

# **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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# CHAPTER

## 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/>



# 2

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**

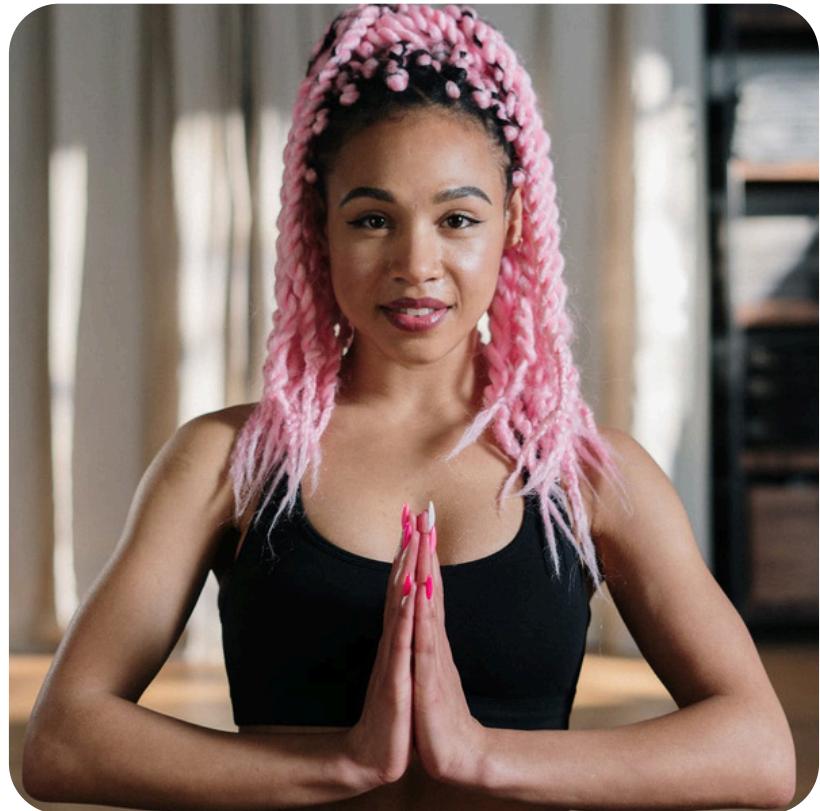
These 2 are important:

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

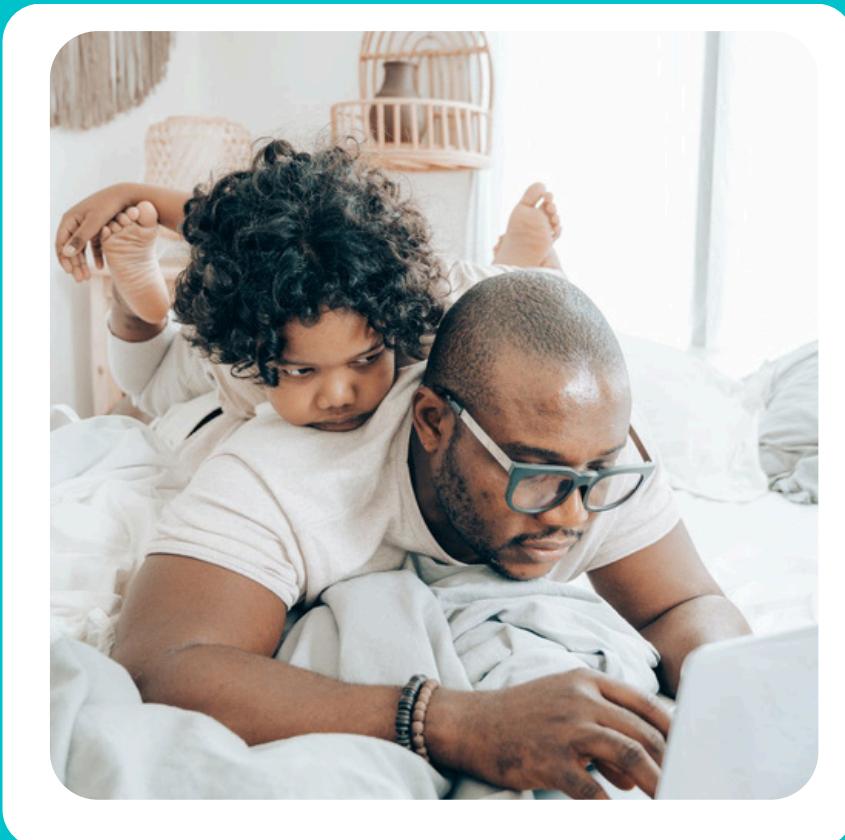
Have specific days for specific tasks

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 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 off 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](https://calendly.com) and [Google meet](https://www.google.com/meet)

**For Social media scheduled posts:** I use [Hootsuite](https://hootsuite.com), [Planoly](https://www.planoly.com), [Facebook](https://www.facebook.com), [Canva](https://www.canva.com).

**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](https://mailchimp.com) and [ConvertKit](https://convertkit.com)



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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 3

## 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

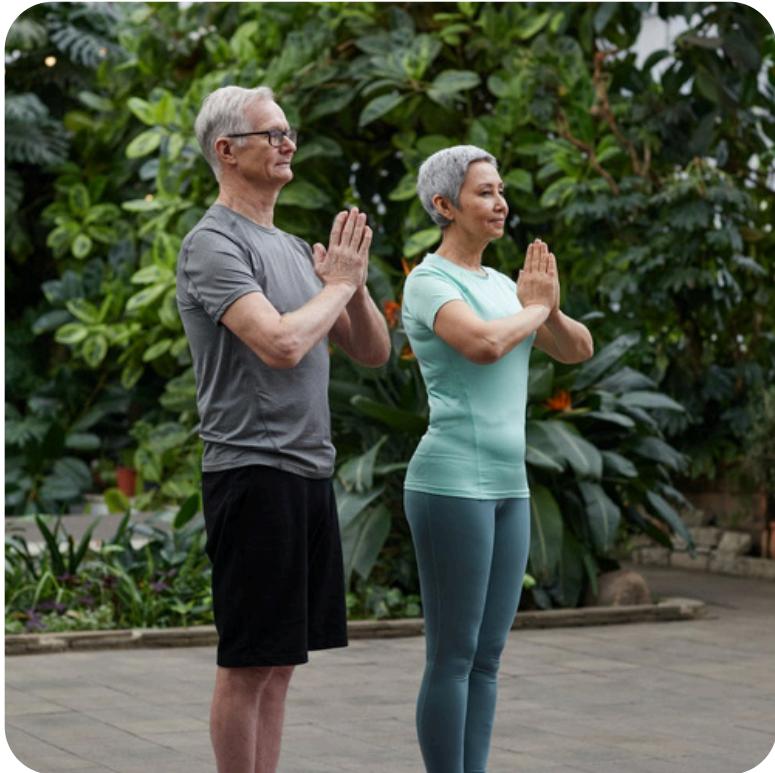
Have warm water with lemon and ginger

Take breaks throughout the day

Dance, put on your favorite music

Do whatever it is that fills up your cup





## SPIRITUAL PRACTICE

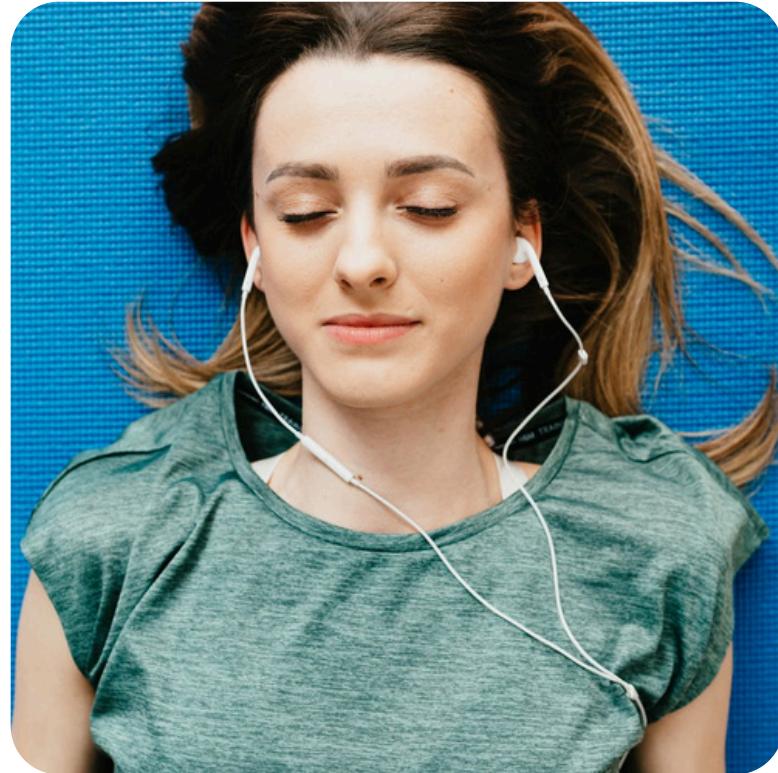
Mindfulness  
Meditation  
Prayer

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

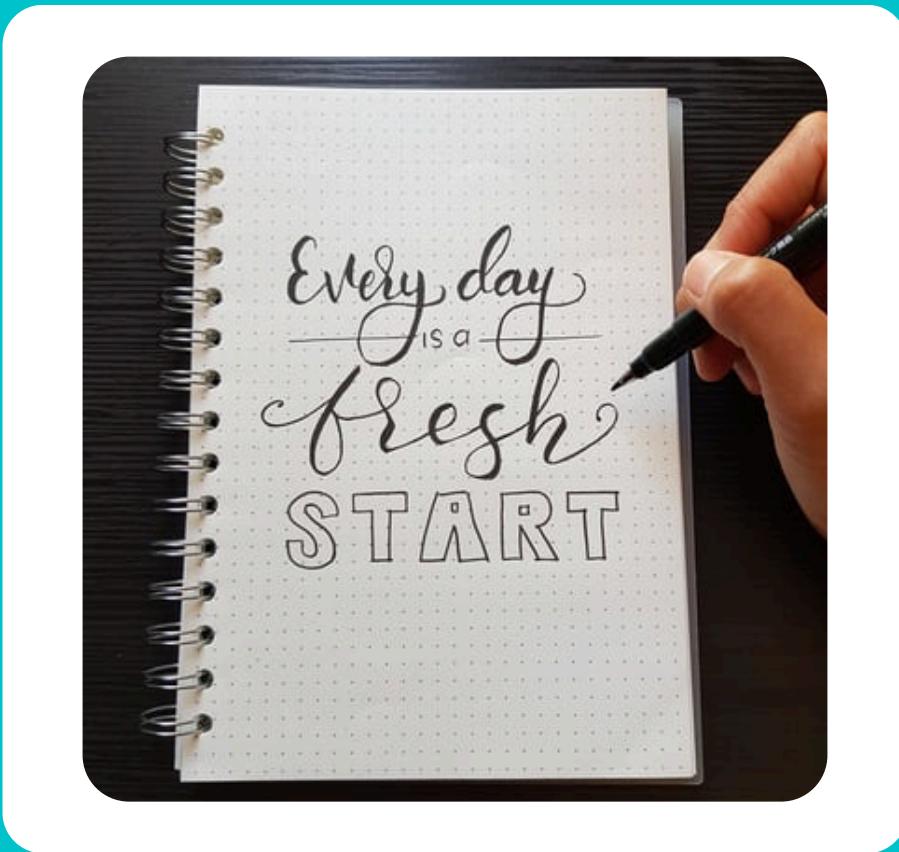
For prolonged energy: nuts have a slow release

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





# 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

## GROWTH TIPS FROM BARBARA



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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

## GROWTH TIPS FROM BARBARA



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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](#)

## GROWTH TIPS FROM BARBARA



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## SELF DEVELOPMENT

**Know YOU to the best of your ability.**

**Work on YOU. Know your purpose.**

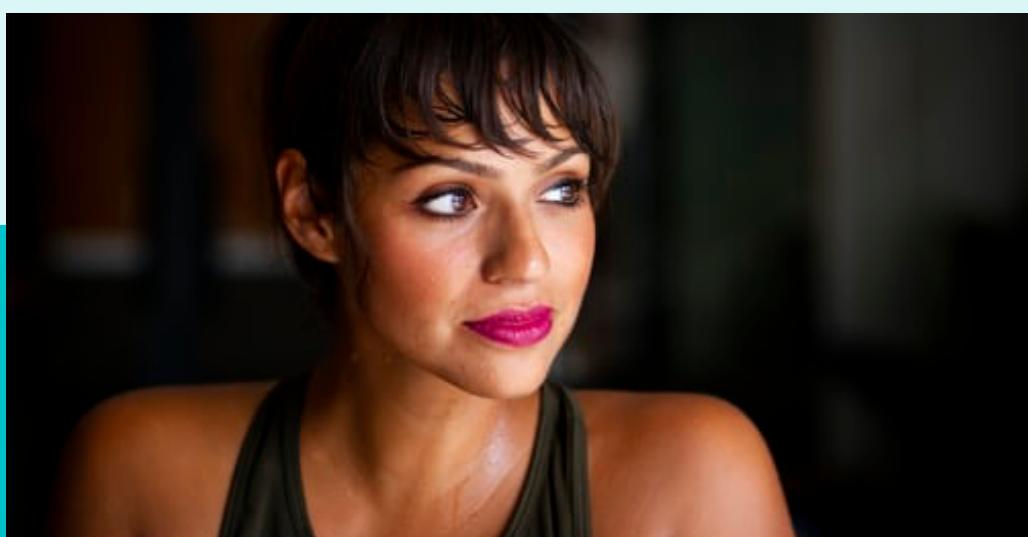
**Know your vision, i.e. what do you want to accomplish in the next x number of years**

**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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# 5

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 ✨  
[barbara@designyoulifefoundation.com](mailto:barbara@designyoulifefoundation.com)