

# BEST VERSION OF YOU



## MODULE #9

## HOW TO COMMAND YOUR LIFE

“If you can command yourself, you can command the world.”

### Chinese Proverb

In this Module, we're going to shine a light on some of the most impactful habits that the world's most successful leaders have applied to turbo charge our effectiveness and efficiency levels.

Together, we're going to:

- ▶ **Discover** 10 winning routines that deliver optimum results.
- ▶ **Access** the power of my 6.2.8. self-management system to carve out a life that serves your success at every turn, and
- ▶ **Learn** the internationally recognised “4 Disciplines of Execution” model to help you command your life with ease.



Hi team, Shane here.

OK! We're at the pointy end of the stick now with only two Modules to go! By now, you've learned that the only thing within our control is ourselves – we are our only real competition. We cannot control our lives but we can command our lives through personal leadership.

That's why this Module is all about how you “**Command Your Life**”.

We also know that we are creatures of habits. We're either the master or the slave to those habits. I created the “**Best Version of You**” program to help you break through unhealthy habits, replace them with **Winning Routines** that propel you toward your **Compelling Vision** and set up your **Focused Game Plan** to make your vision happen.

So you don't have to reinvent the wheel, I want to share with you the Winning Routines that I implement to command my life. We'll also explore proven success systems that I use with my coaching and mentoring clients to help them become the best version of themselves.

I'm super excited to share this Module with you as I personally know the life-changing power of “Commanding Life”.

When you're driven by your core beliefs and supported by the ultimate success systems, you will be unstoppable.

Here's to unleashing your full potential.

### Shane Kempton

Coach – Speaker – Mentor

Founder of the Best Version of You Bootcamp

[www.bestversionofyou.com.au](http://www.bestversionofyou.com.au)

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## MODULE 7 CHECK IN:



In last week's Module, we discovered that leadership is not about titles, positions or flowcharts.

## BUILDING UPON YOUR LEADERSHIP

It's about one life influencing another. It's about being a **builder of hope**. To do that, you need to be a person of high character. If people don't believe the messenger, they won't believe the message. This is why I focus on the **7 leadership pillars** that help you be the best leader you can be.

In summary, these are:

### 1. VISION

Don't ask someone to do something you aren't willing to do yourself. It's all about painting and sharing the big picture and going first. Share your vision and get them on board!

What did you do this week to articulate your vision & get buy in from your team?

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### 2. COURAGE

Leaders move forward with courage in tough times. They use storytelling as a powerful communication tool to create a sense of belonging, certainty and unity.

What stories did you tell this week to inspire commitment from your team?

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### 3. DEVELOPMENT

Leaders know we all can be better and do better. They add value by growing and making things better for those who follow them and for themselves.

What did you do this week to improve upon your development and make things better for those around you?

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### 4. INNER CIRCLE

Leaders surround themselves with people who add the skills and strengths they don't have. They form close relationships with people they can learn from and who help them stay accountable.

Who is in your inner circle?

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### 5. RELATIONSHIPS

Leaders know they cannot influence others without trust. They touch hearts before they ask for hands.

How did you improve your relationship nurturing this week?

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### 6. TIME

Leaders in this fast-paced world make quick decisions, trust their instincts and place a value on their time.

How did you improve your self and time management this week?

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### 7. LEGACY

Leaders play the long game. They know they have to make sacrifices – they have to give up to go up. They plant trees they will never feel the shade from.

What do you want your legacy to be?

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Leadership is about building hope, growing others, commanding yourself and commanding life so you can make a positive impact and leave a lasting legacy for the world.



## SET UP YOUR SYSTEMS FOR SUCCESS

“By being more regimented with your time you create more freedom.”

Shane Kempton

**MISSION CRITICAL INTEL:**  
If it needs repeating,  
it needs a system.

**Commanding Life** is about mastering yourself and having the winning routines, systems and habits to support your Compelling Vision.

Let's explore the systems and processes I've used to not only lead my 6 and 7 figure businesses but also effectively manage my time, routines and personal priorities.

It's my passionate belief that by being more regimented you can have more freedom. These success systems truly represent who I am, what I stand for and are the backbone and cornerstone to how I Command Life.

### My Top 10 success systems:

#### ▶ Stand Up meeting protocol (if it can be solved in 5mins)

This is a great way to stay on track with your time commitments. By staying seated, when someone comes into your office, you are subconsciously giving them permission to sit down too. You give them permission to be less formal. More casual. They feel like they can chat about all manner of things before getting to the point. Standing up makes them get to the point and fast.

Where can you use this strategy in your life?

#### ▶ Egg Timer in meetings

Meetings have a habit of going on longer than necessary as some people often take the opportunity to “Soap Box” and be centre stage. This time management hack is designed to keep things on track when you're dealing with a group of people, put a time limit on 'conversation hogs' or keen talkers and give the quiet ones a 'voice'.

Can you use this concept (or something similar) to keep your meeting on track?



## SET UP YOUR SYSTEMS FOR SUCCESS CONT

### ▶ PTT – Plan Tomorrow Today (last thing before you leave the office)

One of my favourite habits to manage my workload, ensure I don't forget anything and set myself up for the next day, is to brain dump everything out of my head and into my diary before I leave the office or switch off for the day. It clears my mind before going home, helps me recharge and I sleep a whole lot better because I am not wasting mental energy trying to remember things for the next day.

Do you feel this can be useful for you? Why?

### ▶ Using Transport to Transform and Transition

This is another state management routine. I use the drive to work to transition from Father/Husband to Coach/Speaker. During this time and throughout the day, I'm listening to inspirational audio-books to learn and grow in my professional role. I use the drive home to transition from Coach/Speaker to Father/Husband by listening to the radio and music.

How can you upgrade your learning and transition from home to work to home?

**MISSION CRITICAL INTEL: We are our habits, therefore we don't break our bad habits, we replace them with good ones.**

### ▶ Weekly WIP

To progress my Compelling Vision, I break down my Focused Game Plan into 90 day and then 7 day sprints. I plan my week on Sunday night, scheduling the important tasks and appointments I know in advance I need to complete (see blackout time below). Then each day, I write in my journal the specific goals I need to achieve for that 24 hour period.

Do you see this as an improvement to your self management?  
Where and why?

# SET UP YOUR SYSTEMS FOR SUCCESS CONT



*“You will never change your life until you change something you do daily. The secret of your success is found in your daily routine.”*

**John C Maxwell**

**MISSION CRITICAL INTEL: Not many business, practices or people fail at strategy. It's execution that lets them down.**

## ▶ **Block Out Time in your diary, both personal and professional**

Can I strongly suggest, that the best way to manage yourself is to use your diary for tasks and appointments. Block out time in your diary for appointments with your clients, yourself and loved ones.

Include exercise, dinner dates, play dates, meditation/prayer, eating times, travel times, everything and anything that requires your time.

**Do you use an online or offline (or both) diary?**

**Do you current use block out time both personally and professionally?**

## ▶ **To Do List: Schedule 8 things out of 10 and leave space for 2 unexpected tasks**

This is a great habit to form that minimises the risk of you getting overwhelmed because your plate is overflowing with tasks. By only scheduling 8 known or planned tasks (instead of 10), you leave room for 2 unknown or unplanned tasks that might come across your desk. If that doesn't happen, reward yourself with an early finish, massage, walk, coffee with a friend or just some time out to reconnect and get centred again.

**Have you ever felt like your day is overflowing and you can't keep up?  
Would the 8 out 10 list be an upgrade for you?**

## ▶ **Morning Routine (The Holy Hour)**

A powerful routine that has been reinforced globally by Robin Sharma is The 5am Club. Rising at 5am and investing an hour into yourself is a game changer. 20 minutes for vigorous exercise. 20 mins for prayer/meditation. 20 minutes for planning and writing in your diary. It's a powerful way of managing your state and setting yourself up for success.

**Are you an early riser? Have you got a morning routine?  
How can you improve it?**

## ▶ **4DX - The 4 Disciplines of Execution**

If you want a simple, yet powerful process for getting things done, adopt the 4DX model from the book, "The 4 Disciplines of Execution" See below for a detailed explanation.

## THE 6.2.8. SYSTEM



“If you don’t prioritise your life, someone else will.”

Greg McKeown

**MISSION CRITICAL INTEL: Our days are our lives in miniature therefore every moment counts.**

This is my most potent routine for staying on track with my Compelling Vision and Mighty Mission.

By now you know what’s important to you. It’s time to apply some daily disciplines to ensure you are completing the necessary tasks to fulfil on these commitments to yourself and to live a meaningful life.

There are many definitions of success and failure. I believe Jim Rohn captured it beautifully when he said:

“Success is a set of small, daily habits repeated over a period of time. Failure is a set of small, daily habits repeated over a period of time.”

If something needs repeating, it needs a system. What we do each day is often repeated. We just have to know whether what we’re repeating is keeping us “on track” or “off track”.

**The skill is knowing the right habits.** These can be identified once you know what is important to you. We call them Your Big Rocks.

So how do we begin? Here’s where to start:

- ▶ **Create an ideal day:** That is, a day that includes the key tasks required to achieve our life goals. It’s a great way to maximise our chances of success. If we repeat that day for 5, 6 or 7 days, we end up with an ideal week. If we do that for 4 to 5 weeks, we have an ideal month. Do that for 12 months and you have an ideal year. As you can see, it all starts with what we have scheduled for today.
- ▶ **Master the 6 to 8:** Pick 6 to 8 things you can do between the hours of 6am and 8pm that will have the biggest impact on your plan and give you the biggest returns on your time and energy investment. Those 6 to 8 things are tied directly to tasks or habits, repeated daily over time, to ensure success in each of your **Big Rocks** and help you nail your life goals.

For example, health and growth are important to me. That’s why I invest 60 minutes in myself every day to stay on top of my game.

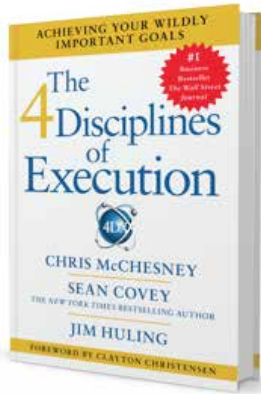
From when I was a young real estate sales rep to being the CEO of an international brand to a global speaker and coach, no matter how busy I am each day, I have always made sure that one of my daily tasks (usually in the morning) is to do my holy hour. This means exercise, goal reflection, personal development and meditation.

Family is another one of my Big Rocks. Every day, I tell my wife and children that I love them and have at least one sit-down meal with them (depending on who’s home at the time).

In my selling days, sending five hand-written thank-you cards daily was one of my 6 to 8 daily disciplines I did to ensure my business continued to grow.

The key point around the **6 to 8 solution** is to clearly define your Big Rocks and know the actions steps required to achieve them. Break these down to daily habits, and over time they will turn into amazing results.

**Quick Note:** Experience has shown me that more than 8 can be overwhelming. In fact, as you master this skill, you will find that “less is more”. You might end up with 5 or 6 key daily disciplines that are more effective and have a greater massive impact. It may be counter-intuitive but it takes more discipline, personal leadership, and focus to say no to less important things.



# 4DX – THE 4 DISCIPLINES OF EXECUTION

When I was running my real estate business, I read an amazing book called, “The 4 Disciplines of Execution” by Chris McChesney, Sean Covey (Stephen Covey’s son) and Jim Huling.

The key message in the first few pages grabbed me immediately:

**Not many businesses fail through strategy; rather, they fail through poor execution.**

Execution is everything! They went on to break down art of implementation into their 4DX Model.

I’ve used this Module in my own business time and time again and I’ve shared it with hundreds of my coaching students. Here it is:

## Discipline 1. Focus on the Wildly Important Goals (WIG)

Focus on no more than 1 or 2 mission-critical goals: the one or two things that will have the biggest impact on your business or life. These are expressed as: from X to Y by Z.

IE “Let’s increase our annual profits from 15% to 20% by 30 June.”

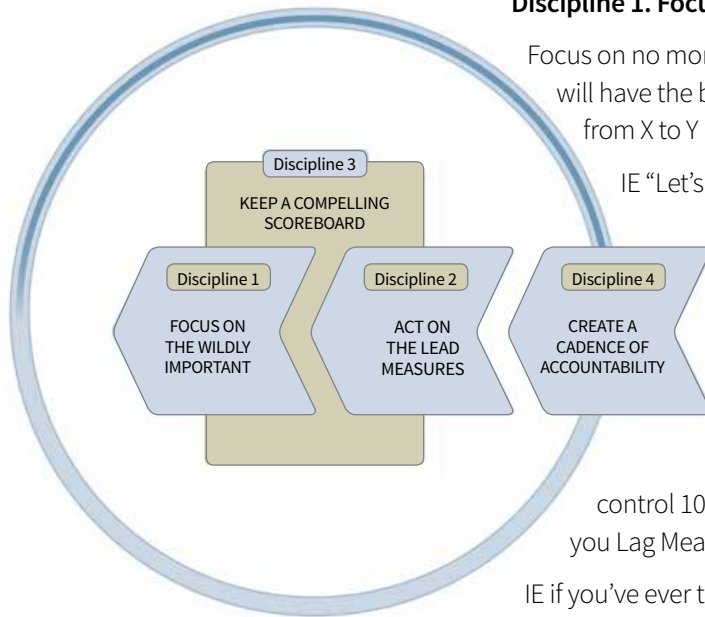
The key point here is to ensure it’s simple, measurable and easy for everyone to understand.

## Discipline 2. Act on Lead Measures

Lead Measures are the activities and tasks that have the biggest impact on your WIG.

Lead measures are those activities and tasks which you can control 100% and have a predictable outcome. They predict success of you Lag Measure.

IE if you’ve ever tried to lose or gain weight, it’s all about calories in and calories burnt. We can control what we put in our mouth and what amount of activity we do.



These “Lead” measures. Your weight loss is the Lag Measure.

In sales, you can influence the number of calls you make and appointments you set (Lead measures). The number of sales made is the Lag Measure.

The big tip here is to acknowledge, recognise and reward both Lead and Lag measures. Personal Bests or PBs are great to track too because they reward those who continue to improve on their efforts.

## Discipline 3. Keep a Compelling Scoreboard.

We want the whole team emotionally connected to the goal. We do this by having a highly visible scorecard which makes it easy to know if you are winning or losing.

People play differently and at a higher intensity when they keep score. If you’re not keeping score, you’re just practicing and less likely to be putting in maximum effort.

The scoreboard shouldn’t be a complicated dashboard of stats, figures, ratios, percentages and margins. Keep it simple – just one or two metrics that clearly indicate if you and your team are “on track” or “off track”.

## Discipline 4. Create a Cadence of Accountability.

This is the heartbeat of progress. Use a regular team check-in to see if we are “on track” or “off track”, namely, if we are winning or losing as a team. This is usually a short weekly meeting and it’s critical in achieving your WIG. In my own coaching practice, we call this a “Review/Preview Meeting”. It’s all about refocusing the team despite what is happening in the day to day busyness of life and work. It’s not a long, drawn-out meeting. It’s precise and to the point (scoreboard check, individual commitments from last week and this week that impact the WIG). There is no discussion around clients or the day-to-day stuff. Keep it focussed on both individual and collective results.

*“Our finest efforts can only be given to 1 or 2 wildly important goals at a time.”*

**4DX Principle**

A sunset scene with a chain and birds. The sun is low on the horizon, creating a bright glow and lens flare. A heavy metal chain is stretched across the foreground, with one link broken and hanging down. Three birds are flying in the sky above the sun.

# SELF MASTERY IS COMMANDING LIFE

“Achieve self-mastery over your thoughts, and constantly direct them toward your goals and objectives. Learn to focus your attention on the goals that you want to achieve and on finding ways to achieve those goals.”

**Napoleon Hill**

When we Command Life, we are really become the masters of ourselves. This is the challenge for everyone.

It is up to us to control our desires and passions. No amount of money or fame can buy your ability to Command Life. It's an ongoing journey of self mastery and a test of our character. It requires resolve and intestinal fortitude, especially when we're at our lowest or when temptation is high or when we've reached the mountaintop and we don't know what comes next.

Most importantly, Commanding Life is about balance.

Put family and fitness priorities in place that are non-negotiable. Take control of your time and your energy. Carve out time with your loved ones.

The key to a balanced life is ensuring you devote adequate and quality time to the **3 Success Trinity** foundational energy sources: mental, physical and spiritual.

Our Mind-Body-Spirit connection is where our personal strength, will, determination and hope originate from.

**If you can command your life, you can command the world! I'm honoured to be on this journey with you.**

**Here's to unleashing your full potential,**

**Shane Kempton**

Coach – Speaker – Mentor

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**MISSION CRITICAL INTEL: Commanding Life and Self Mastery can only be achieved through self awareness, therefore stay centred.**