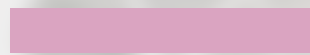


MINI EBOOK

THE ULTIMATE

LIFE ADMIN DAY GUIDE



CREATED BY
RAYOWAG.COM

DECLUTTER & CLEAN

IF YOUR PHYSICAL SPACE IS LOOKING CALM
YOUR MIND IS TOO



Declutter the following areas & things:

- Clothes
 1. Shirts
 2. Pants
 3. Underwear & Socks
 4. Jewellery
 5. Jackets
 6. Shoes
- Paperwork
- Books
- Makeup
- Stationery
- Decorations
- Old tech & cables
- Your snack drawer
- Art supplies
- Your fridge
- Your pantry
- The kitchen cabinettes
- The junk drawers (we all have them, get rid of that stuff!)

Clean all of the surfaces afterwards and think about colors that should dominate your space. White, Black with hints of pink & blue is my color combination

SORT OUT YOUR DIGITAL LIFE

HAVING AN ORGANIZED COMPUTER IS ESSENTIAL IF YOU WORK ON IT EVERY DAY.



Sort out the following things:

- personal pictures
- PDF files
- Programs
- downloaded pictures from social media
- Your old phone backups
- Documents (Word, OpenOffice,...)
- Downloaded movies
- Videos
- Games
- Fonts
- Work related documents
- Work related pictures
- Work related files
- Apps on your phone
- pictures on your phone
- contacts on your phone
- social media posts
- videos on your phone

Make it feel fresh and clean

- Defragment your computer (Just type it into the windows searchbar or Google how to do it!)
- Have a full run of anti virus software
- Make a backup on an external harddrive
- change your desktop wallpaper
- new profile & header pictures
- have an organized system for your files
- empty your inbox
- update all programs
- check for driver updates
- make a new playlist on Spotify for productivity!
- Sort through your download file
- put everything important into a cloud
- create workflows for frequent tasks
- Start working!



WRITE DOWN ALL THE THOUGHTS & FEELINGS

Journaling isn't only for teenagers. If you are overwhelmed and stressed your body wants to get that out of its system too. If you feel like you are not good at writing freely from the heart you should check out journaling prompts online. I also have a journaling prompts freebie in my freebie area on the blog.

Journaling regularly helps with self reflection and finding the errors in your thought patterns. It's a great way to change your mindset when you don't know where your mindset problems are coming from.

BRAINSTORM TASKS

You carry a lot of tasks you need to do in the near or distant future just in your head and not written down. Write down every task you can possibly think about in one place and sort them after urgency. It's a lifesaver!

LOVE & SELF-LOVE

NOW THAT YOU HAVE THE IMPORTANT PARTS BEHIND YOU IT'S TIME TO ALSO CARE FOR YOURSELF AND ABOUT OTHERS.



The thing you could do for yourself and others:

- work out for 20-30 minutes
- make yourself a healthy meal
- mealprep for a week
- write all of your friends letters
- start a big personal project for your passion
- create something handmade for the people you love
- have a breakfast date with your best friend or mother
- have a spa day alone or with friends
- read a book on your reading list



BEING A RESPONSIBLE HUMAN BEING

WE ALL HATE DOING SUPER IMPORTANT STUFF AND PHONE CALLS BUT...IT'S TIME

+make appoinments for

- dentist
- blood check
- allergy test
- eyesight test
- hairdresser
- any special problem doctors

Call:

- your parents
- your relatives
- your friends
- people you need to get back to
- people you want to connect to more for personal or business reasons

Also answer to all important emails and check of you didn't answer somebody on social media messengers or Whatsapp.

Sometimes life gets in the way but we need to catch up. Let's do it now instead of procrastinating it for weeks and weeks!



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A WORKBOOK GUIDE on

HOW TO GET YOUR LIFE TOGETHER

You feel stuck in your life? Your days feel either too boring or too stressful and you don't know where to start fixing your life?

I have created an entire workbook just for you. My workbook will work you through getting clear on your goals and getting back on track in life again:



[CHECK IT OUT](#)