

PIXICATO PLAY

# HAVE MORE WITHOUT DOING MORE



4 step guide to having  
more by doing less



# WELCOME

This simple 4 step guide is for anyone who is overwhelmed by everything you need to or are trying to do. Your to do list, whether written or simply day-to-day life is so full and yet you want more, for yourself. It may be a list that seems to never end and either leaves you with no time to do the things you truly want to or you feel guilty if you deviate from it.

Perhaps, like me historically, you have a tendency to keep on keeping on only to feel a bit shit, burnt out, no longer excited by everything or even anything you're doing, but you're doing it because you have to or you think it's what you 'should' be doing.

It has been created to support you in distilling down what you can do less of so that you are able to have more whether it's time, space, energy or mental or emotional clarity so you can have more without doing more. If anything you can have more doing less!

## HOW LONG WILL IT TAKE

I found it fun to jot things down as they came to mind then sitting down and working through all my thoughts and ideas. You can take 10-20 minutes or you can take a few hours to really reflect and work through each section. Most importantly have fun with it.

This is about lightening things up, not about being heavy so there is no need to get bogged down in it. Most importantly remember it's not static. Things change, you change, your priorities change. Have fun!

## WHY I LOVE THIS

This has been such a powerful tool for myself and everyone I have shared it with. It has helped me go from overwhelm with all the things I want to do, need to do and 'should' do.

I'm not a fan of the word 'should' (you could say I'm anti 'should'). I love reflecting on if I didn't do the should list what would actually happen. Do those things really truly matter? They're also the first things I either let go of or delegate...welcome my wonderful book keeper.

This guide is super supportive with helping me balance taking care of myself and doing all the things I want and need to do and continuing to have fun doing it.

Send me a photo of yourself filling out your guide on instagram @pixicato

Have fun and Let's Play!!

Pixie aka Penny



# IDENTIFY YOUR PRIORITIES

Many people feel either overwhelmed with how much there is to do. Creating a daily framework as a guide rather than a schedule is a great tool to help keep you from going down a rabbit hole of overwhelm and procrastination as well as support your mental health and wellbeing.

## STEP ONE

### IDENTIFY your priorities

List your priorities in each area of your life from most important to least important for you right now. This list is not static, it changes as your life changes.



#### FINANCE / WORK / BUSINESS

These are the things you need to do to ensure you have income both now and in the future

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#### DEVELOPMENT / STUDY / LEARNING / PROJECTS

These are things you want to do to evolve and develop personally or professionally.

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#### ME

These are essential, non-negotiable things that keep you healthy in both your mind and body - for me all of these are of equal importance so the order is irrelevant.

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# IDENTIFY YOUR DAILY MUST DOS

## STEP TWO

### IDENTIFY THE THINGS TO DO EACH DAY

Use the lists from step one to create and select the things you want to include in your daily framework.



1. Identify what do you need to absolutely take OFF the list of things to do! The 'avoid at all costs' list. This is what I call my 'should' list, the things I 'should' do but if I don't it doesn't truly matter.

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2. Put a \$ value on your time and assess what activities are best delegated to someone else. It Spending money on help not only frees up your time, it can also make you more money.

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3. Include at as many of your me priorities throughout the day as you can, a minimum of 3 - this is extremely important for your mental and physical health

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4. Include up to 3 (less is more) of your finance / work / business list starting from the top – if you complete one move down to the next one in the list

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5. Include up to 3 from the development / study / learning list from the top – if you complete one move down the list to the next one

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# CREATE YOUR DAILY FRAMEWORK

## STEP THREE

### CREATE YOUR DAILY FRAMEWORK

*This framework is not a schedule, it gives you an idea of what you want to do in a day and helps you have purpose while assisting you to cover off all of the things you've identified as a priority. You can stick to it or simply use it as a reminder.*

*\*\*It's important that you find your own balance and don't attempt to do too much.*



TIME	ACTIVITY	DURATION

# IDENTIFY YOUR WISH LIST

## STEP FOUR

### IDENTIFY YOUR WISH LIST OF THINGS YOU'D LIKE TO DO

List anything you left out from step two to create what I affectionately call the 'shopping list' of things you can add when you have the space and it feels good.

#### ME

List all the things you'd love to do for yourself simply because it feels good. Everything will keep ticking along without them, but life would be sweeter with them



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#### DEVELOPMENT / STUDY / LEARNING / PROJECTS

Courses, seminars, study that you would like to do when the time and space is available

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#### FINANCE / WORK / BUSINESS

These are the things that aren't an essential priority right now, but you would like to add to the mix and they would add an extra layer of goodness

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# THINGS TO REMEMBER

## THE MOST IMPORTANT INSTRUCTIONS OF ALL

Have fun with it - this is yours for you, make it fun, make it so it excites you and takes the pressure off

This is a framework, a guide, NOT a schedule

Play around with it, add and remove things

Use your wish list / shopping list to mix things up and fine tune

Remove should items - find a way to delegate or remove them altogether

This is about making things easier, not adding more stuff - less is more

The framework is yours, not someone else's to impose on you - it's all yours for you

You can always change your mind. Things change, you change, life happens. Change it as often as you like. It's yours to play with.

Did I mention HAVE FUN!!





# Thank you

On completing the workbook you will have the knowledge to implement  
the 4 easy steps to Have More without Doing More.

Welcome to the New You...!  
Want to take it further?

Pixie aka Penny Murden

[BOOK A FREE CHAT](#)

COACH MENTOR BUSINESS OWNER



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