



WELCOME TO YOUR FREE RESOURCE

FROM BARBARA MUTEDZI

This is what it includes:

How to manage your calendar for high performance
How to Bio-hack your brain for high performance
Knowing the power of your mind

ENJOY!!

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INTRODUCTION

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WELCOME!



Hello! My name is Barbara Mutedzi.

I am a Conscious Leadership Coach, trained in Neuroscience based coaching, with a background in a number of other disciplines. More about me is found [HERE](#)

The information collated in this ebook is in 3 parts. All of it centered on High Performance, and has been summarized from some Facebook live sessions that I did a while ago.

Using my background in Neuroscience-based coaching; which is the study of the mind and brain and how we can harness them for higher power, I guide you through how you can become a high performer as you manage your diary and bio-hack your mind.

Let's keep in touch!

LINK TO OTHER EBOOKS:

<https://designyourlifefoundation.com/e-books/>



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CHAPTER

MANAGING YOUR CALENDAR

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PURPOSE OF PART 2

Part 2 includes tips on how to create daily habits & schedules that get you performing at higher levels in all areas of your life

Information on how to use your mind & brain for higher performance, together with my:

All of the information is steeped in both academic & professional knowledge in neuroscience, consciousness, psychology and anthropology to help you create sustainable habits aligned with your goals

I use all of these, to run a successful business and life.

LET'S BEGIN!





#1 HAVE A JOURNAL & DIARY

These 2 are important:

Journal to write down all your ideas & dreams
And these down into actionable & achievable daily and weekly
steps

Diary to jot down against each day and week, these actionable
steps that you will be doing
as you move along.

Soon, I will have a tailor made diary for you to make all the above
easier for you to follow. Make sure to follow me on Instagram and
LinkedIn to make sure you get the notification.





#2 MORNING ROUTINES

Your morning routine should include the following:
in any particular order which makes sense for you:

Spiritual practice, journaling, inspirational reading
and listening, exercising

Brain waves stronger the 1st 20 to 60 minutes of waking
Information stays longer, more ingrained in your subconscious

So be cautious of what you
expose yourself to in those 20 to 60 minutes





#3 DAYTIME ROUTINES

Have a diary with all activities for the day scheduled

Have specific days for specific tasks

Do work that needs you to think a lot, earlier in the day
Do other tasks later in the day

Make sure to do the things that only you can do
The rest, teach and delegate to others

This goes for the household, the work and in business
Automate everything and anything that can be automated





#4 NIGHT ROUTINES

Confirm all appointments: work and casual
Make sure your calendar is all set for tomorrow
Make sure you have aligned all the resources you need for all the appointments

Put out your exercise clothes
Prepare lunchboxes & meals for tomorrow

Have your journal by your bedside & set your alarm clock. Do invest in an alarm clock. Don't use your phone because its tempting to then look at messages first thing in the morning

All gadgets away an hour before sleep to get your body to start producing sleep hormones earlier so you can have good quality sleep





WHY IS ALL THIS IMPORTANT?

It allows for balance in all areas of your life

You make time for all important things
You make time for all important people

You indirectly influence others to schedule
Frees up time for important things & people

You become efficient
It allows for balance in all areas of your life

You are able to schedule in all activities from work, to date nights,
to family time, to coffee and tea with friends to self care time.

In planning ahead, you can save & invest in resources that allow you
to engage in all activities.



PRODUCTIVITY TIP 1 FROM BARBARA

Clean house / office on the go

If working from home, put something away each time you walk into a room to reduce clutter.

If at work, each time you walk back into your office, put away, file, shelf something to keep your office distraction free...



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PRODUCTIVITY TIP 2 FROM BARBARA

Have specific days for specific things.

A past example of mine was:

Sundays & Mondays = admin work.

Tuesday am = grocery shopping, bill payments & finances.

Tuesday pm = rest or coffee with self or friends.

Wednesday am =

work workshops for group clients.

Wednesday pm: coffee, friends, self care.

Thursdays = for my individual clients.

Friday am = end of anything outstanding from the week.

Friday pm = switch of from my phone and social media for next 36-48 hours unless there is something urgent. Laundry. Rest. Read. Chat with family & friends



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PRODUCTIVITY TIP 3 FROM BARBARA

Automate all bill payment or pay in advance

When in front of the TV:

Sew, do hair, nails, quality time with self and others, etc

Have a set day & time for:

Date night, family time, friends' day

Prepare lunch boxes etc

All meetings to have an agenda
before you agree to them



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PRODUCTIVITY TIP 4 FROM BARBARA

If you run a SMALL BUSINESS or are in full time employment and business, DO automate & schedule everything in advance.

For automatic appointments: I use Calendly.com and Google meet

For Social media scheduled posts: I use Hootsuite, Planoly, Facebook, Canva.

For Emails: Gmail allows you to schedule sending.

Admin: There are now multiple online accounting systems you can use + Virtual assistants you can hire

Newsletters: I use Mailchimp and ConvertKit



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PRODUCTIVITY TIP 5 FROM BARBARA

IF YOU HAVE A SMALL BUSINESS
OR SIDE HUSTLE:

**Have a business strategy & a business plan
that makes it actionable, that is, clarify
clearly:**

**The Purpose, Vision, Mission, Values and
Implementation plan.**

**Here is an assessment you can take to see
where you need to work on to make your
strategy clear: Click [HERE](#)**



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BY THE WAY

If you are wanting to transition from full time employment to running your own business, I have an EBOOK on that found [HERE](#)



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TIME MANAGEMENT FOR HIGH PERFORMERS

Meetings should only be: 30-45 minutes
And they can be if you use the OPA system. OPA
system speaks to the agenda of all meetings.
Before each meeting, ask yourselves: what is the
expected Outcome, the Purpose of the meeting;
and what are the Action steps to be taken
before, during & after the meetings.

Break tasks down into sizeable chunks
Give yourself more time than you need for every
task. Have a 15-30 minute break between
meetings.

Automate automate automate. Manage your
energy levels. Sleep. Exercise. Eating.
Information upload



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TIME MANAGEMENT FOR HIGH PERFORMERS

Exercise

This increases your reserve of good feel
hormones

Food

Have your heavier meals earlier in the day.
Small meals at night for better quality sleep.

Look up intermittent fasting
Prepare your meals in advance

Engage with like minded
people to brainstorm

Develop partnerships with
like minded people



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CHAPTER

BIOHACKING YOUR MIND

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PURPOSE OF PART 3

To create a larger resource of good feel hormones

We perform at higher levels when we are feeling good.

We feel good when our minds and brains are producing more good feel hormones.

We can hack this system.

Hacking involves engaging in activities that help us continue to increase the reserve of good feel hormones that we have.





SLEEP

See notes from previous slides on evening routine

No screens 45-60 minutes before sleep
Set your alarm, have your journal by your bedside

Sleep in a dark room
Have lighter meals at night
Reduce alcohol and smoking

Set all appointments, resources and agendas for tomorrow
so you can have a good night's sleep

No screens at least 60-120 minutes before bed.
WHY?

Because your brain needs that time to produce sleep hormones
that help us have Good quality sleep





BENEFITS OF SLEEP

Brain repair

Long-term memory

Weight regulation

Mood regulation

Cognitive function – IQ and focus

Problem solving insights

Re-programming habits





MORNING

Journal whilst your mind is fresh.
Here are some questions to explore each morning:

Who do I want to be today?
How do I want to feel today?
What do I want to give today?
What do I want to receive today?

Have something to look forward to during your day.
If you can't think of something, schedule that activity you have
been looking forward to engaging with.

Exercise to produce more feel-good hormones

Have a healthy breakfast because it leaves you feeling
good about yourself

Read something uplifting because it stays
in your system for longer





DAY TIME

To keep your energy and productivity levels high:
Take a walk out in the garden
Be in sunlight

Take your shoes off

Have water by your table throughout the day

Have warm water with lemon and ginger

Take breaks throughout the day

Dance, put on your favorite music

Do whatever it is that fills up your cup





SPIRITUAL PRACTICE

Mindfulness
Meditation
Prayer

Whatever your spiritual practice is, practicing it, triggers Dopamine which is a calming hormone

It allows you to stress less

It reduces the stress hormone which is cortisol, allowing you think clearer, increase and maintain performance as well as stay positive whilst reducing the effects of a stressful environment both within and without.





WOMEN'S CYCLES

A few days before:

- Make all the tough decisions
- Delegate all important and urgent work

First few days into it:

- Rest, take care of yourself
- Seek comfort in what makes you feel good
- Celebrate yourself and all you do
- Work from home where possible
- Do less intensive work

Halfway through it:

- Semi-okay to start getting back into intense work

At the end:

- Back into a regular schedule





FOOD

Have heavier meals earlier in the day

Have lighter meals at night

For prolonged energy: nuts have a slow release

For quick and short burst release:
black filter coffee for intense because there is a sharp drop effect

Always have a bottle of water close by

Prepare meals in advance:
chopping, soaking etc





INTERMITTENT FASTING

It takes 6-12 hours to digest food completely
Give yourself that time plus an extra 1 or 2

Count from the time you finish eating last night
Start with 12 hours then slowly build up

Have a later breakfast, or have lunch as a first meal, or later in the afternoon, or supper

These 6-12 hours also include sleep time,
so its not as hard as it may look

Cleans out your colon, More energy, as body is not
expending on digesting

Body finds energy within by using the old cells
which reduce chances of getting cancer

Decreased chances of getting diabetes
Weight loss as a result
More focused with less interruptions



A

Your Brain is a Chemistry Set.

@TOMBILYEU

Learn to mix the right chemicals by identifying the people, activities, and goals that make you feel most alive.

Happiness shouldn't come in unpredictable waves - it should be the result of how you design your life and manage your thoughts.

No one is happy all of the time, but you can learn to quickly cultivate any desired mood.

B

Happiness Chemicals and how to hack them

DOPAMINE THE REWARD CHEMICAL

- Completing a task
- Doing self-care activities
- Eating food
- Celebrating little wins



OXYTOCIN THE LOVE HORMONE

- Playing with a dog
- Playing with a baby
- Holding hand
- Hugging your family
- Give compliment



SEROTONIN THE MOOD STABILIZER

- Meditating
- Running
- Sun exposure
- Walk in nature
- Swimming
- Cycling



ENDORPHIN THE PAIN KILLER

- Laughter exercise
- Essential oils
- Watch a comedy
- Dark chocolate
- Exercising



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CHAPTER

THE POWER OF THE MIND

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PURPOSE OF PART 4

This section needs a pen and paper to answer some questions.
Have one close by to help you through.

The questions will help you:

To evaluate who guides and influences your thoughts

To remember what has guided and influenced
your mindsets since you were born

To start thinking of ways to guide your own mindset
in line with your goals

LET'S BEGIN!





WHO CONTROLS YOUR MIND?

Answer these questions for you:

How old are you?

How many years of primary school do you have?

How many years of secondary / high school?

How many years of technical / university?

How many years of being a spouse / romantic partner?

How many years of being a parent, if you are?

How many years of being a sibling, if you have?

How many years of being a friend?





WHAT SORT OF MEDIA ARE YOU EXPOSING YOURSELF TO?

What's your favorite tv show or series?

What's your favorite radio show?

What's your favorite podcast, YouTube or webinar?

What's your favorite magazine?

Your favorite newspaper?

Your favorite phone, video or other game?

How long have you been working?





WHAT IS YOUR FAITH?

What is your faith?
Why that faith?

What do you believe in?
Is it the truth? What is a belief?

Did you know that beliefs are socio-cultural constructs?
And that Faith is fleeting for the humans that we are?
BUT - a KNOWING is much stronger?

Faith and belief comes from what we have been exposed to in our homes, culture and communities. An inner knowing helps you go through life more authentically.

Let's explore this a little longer by taking a look at how your mind and brain works:





FINGERS, COMPUTER, PRINTER

To input information into the computer, you type
When you type, the computer records & saves
When you print, the printer prints what you typed

Same thing as your behavior and everyday actions
Your beliefs and faith influence how you behave and act

Your beliefs and faith are influenced by the chemicals released from your brain. Your brain is your computer, which acts according to what you 'type' into it, that is, from what you are thinking at every moment.

So your brain produces chemicals and hormones that are aligned with the thoughts, information that you are and have been exposed to since you were born

Just like a computer, our subconscious minds records & stores every single thing we have been exposed to.

Even if you 'delete' there is still an imprint somewhere in Your deeper conscious. nothing never goes away.
You may 'forget' it, but it does surface once in a while





WHO CONTROLS YOUR MIND?

You are what you think
Your brain only regurgitates what you think

So with all the experience and exposure you have had to people, relationships and media, who is really typing what you are printing in your life?





**NEXT PAGES SHOW YOU WHAT
YOU CAN DO TO CHANGE THE
NARRATIVE TO WHAT MAKES
SENSE TO THE DIRECTION YOU
WANT YOUR LIFE TO TAKE**



WHAT YOU CAN DO TO CHANGE

Know what your life purpose is
Because your life purpose is your guiding torch
to everything that you will now put in your
mind

How?

The question you will now ask will be: what
does this person, this activity, this dress,
trousers, hairstyle, job, car...everything have to
do with my purpose?

And if the answer is nothing – move away from
it. If the answer is something – choose
whatever it is that will lead you to your life
purpose faster

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WHAT YOU CAN DO TO CHANGE

Know what you want to be exposed to that is in line with your life purpose

Spend time with people who actually build you and understand you

Let go, lovingly of people and things that do not serve where you are headed

Everything people around you say, influences whom you are becoming

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WHAT YOU CAN DO TO CHANGE

THE PURPOSE EBOOK
is available by clicking [HERE](#)

If you want to do the whole SELF LEADERSHIP
course and program, sign up here to receive
the short video of me explaining it in more
detail:

[LINK HERE](#)

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SELF DEVELOPMENT

Know YOU to the best of your ability.

Work on YOU. Know your purpose.

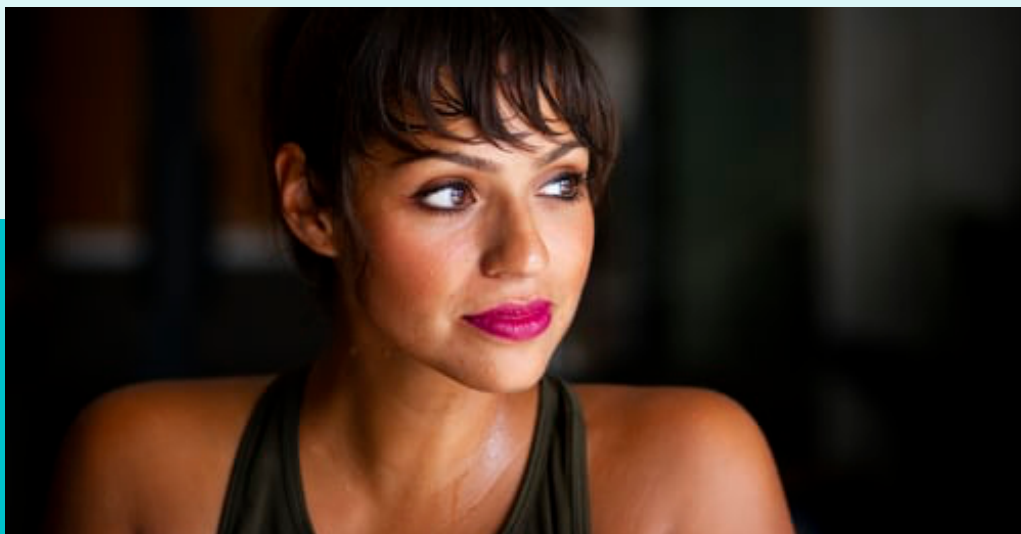
Know your vision, i.e. what do you want to accomplish in the next x number of years

Your mission, i.e. what are you doing daily, weekly and monthly to accomplish your vision

What are your values?

If any activity in your life does not match what you are doing, then move away from it

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MANAGING YOUR CALENDAR & DIARY

Reminder:

Have a morning, day and night routine

Delegate what others can do so you can focus
on your purpose

Automate meaningless tasks that distract you
from your purpose

Relationships are roles, they are not your
purpose. You are made for greater things my
friend

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CHAPTER

CONCLUSION

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WELL DONE!

Want to take this further?

Download these two Ebooks on:
Figuring out and living your PURPOSE
Transitioning from your 8-5 into starting your own business.
Both are found [HERE](#)

Or if you want the FULL online course on SELF LEADERSHIP:
Sign up [HERE](#) for more information

Or you are a high performing business owner, leader and entrepreneur, feeling disconnected and looking at ways to reconnect with your true values, principles and purpose, and guidance in starting to implement them into your everyday life, leadership and business. Click [HERE](#) for more information.

Stay awesome my friend and speak to you soon!

With loving kindness, grace and gratitude

Your Conscious Leadership Coach Barbara ✨
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