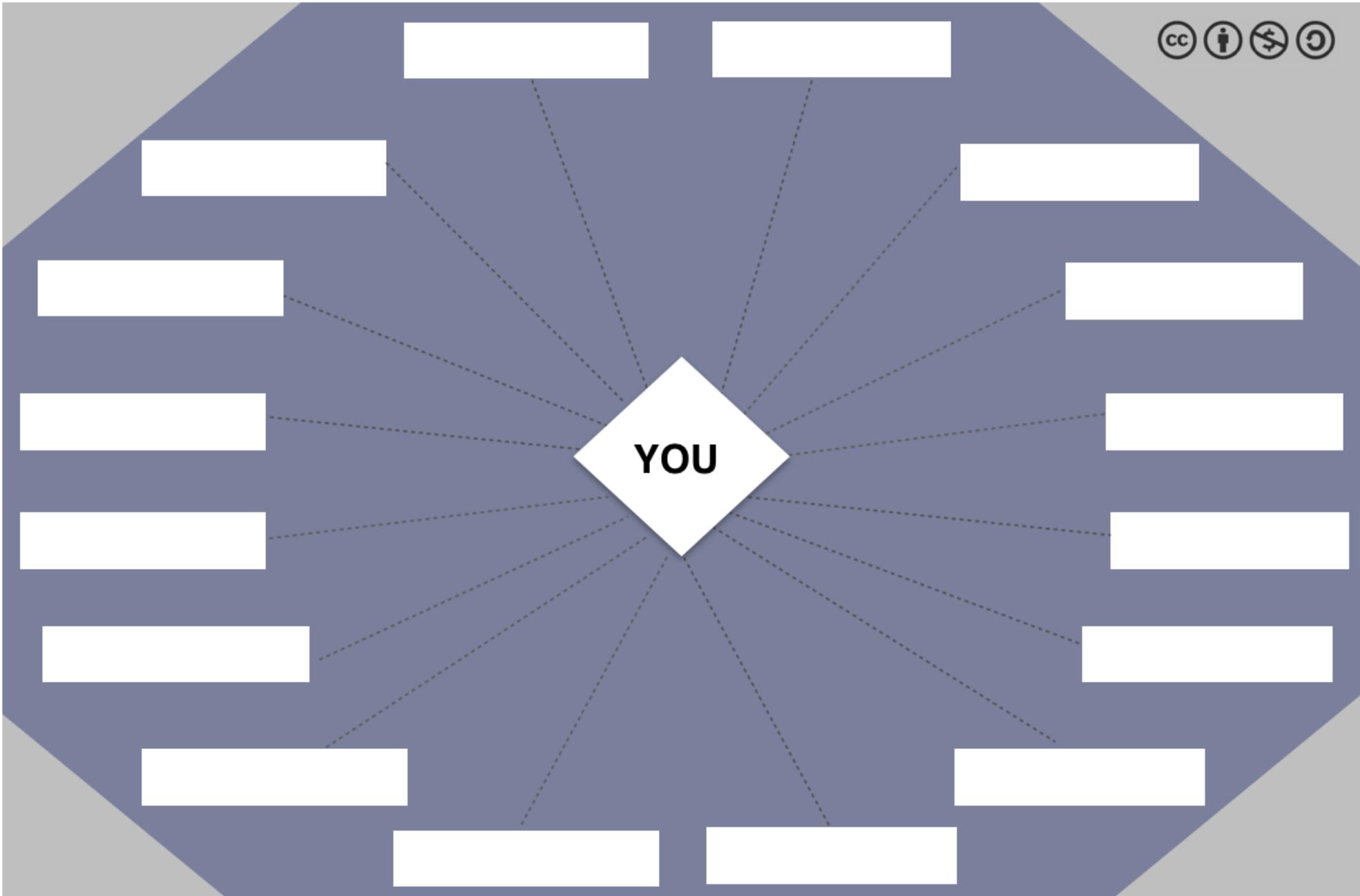


# CONNECTIONS

¿HOW IS YOUR NETWORK?  
*Identify if your Network is open or closed*

CONNECTIONS

Inspired by concept "Identify who is in your network". Philp Willburn



# Relational Capital

Identify different areas of your life (work, friends, family, projects ...) and write the names of those people that you feel accompany you on the path of life. Then assign an icon to each of them. The diamond for those who are role models, the square for those who support you emotionally, the circle for those who help you move forward with your goals, and the triangle for those who help you take action.

We recommend that you do a general review to see how different people are helping you develop and identify opportunities to improve your relationship capital.

# Connections

Identify those people who are part of your circle of geniuses, who inspire you and help you to do your best, to develop your human and service potential. Next, start drawing lines to connect those people who already know each other. In this way, you will be representing your Network.

This canvas allows you to assess the degree of openness of your Network, suggesting in case of being very closed that you open up to connecting with new people, while in the case of being very open, we suggest connecting people in your Network so that they know and magic arises, to generate social capital.

Nº TINTOS / YEAR

100  
75  
50  
25



# THEORY OF TINTO

YEAR



**JANUARY**

**FEBRUARY**

**MARCH**




**APRIL**

**MAY**

**JUNE**




**JULY**

**AUGUST**

**SEPTEMBER**




**OCTOBER**

**NOVEMBER**

**DECEMBER**




# Theory of "Tinto"

Give time to others and generate value by drinking a Tinto (coffee). The Theory of Tinto teaches you how to create social relationships based on trust. It is a revolutionary system of connections, which allows to expand relational capital and improve the individual value proposition. The Theory of Tinto is based on a very simple but at the same time innovative idea.

The process behind the theory of red is structured in 6 steps:

1. Identify a person with whom you want to talk. It doesn't matter who you are: a friend, a family member, a person you want to know for a long time. The important thing is that you block yourself on the agenda and offer your full attention to this person.
2. Take a Tinto in a nice place. Identify a pleasant place for the meeting, where there is not much noise and you can talk without many distractions. Invite or let yourself be invited to a delicious tinto (name that coffee receives in Colombia).
3. Listen and talk for 40 minutes. Break the ice with a joke or short presentation and start listening to the other person. Keep track of time and redirect the conversation so as not to exceed the 1-hour recommendation.
4. Make notes and record the conversation. Carry a notebook or use your phone to take note of relevant information to make the connections. Record the names or ideas that come to mind, so you don't forget them and don't interrupt the conversation.
5. Close the conversation by reviewing the commitments made. As the 40 minutes of conversation are reached, begin to close the conversation by reviewing one by one the commitments made with the other person and completing your notes if necessary.
6. Share your value proposition. The next day or in the same week, make the bridge emails or valuable connections that you had registered and open your network of contacts to others, you will be surprised how life returns your generosity.

