	Welcome back to module seven, lesson one. This section is all about reflection. Before you can set any goals, before you can do any future vision planning, the biggest thing that people miss is this section on reflection. What happens is that people will get in the habit of looking forward into their businesses, into their lives, but they don't look at what's happened in the past and reflected on those things that will hinder them or propel them in the future.
	That's what we're doing here in this particular lesson. If you have ever said goal setting or planning doesn't work for you or that you're a starter, but maybe not a finisher. If you struggle to figure out why creating goals is important to you and ultimately how not the stream roll your rich life and becoming a workaholic. If that is something that you worry about, than this lesson is going to help you break it down and the rest of this module will also help you break it down. So understanding your personality and how you like to plan and using that personality as an advantage will help you use your natural tendency to make sure that you're making progress in a way that feels really great for you.
	So I want you to learn what works for you. Planning isn't just about following other people's templates or copy and pasting something in your life or your business, but it's about looking back on past trends and how you like to operate. So this is just an opportunity for you to get really honest with yourself. When you're looking back on past projects, are you the kind of person who gets things done ahead of a deadline or maybe you stay up the night before and cram it in and procrastinate because you work better that way. Ultimately, knowing what works for you will allow you to make a model that you can replicate over and over in the future.
	So this is an opportunity to figure out how you work best. Thinking back to your ideal day, you're going to want to see if it actually reflects the way that you'd like to work best. And if you might need to change that a little bit or you can take some information from that and see if it applies to anything that we talk about here.
	So the first thing I want you to think about is your work time. When do you do your most optimum work? What's the optimum condition for the work? When do you gain energy throughout the day? Maybe it's in the morning, maybe it's after lunch, maybe it's in the evening time. When the house is quiet, when do you create the best creative work during a particular time in the day?
	Maybe it's after you do something or it's an early morning. Really just thinking about when you work best and when most optimal is something you want to get clear on. For me, I don't really have a great optimal time during the day. My best power hours are middle of the day, kind of 10:00 AM to 1:00 PM. And sometimes in the evening when I get my best copy written is usually in the evening around 9:00 PM to 11:00 PM, which is kind of weird. So the second thing I want you to think about is your workspace. Do you need a certain kind of workspace to be effective? Maybe it's that you're going to be really quiet or you

want music to be playing. If you're anything like me, you like to go to a coffee shop,

03:40 does your space need to be clutter free or distraction free and in order for you to be super productive or optimal effectiveness, what do you need to have around you? If you're an artist, what kind of tools do you need around you? What do you need to have set up? So in different tasks that you do, obviously you're probably going to need different tools or different things.

04:03 Just think about the best work that you like to do. So whether that's your, you know, web design or that's your craft making or it's you know, the, the floral design that you're doing, whatever the actual work is, what do you need in order for that productivity to be on point? The third thing is to think about organization. In order for you to sit down and be most productive, then what do you need to do in order to maximize the time when you sit down, maybe there's prep work that needs to happen or you need to have things collected or have data.

04:37 These are things that you're going to want to think about before you actually sit down to do quote unquote the work. And then another thing to think about is where do you document what needs to happen in any given day or week? Maybe that's your calendar. For me, it's my google calendar as well as my paper calendar.

04:56 Sometimes people will overuse tools and have 25 different tools just running, which makes people feel really overwhelmed. I really do encourage you to find a system that works for you, whether that's picking one planner and sticking to it or you know, choosing one task management tool like Trello or Asana.

05:17 And then the fourth thing I want you to consider is the type of work that you're doing. What are the types of tasks you do in any given period of time in a month? So what cycles do you have in your work schedule? What kind of buckets do you have in your business? Is that content marketing, admin, creative work, client work, really thinking about the buckets of things that you need to do and when you're like in the optimum condition for that. Like I said, I do my best copy when I'm doing it in the evening time and although that's not the best time for me to be working, sometimes I get the best work done so I just have to sacrifice a little bit of time the day or time during the night in order to be able to do that work. So it's just a compromise.

06:04 So in order to optimize your planning tendencies, you really just have to know yourself best and there's definitely things that we can improve to be our most intentional and productive selves, but there's always more to do and it's possible to work smarter and not just working harder constantly. By planning and using your natural tendencies like we just talked about, you'll be able to use that time more effectively, more wisely, and feel like you're on the ball more often than not. So I want you to take this quiz over at reinaandco.com/skyscraperbuilder and determine what type of planner you are.

It's a really quick quiz and I want you to determine if you're a skyscraper or a builder and while you take this quiz, remember that you're taking it as you, not about you supporting other business owners. So say for instance you're a VA, sometimes you will show up as a skyscraper for them or a builder for them, but you're the opposite in your business.

07:04   So I want you to think about you as a business owner and you being the CEO of your company, not being a support person to somebody else. So go take that, take a pause and you can pause this video and come back and keep going. All right, so which one did you get? Did you get skyscraper or a builder? So let me tell you about each of them. If you're a skyscraper, the world needs your big, bold, audacious, crazy, big ideas, and you see the big picture. You see everything that is possible for you and it feels really big and really great, but sometimes you get overwhelmed by all the things that you'd probably have to do to get there and you're not quite sure what the process is to get from here to that big, crazy, audacious goal and you need help seeing all those steps in between.

07:59   As a builder, you're great at seeing what needs to get done. You can see the exact steps, the process, but you might struggle with being able to step back and seeing a bigger picture to be able to see what's possible for you and sometimes you sell yourself a little bit short. So we're going to be diving into what you can as a skyscraper or a builder can do in order to make progress on your shortcomings so that you can build and lean into your natural tendency.

08:30   So skyscrapers, I want you to dump all the things in your head when you come up with these ideas or you come up with these. Cool things to just get it out of your head because you're keeping a lot of that data in your brain. Pick the one thing that keeps coming back to you and that's the thing that you're going to create a plan around, and we'll talk about that in lesson three and for skyscrapers. Once you break things, once you get them down into stages, it will be easier for you to determine what to do next and when you can set sprints or rewards for yourself, that will allow you to check mark the progress that you're making and ultimately say, yes, I'm doing great. I'm keeping on moving on.

09:12   Builders. You are a born doer, right? You're great at seeing the steps you need to take in order to get to the results and you're great at sitting down and getting it done. You can see those steps and you can move project, move toward that progress, but you really struggle with looking at the bigger picture. So I want you to think about your values when you are going to dream a little bit bigger. I want you to start thinking about those values and what is important to you, what fills you up in your most blissed out version of life? What does that look like and come up with a vision for your business and how that business is going to support your life. So for builders, it's even more imperative to keep narrowing in on that focus of what those core values are and the why's behind your business.

10:00   So moving forward, we're going to be using these tendencies to our advantage. Some things might feel uncomfortable for you as you move into the next lesson,

but I want you to remember that this is probably why I'm getting uncomfortable because I'm a visionary. I'm a skyscraper or I'm a doer and this feels like a little bit too intangible for me. And that's okay. I just want you to notice those things and my biggest tip for you here is if you are a skyscraper, find a builder to pair up with an accountability buddy or join a mastermind that has other builders inside of it, and if you're a builder, find more of those skyscrapers. Find those visionaries who are so comfortable in saying, this is what I see for you. I think you would be really great at this.

10:44 So in your goal setting reflections, I want you to spend some time to think about your patterns in goal setting and how you've gotten projects done. So when you've planned something in the past, I want you to think about how it's gone. When has it gone really well? What were the things that you needed to get to that place? You know, even if you feel like your quote unquote bad at goal setting, you've completed something, whether it's school or a project or something in your business, you've done something right and so I want you to think back on those opportunities and the challenges and the successes that you had in order to get to where you are right now. Something else to think about is when you think of a new project, how do you determine when you start a project? Do you just started as soon as you think about it? Do you ever get into trouble doing that or do you wait too long and then you find out, Dang it, somebody else is doing the same thing that I had already thought of. When you're completing a project and you've completed a project successfully, tell me how did it happen? What were the dominoes that were in place that you had to knock over to get to that end result?

11:54 Fill the sentences I need blank in order to see a project to completion and maybe it's a number of things. It might not just be one thing and that's totally okay. Another question to consider is what stands in the way of you executing a project, and let me add another question for that. The builders out there, I'm also a builder. What stands in the way of you being able to imagine something bigger for yourself? What is the biggest goal or biggest dream that you have for yourself? And I'm probably gonna suggest for you to go talk to a visionary, a skyscraper to challenge you on this because I bet that there's something more, something bigger and more exciting than you can possibly imagine. So go dive into the workbook. All of these questions are over there and I want you to reflect on your most optimal work, your most optimal conditions and the past work you've done so that we can start finding those trends.