SETTING YOURSELF UP FOR SUCCESS

You said yes! You are ready to begin this program that will transform not only your life but also the lives of the many people you are here to serve.

As you get ready to start this powerful experience, you may also want to get comfortable with being stretched. Every time you grow and every time you experience transformation it is important to stretch yourself, to try things that are new, to go out and be vulnerable. Doing things that you normally wouldn’t do will challenge yourself and ultimately bring you to a new level of transformation and success.

This is my invitation to you.

As you open to this transformational experience, you will have the opportunity to up level yourself in many different areas of your life. Where do you need to get things cleaned up in your life at this moment so you can create a brand new start? This is your opportunity for a clean slate. No matter where you have been in the past, you are getting a free pass, a golden ticket. Forgive yourself for where you have been in your past, or when you felt like a failure, a time when you felt fear or held yourself back. Feeling like a failure with clients, or feeling like a failure with money or your personal life can stop you in your tracks. This is your opportunity to let go for life and begin a brand new start in a brand new direction that is destined to have you filled with success.

The structures that are being presented in this orientation module are for you to get a sense of what you will need in order to set yourself up for success and avoid falling into overwhelm. It doesn’t mean that you have to have everything in place before you start the coaching certification program. It is simply a way for you to start getting ready and be prepared with your structures in place so you can be fully present for the powerful content that is available for you through the academy.

What is Success really?

Success in the dictionary is defined as a favorable or desired outcome; also: the attainment of wealth, favor, or eminence. But truly success is such a personal and an individual concept for most. It is important that you identify what success means for you. For some it is the attainment of wealth, for many it is the feeling from within of really being proud of you and loving yourself in a compassionate way. The feeling on the inside is what cultivates the outer layers of success and will allow you to truly enjoy all that you create and all that the universe has to offer. There is no right or wrong definition. It is your unique definition of success that will create your own drive and satisfaction as you continue on your journey of manifesting your greatest desires.
Preparation and planning: The 5 Ps of Success: “Proper-Planning-Prevents-Poor-Performance” reflect a big truth. Be sure to prepare in advance, make plans, write a list as a reminder of what you need so that you can set yourself up for success and you don’t even have to think about it!

Beginnings are everything...

Intentions:
I strongly suggest that you create an intention for this program. Every successful person knows the power behind an intention. Having an intention will set you up for success. It will fuel you with the energy you require to fulfill your dreams and desires. It will propel your action towards your intended goals.

By setting an intention for the program, you are opening yourself up to becoming a co-creator and welcoming your desired outcome.

Set an intention for the program as well as for everything that you do in your life. Below for each topic you will fill in your intention for every category. You will want to continue to revisit your intentions throughout your time as a part of this Academy to ensure they are in alignment with the truth of who you are in each moment.

My intention for this Coaching Certification Program is:
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Mindset and Spirituality

My intention for this segment of Mindset and Spirituality is:
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No matter what background you come from, you are here because you desire happiness, success, luxurious lifestyle, and most of all contributing to positive transformation in the world. It doesn’t matter what part of the world you live in, here in this Academy we are all connected, and we are all part of the Gina Devee Divine Living Family.
Mindset and Spirituality are related and to be of service to the other. When you exercise your practices to cultivate your mindset of success you will directly impact your Spiritual practice and visa versa. With that being said you may notice some overlap in the two below.

**MINDSET**

Creating a mindset and a Spiritual connection (whatever that is for you) are strong foundations from which you can build all you desire in your deepest most secret of places and will give you the best possibility for creating success and impacting others in the way you want as well.

Mindset is one of the biggest components to the level and quality of your success. According to the online dictionary, mindset is defined as - a habitual or characteristic mental attitude that determines how you will interpret and respond to situations. As you can see, your mindset will directly affect your experience not only in this academy, but also in everyday life.

The key components to a successful mindset begin with self-observation and non-judgment. Once you have strengthened those two muscles you will be well on your way to mastering your mental world. Everything is between the temples and thoughts create things.

Daily practices to implement for cultivating the mindset of success are:

- Reading, writing, and repeating mantras or affirmations
- Connecting with your intentions, being on purpose, set, write and refresh your intentions as weekly and even daily
- Commit to positive self talk, when you find yourself berating yourself, its time for self-forgiveness
- Commit to not complaining and not gossiping
- Stick to your schedule and time management goals to be most effective
- Create your morning rituals that will set you up for success
- Practice waking up early, journal, meditate
- Begin to think, act and be like the successful person you envision
Here is how being in your right mindset will benefit you:

- Any of the above will directly impact your success in your life and your business
- You will create increased confidence and trust that will increase with time
- Your self trust will increase making decision making clear and concise
- You will be inspired daily from a generous heart and have more to give
- Your clients will directly experience this energy and be inspired by you
- You will begin to exhibit your own “IT” factor because the more you know yourself the more you embody your purpose
- Your success will continue to build on previous success and you will be recognized and sought after in the marketplace
- You will attract miraculous experiences, connections and opportunities that last a lifetime

**SPIRITUALITY:**

We are all spiritual beings. Being connected to something greater than yourself will ground you, inspire you and inevitably expand your success beyond your wildest imagination. At some point you have probably asked yourself, “Why am I here?” and “What is my purpose?” Having a sense of purpose enriches your life and gives you a sense of meaning and significance. When you know your purpose you are in touch with the reason for each of your decisions and actions. When you are in touch with your “why” your clients will be inspired to invest with you for life.

Why do you want to become a Gina Devee Divine Living Certified Coach? Write below your answer to this question:

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Knowing why you are doing what you are doing will set fire to everything you do. When clients invest with you they are connecting to your belief structure that mirrors their own to a degree and because they are inspired by your purpose and your why.
You are very unique. There is only ONE you in the whole entire world. You bring a very important purpose and unfolding of your gifts to the world. This is one of the highest Spiritual practices of service.

The more you cultivate and hone your Spiritual practice the more people you will be of service to and the impact you have on the world will be greater and enrich your life in ways you can not even imagine possible.

Implement these practices to cultivate your Spiritual practice:

- Meditation
- Yoga
- Time in nature
- Journaling
- Connecting with others in meaningful ways
- Cultivating daily gratitude
- Prayer
- Eating clean whole foods
- Surrounding yourself with like minded success driven people
- Giving without expectation of return
- Listening to music that uplifts and inspires you

Here is how developing a Spiritual practice into your daily life will benefit you and your business:

- Grow your confidence
- Give you a solid foundation from which to grow all areas of your life
- Get inspired ideas for what action steps to take next with your business
- Tap into the realm of the miraculous for more effortless and guided direction
- Feel solid and supported as you share in your purpose
Physical and Environment

My intention for this segment of Physical and Environment is:

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ENVIRONMENTAL

It is key to prepare an environment that supports you as you begin this experience. It is like getting into “back to school” mode. It can be overwhelming but if you are prepared it will be so much fun!

First I will suggest the following:

- Designated office space: This will be the place where you will study, listen to the modules, do your homework (actions steps). You want to make sure to have a space in the house, where you know you will have privacy when you need it. Where is this and what does it look like? Do you have space for your computer? Having a designated space will determine your level of success in this program. I also want to recommend that you make it inviting and beautiful, making sure you have fresh flowers, and good lighting and a comfortable chair is a good start.

- Clutter Free Zone: Clutter creates chaos. A clear space and a clear mind will create the space for your success. Make sure to set yourself up for success in the following areas. This will make all the difference. A good way to start: desk, bookshelves, file cabinets, drawers, closet, fridge (yes, I know!), kitchen drawers are a good start. You want to prepare in advance so you prevent future clean ups instead of stumbling upon more things to do when the program starts. If you are really committed, this is the way to do it. You will feel so relieved and have more energy to dedicate to the program. If you have children, this is a great way to share time, get them involved and start educating them on what your life will look like in the year ahead.

- Systems to have in place: Make sure you have an online calendar with all of your appointments, from exercise to cooking, to classes and doctor’s appointments. The more you have these things on your schedule, the more likely you are to follow it. Other systems to have in place are:

  • Filling: Have an organized structure for how you file things on your computer as well as a physical filing cabinet. Knowing where to find what you need when you need it in an easy and organized way will save you time and frustration.
• Book keeping system: This will also save you time and money. Book keeping can consume all of your energy if you are trying to do it last minute or if you are playing catch up. Make sure you hire someone or designate time every week to take care of this.

• Supplies and preparation: Just like back to school, make sure to have all of the materials that you need like folders, notebooks, notepads, pens, colored pens, markers. Especially if you are a creative, visual person, these will be very helpful to have handy and can make all the difference in the learning process.

- Support throughout the program: This is one of the most important things you are going to want to have in place. With the support of others and you giving yourself the opportunity to receive support, you can really build a successful career. Most women have a very difficult time asking for help, so here is a great opportunity for you to start practicing.

  • Make a list of people in your life that can be of support. I suggest for you to call them and ask if they will be available to support you throughout this year. You want to make sure to have at least 10 people on this list. They might not all be available at the time you need them, even if they committed to it, so having more than one person will set you up to have support guaranteed. Be specific about what that support looks like for you. You want to make sure to get clear on the kind of support you will need, maybe it is taking care of the kids for an afternoon, maybe it is to cook you a home meal every once in a while, do your laundry one afternoon, maybe it is to listen to you or make you laugh or even take you out for some fun.

  • Prepare families: Because I know you are a very caring woman, I am sure a lot of your family members depend on you in one way or another. Preparing your family for the year ahead is going to be a big key to your success. A great way to do this is by having a family schedule. You don’t have to have kids to have a family schedule and if you do, even better. Make sure you organize yourself in advance for any activities that you know will take place during the school year and save some room for extra activities that you don’t know about yet. Make sure to sit your family down at an agreed upon time and share your intention for this program as well as ask for their help and support.

  • Client boundaries and office hours: This is also a big one. Make sure to get very clear on what days you will dedicate to work with clients and the times. Having clear boundaries with your clients and specified office hours, will support you in such a big way so you can be fully present to dedicate your energy to this program.
PHYSICAL

Your physical body cannot take the back seat during this program. You will be required to stretch yourself as well as fully support your body through this transformation.

We already talked about making sure your environment is clutter free and ready to go, trust me, this will save up much time in the months to come. Now, I want to invite you to take a look at the following elements.

- Proper nourishment: Food plays a big role when it comes to having your body be in optimal shape and condition. The quality of the foods you eat can support your body in so many ways; most importantly it can help improve your concentration and your ability to absorb more information and knowledge. The key for proper nutrition is being prepared and strategic when it comes to your food choices. So many times in our busy lives our diet seems to come last. We get so busy with the many tasks of the day that we do not plan for what we are going to eat. Then we get hungry and we eat whatever is convenient (usually not the best choice). You want this to be the other way around though, because what you fuel your body with will support you in having more energy and be more focused and alert to actually being able to accomplish everything you are wanting to do and help you feel satisfied with your life. I love having an approach that makes me feel more satisfied than deprived, the 80/20 rule seems to work the best:

  • Food that will best serve you: These are the foods that you are going to want to eat 80 percent of the time.
    - Whole foods: protein, vegetables, fruits, grains, nuts and seeds.
    - Water, caffeine-free drinks, natural juices.
  • Foods to crowd out: These foods are not going to be the ones that will best support you. You might want to enjoy about 20 percent of your week.
    - All sugar products including all natural and artificial sweeteners
    - Flour products (Gluten and Sugar).
    - Dairy
    - Alcohol
    - Coffee
    - All processed factory man made foods.

- Preparation and planning: Preparation is everything, especially when it comes to nourishing your body and will allow your planning to go with ease and grace. Refer back to the top to refresh your mind about the five P’s of success. Applying the five Ps of success in this area will enhance your experience.
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• Cook once and eat twice: This comes in handy if you feel like there’s a lot going on in your life. When you get busy leftovers can be a great option.

• Wash and prep all your vegetables: When you get them home from the grocery store or farmers market clean all your vegetables so they are ready for consumption. This one is a lifesaver, when it comes to cooking. It saves a lot of time in washing and prepping. If you get this done ahead of time, then you can whip together a meal in no time.

- **Self Care:** The discipline of self-care is one that will serve you in many ways, not only for this program, but for your business moving forward and life as well. Utilizing these practices as tools more than a luxury is maybe one of the biggest lessons you will learn throughout this program. I am aware that you might already be already familiar with many of these, I encourage you to start adding this to your routine and if it feels overwhelming, start with one or two per week.

  • Exercise: Exercise plays such a huge role in helping you feel centered and strong, not only does it burn calories, it increases energy, helps you sleep better and it will also make you feel good and clear minded.

  • Sleep: Sleep is another big piece to the puzzle. Without the proper amount of sleep, your body will feel depleted and you will likely be craving quick energy to compensate (coffee, sugar, etc). Without sleep, you interrupt and slow down the metabolism, and it creates unnecessary hormone production, which leads to lack of concentration and clarity.

  • Hydration: Most people are chronically dehydrated from not drinking enough water and consuming caffeinated drinks, which dehydrates the body. It is very important to drink plenty of water everyday. Water eliminates cravings, aids in weight loss, gives you energy and helps flush out toxins safely from the body.

  • Massage, facials, and acupuncture: These healing modalities might seem like a luxury but, they are so necessary to supporting your well being. Plus, you get to practice Divine Living right from the start.

  • Walks on the beach/woods: I know that you may feel your hands are full with the program but I want to invite you to consider taking walks on the beach, in the woods and even local parks. External beauty in nature creates such a big impact in our emotional and mental health and it will help you feel relaxed and open to receive more enjoyment and pleasure in your every day life.
- Self Care Menu: Create a list for when you designate 30 minutes to self care. What would you do?

1. Take a walk
2. Get a foot massage
3. Go swimming
4. Meditate
5. Connect with nature
6. Write on your journal
7. Read a book or magazine
8. Ride a bike
9. Connect with external beauty
10. Make a list of your desires

Money Foundation

My intention for this segment of Money Foundation is:

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When it comes to having a money foundation, one of the main things you want to do is set yourself up for success right from the start. This program is going to be the most expansive educational opportunity that you have ever embarked on in your lifetime, therefore it is required that you up level how you are managing and spending your money as well as your money mindset. Regardless of whether you feel confident or not when it comes to money a savvy entrepreneur is always refining and revisiting the management of their money. Here are a few guidelines to get you ready from the start.

Money Basics
When it comes to bank accounts, are you fully aware of them? Are they organized? Do you have a business checking account set up?

Money Mindset
Working on your wealth consciousness is a daily practice. You will be amazed at how much can transform for you in such a short time by implementing this practice. Most everyone grew up with false money beliefs and until they are reprogrammed your external circumstances will remain the same. For increased success you must train your mind for money success and increase.
Money Savings
Here I have a few examples of accounts you want to have in place so you feel financially supported throughout this program:

- Live events savings account: You can utilize this account to start saving for the upcoming live events that will take place throughout the program and set yourself up to assist if this is a desire of yours.

Money Drains

Be aware of expenses that you might want to let go of during your time in this program.

Take a look at any services or monthly recurring charges that you rarely or no longer use, or don’t see yourself using during your time in the coaching academy. Make time to close these accounts and/or discontinue recurring payments. Here are a few examples:

- Netflix: Movie membership that you might not have enough time to really utilize, because your priorities will be different this year. This is mostly in America, check what would apply for you in your country.

- Gym membership: You might not go as often to the gym, so maybe you can find another way to exercise instead of paying for a full membership. You can take yoga classes on a studio or go running and lift some weights at home.

Success in these areas of your life requires you to be conscious of all aspects of your life including your business. As you evolve and expand throughout this program, know that you are part of the Gina Devee Divine Living family.

We are all evolving toward greater and greater success and expression in the world, making an everlasting impact on the people we surround ourselves with and the clients we coach. You are here because you belong to this incredible community of like-minded women and with that your own success becomes inevitable. We congratulate you as we begin our journey together in this Academy and I am honored to walk along the path as your mentor and guide.

With all my love,

Gina Devee