

THE **JOY** OF
missing out

LIVE MORE BY DOING LESS

Tonya Dalton

DISCUSSION GUIDE

Reading Plan

Use the Reading Plan below as an action plan to reading this book in a month. Small steps are greater than no steps. Take it day by day!

DAY	CHAPTER	PAGES	READ TIME	
<i>Week 1</i>	DAY 1	INTRODUCTION	XII-XX	8 MINS
	DAY 2	CHAPTER 1	3-15	13 MINS
	DAY 3	CHAPTER 2	16-36	17 MINS
	DAY 4	CHAPTER 3	37-54	15 MINS
<i>Week 2</i>	DAY 5	CHAPTER 4	55-68	15 MINS
	DAY 6	CHAPTER 5	69-83	15 MINS
	DAY 7	CHAPTER 6	84-104	17 MINS
<i>Week 3</i>	DAY 8	CHAPTER 7	105-118	15 MINS
	DAY 9	CHAPTER 8	119-131	15 MINS
	DAY 10	CHAPTER 9	132-148	15 MINS
<i>Week 4</i>	DAY 11	CHAPTER 10	149-163	16 MINS
	DAY 12	CHAPTER 11	164-179	16 MINS
	DAY 13	CHAPTER 12	180-192	14 MINS
	DAY 14	CLOSING	193-198	6 MINS

* Reading times are approximated based off of the average adult reading speed of 300 words per minute.



Five Ways to Make Time

TO READ THIS BOOK



1

KEEP YOUR BOOK WITH YOU

Read while you eat lunch, on your commute or sitting in a carpool line. Lines, waits and delays are ideal opportunities to make time for reading. Often, we spend these small pockets of time looking at our phones, simply because there's no other option, so bringing your book along gives you a more productive option!

2

SCHEDULE IT AS A MEETING WITH YOURSELF

Actually schedule it into your calendar, just like a real meeting. After all, you wouldn't cancel an appointment at the last minute or say you don't have the time. Set a reminder on your phone: You have a meeting at 1pm for 15 pages.

3

SET GOALS

Make it a goal to read one section of the book a week or every two weeks (you do what works for you!). Break it down and decide on a daily time or page goal — those minutes and pages will add up quickly.

4

MAKE IT SOCIAL

Agree to read the book with a friend or look for people online who are reading this book as well. Joining in on discussions and ideas in the book will help motivate you to stay on track with your reading.

5



READ ACROSS MULTIPLE PLATFORMS

Even if you love reading physical books, consider also downloading the audio version to listen while you drive to work, do household chores... or even while you shower.

Bonus Tip

When I had small kids, one of my favorite ways to find time to read was establishing Quiet Family Reading Time. Everyone in the house — even my non-readers — would spend 30 minutes together in the living room reading or simply flipping through a picture book. I wanted to instill a love of reading in my kids, and what better way than to model it myself!

WATCH THE VIDEO AT JOYOFMISSINGOUT.COM/TIMETOREAD



Glossary Terms

THE JOY OF MISSING OUT

Also known as JOMO | NOUN

1. The emotionally intelligent antidote to busy; intentionally choosing to live in the present moment by embracing open spaces of unrushed time

Example: She wanted more Joy of Missing Out in her life, so she intentionally left her computer in her office, eliminating the temptation to check in with work during family time.

2. An intense feeling of delight and happiness caused by centering your life on what is truly important and letting go of the “shoulds” and “have to’s” in life

Example: She decided not to be weighted down by social pressure and chose to find the Joy of Missing Out by saying no to joining another board position out of guilt.

BALANCE

Mythical equilibrium where work and home life are evenly distributed but no movement is made in any direction for fear of imbalance.

BATCHING

Collecting similar activities for an intentional block of time to maximize focus, energy and time.

BUFFERS

Space between activities to allow for breathing room; buffers allow you to be flexible and proactive.

BURN THE BOATS

A phrase referring to Archimedes using the power of focus by lasering in the sun's rays to burn his enemies boats; in productivity, when we focus our time and energy, we can make a greater impact.

CLEAR FRAMEWORK

Five questions to ask yourself to help decide if a task or opportunity is important or unimportant.

DECISION FATIGUE

The inability to make rational decisions as a result of a long period of thinking or decision making.

DOMINO EFFECT

Proven theory that dominoes can knock down dominoes 50 percent larger than themselves; in productivity this proves that small wins can lead to bigger victories.

EATING THE ELEPHANT

To break down bigger tasks into smaller steps to be completed one at a time.

FIVE Ps

System for creating structure to your days that consists of: purge, process, prioritize, protect, and propel.

FREQUENCY ILLUSION

Phenomenon where an idea or concept you've been thinking about suddenly seems to pop up everywhere even though you never noticed it before.

HARMONY

Work, home and personal life working in unison to allow you to spend more time, energy, and focus on a single area of your life at different times; it's the antonym to balance because if all things are balanced, there can be no movement or growth.

INFORMATION BLINDNESS

Our mind's tendency to stop absorbing data when there's too much information to take in.



Glossary Terms

INTERNAL LOCUS OF CONTROL

The belief that we have the ability to influence our own destiny, events and outcomes.

LEARNED HELPLESSNESS

A feeling of having no control over your situation, resulting in inaction and possibly overlooking opportunities for relief or change.

MARBLE JAR

An imaginary jar we carry with us counting up the good work we've done throughout the day.

MARBLE JAR MOMENTS

When a mistake or error has been made and we somehow forget all of the good things we've done throughout our day and can only focus on the bad.

MILLION DOLLAR MINUTES

Moments of goodness in your day that, if they were gone tomorrow, you'd gladly pay a million dollars to get back.

NORTH STAR

A combination of your mission statement, vision statement and core values; a good North Star guides you to know what decisions to make.

PARETO PRINCIPLE

Also known as the 80/20 rule; a proven theory that 20 percent of our efforts produce 80 percent of our results.

PARKINSON'S LAW

Concept that work expands to fill the time available for its completion.

SANDWICH STRATEGY

Method to make saying no easier: start with kindness, followed by a solid no, then followed by another kindness.

SQUIRREL STRATEGY

Looking at a seemingly impossible problem from many different angles in order to come up with a unique solution.

STORIES

The limiting beliefs we tell ourselves about how to live or behave; these stories feel like truth to us even though they are not.

ULTRADIAN RHYTHM

Recurring biological cycle every 90-120 minutes where your brain has a period of increased alertness followed by 20 minutes of fatigue.

WHITESPACE

Purposely unfilled time in our day; space we create for ourselves and our brain to allow us to recharge mentally and even reconnect with ourselves.



Overwhelmed.

KEY TAKE AWAY

We often feel the pressure to be busy, but we need to ask ourselves if we are filling our days with things that matter. When we center in on what matters most, we can feel more satisfied with how we spend our time.

QUOTES

- “ Productivity is not about doing more—it's doing what's most important.
- “ Overwhelm isn't having too much to do; it's not knowing where to start.
- “ We hide behind our busy days and our long lists. We peek out and see that there's a richer life available, but we don't feel entitled to it.
- “ We have to stop the glorification of busy.





DIG DEEPER

1. What does being productive mean to you? Does productive mean getting a lot of tasks crossed off your to-do list or does it mean doing work that satisfies you? How do you think your idea of productivity might change after reading this book?

2. Do you identify with any of these? Check all that apply.

- OVERACHIEVER
- WORRIER
- MICROMANAGER
- PERFECTIONIST
- PROCRASTINATOR
- CONFORMIST
- PEOPLE PLEASER
- GO-GETTER
- VALIDATION-SEEKER
- WORKAHOLIC
- DREAMER
- TASKMASTER
- IDEALIST
- REALIST
- TYPE A

How do you think that affects how you spend your day?

3. What did you think of Tonya's definition of overwhelm? She shares "**Overwhelm isn't having too much to do, it's not knowing where to start.**" Do you agree or disagree with this idea?

- AGREE
- DISAGREE

How do you feel when you don't know what to work on next or where to begin your day?





DIG DEEPER

4. Have you witnessed “the glorification of busy” with your friends or coworkers? In what ways?

5. When you think of your ideal day, what is missing?



1 DISCOVER | YOURSELF



KEY TAKE AWAY

Sometimes we lose sight of ourselves in the busyness of our days. We have to let go of the idea of balance in order to move toward the life we want. To do that, we need to recognize the stories we are telling ourselves that are holding us back.



QUOTES

- “ We falsely believe that if we are not busy, we are failing.
- “ We can take charge of our destiny only when we let go of balance.
- “ Magic doesn't happen when life is centered and balanced—it happens when we lean into our priorities.
- “ Sometimes we just have to stop telling ourselves our old stories.





DIG DEEPER

1. What did you do today to fill your marble jar? List a few good things that happened. Did you celebrate your wins?

GOOD THINGS THAT HAPPENED TODAY...

DID YOU CELEBRATE?



.....



YES



NO



.....



YES



NO



.....



YES



NO



.....



YES



NO



.....



YES



NO

2. Do you often connect your self-worth to how busy you are throughout your day?

3. What do you think about Tonya's idea of work/life balance? Do you agree or disagree that we don't want balance in our lives?



AGREE



DISAGREE

Why or why not?





DIG DEEPER

4. How did you finish the statement: "A good person always _____"? Is your statement really true or is it a story you are telling yourself?

5. Is there one main role you closely identify with? (It might be mom, career woman, caregiver, student or something else.) Do you think you could add an **and** to this role?

I'M A AND

(MAIN ROLE) (OTHER ROLE)

How do you want to define yourself? What would life look like if you added a little **and**?



DISCOVER | CHOICE



KEY TAKE AWAY

One of the stories many of us tell ourselves is that we don't have any choice in how we spend our days. When we step back and really look, though, we can see choices are there — we just need to be creative in finding them.



QUOTES

- “ When we treat everything as equal, it means nothing is a priority.
- “ We must be willing to not have it all.
- “ It's not reality that makes us feel stuck; it's the lens we use to view the world.
- “ Seasons pass, life ebbs and flows, but our priorities are what anchor us.





DIG DEEPER

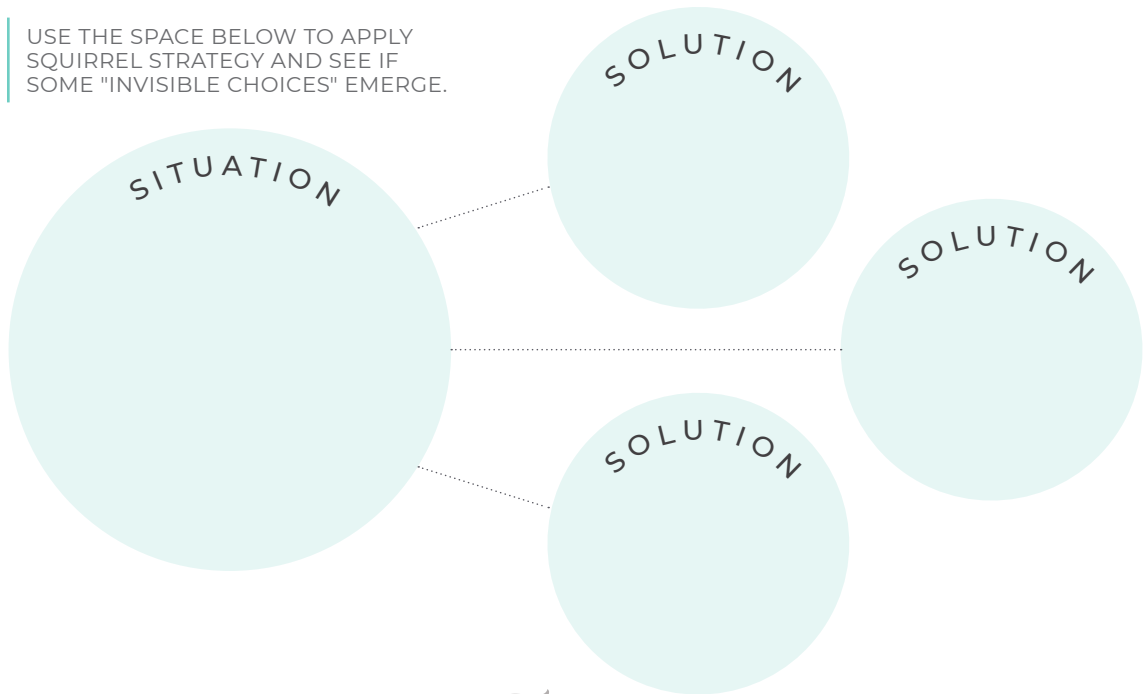
1. Are you choosing your own path and priorities in life? Do you think there are other people or things that are trying to choose for you?

2.

DOES THE IDEA OF NOT "HAVING IT ALL" SPARK FEAR OR INSPIRATION?	WHY?
<input type="checkbox"/> FEAR <input type="checkbox"/> INSPIRATION	

3. Have you ever been in a situation where you felt you had no choice? How did that make you feel?

USE THE SPACE BELOW TO APPLY SQUIRREL STRATEGY AND SEE IF SOME "INVISIBLE CHOICES" EMERGE.



DISCOVER | **YOUR NORTH STAR**



KEY TAKE AWAY

Your North Star is made up of your mission statement, vision statement and core values. These three work together to help guide you in making your decisions.



QUOTES

- “ We don’t just find ourselves on a fulfilling, deeply satisfying path—we create it for ourselves.
- “ Choices have the power to make us genuinely productive rather than simply busy.
- “ When we are so busy trying to do everything, we end up standing for nothing.
- “ A good North Star guides you to know what decisions to make and how to start.





DIG DEEPER

1. How do you want your friends and family to describe you? Does that desire help you begin to identify your North Star?

2. Think of the jobs and the different roles you enjoy. Why do you enjoy them?

(MAIN ROLE) → (WHY I ENJOY IT)

(MAIN ROLE) → (WHY I ENJOY IT)

(MAIN ROLE) → (WHY I ENJOY IT)

(MAIN ROLE) → (WHY I ENJOY IT)

(MAIN ROLE) → (WHY I ENJOY IT)

Do you notice a theme of what you enjoy? Do you think that's at the center of your mission?




















DIG DEEPER

- 3. When you dream of the future, what do you want your life to look like? What vision do you see for yourself?

BRAINSTORM SOME WORDS OR PHRASES YOU WOULD LIKE TO PUT ON YOUR VISION BOARD.

- 4. What words would you use to describe your personal values and beliefs?

Do you think you can build off these words to discover your core values?

- 5. After completing the download that goes with this chapter*, do you think you gained some insight into uncovering the heart of your purpose? **You should have recieved this download in the email for Chapter 3.*



CLARIFY | FOCUS



KEY TAKE AWAY

We may feel like focusing is a luxury, but it's the secret to being truly productive. Choosing where to focus and setting up clear boundaries will help us spend our time and energy where it matters most.



QUOTES

- “ To be genuinely productive, we must master our focus.
- “ When we lose focus on our priorities, we are simply along for the ride, going wherever the day takes us.
- “ When we don't clearly stake our boundaries, we end up being overrun by the demands others put on us.
- “ Being kind and being assertive are not mutually exclusive.





DIG DEEPER

1. How would you rate your current degree of focus?

CONSTANTLY PINBALLING  CLEAR & SHARP

2. What kinds of distractions do you deal with on a regular basis? What can you do to eliminate those?

3. What boundaries do you need to establish that will allow you to create space for yourself? Think about how this will improve your life.

BOUNDARIES TO ESTABLISH

Empty box for writing boundaries to establish.

MY LIFE WILL IMPROVE BECAUSE

Empty box for writing how life will improve because of the boundaries.





DIG DEEPER

4. Are there times when you are your own worst distraction?

- YES.** I'M CONSTANTLY CHECKING IN WITH MY PHONE/EMAIL.
- SOMETIMES.** I TRY TO STAY FOCUSED AND STAY ON TASK.
- NO.** I'M ALWAYS GOOD ABOUT PUTTING AWAY DISTRACTIONS SO I CAN FOCUS.

When do you seem to distract yourself the most?

5. How can you clearly communicate your boundaries with others in a way that feels assertive yet kind?



CLARIFY | TIME



KEY TAKE AWAY

We think we need more time, but really we just need to rethink how we are spending it. Letting go of some of the old productivity myths that are holding us back will help us realize that we have the ability to use time to our advantage.



QUOTES

- “ Being efficient is about getting things done; being effective is getting what’s important done.
- “ Periods of rest are not a reward for great work but are actually a requirement for great work to happen.
- “ Perfectionism is rooted in the fear of failure.
- “ We have to walk away from this idea of focusing on everyone else’s happiness at the expense of our own.





DIG DEEPER

1. What tasks are you efficiently doing? Can you take things slower and remind yourself to use your time effectively so you focus on quality not quantity?

TASKS I'M DOING EFFICIENTLY

HOW CAN I FOCUS ON QUALITY?

2. Do you consider yourself a multitasker? Have you noticed the quality of your work and/or relationships suffering when you've multitasked?

3. Are there certain times of day where you feel work is easier? Do you think you are working within your ultradian rhythm?





DIG DEEPER

4. Do you notice the Pareto Principle (the 80/20 rule) in your life and work?

- 20% OF MY WARDROBE IS WHAT I WEAR 80% OF THE TIME **TRUE FALSE**
- 20% OF MY MEETINGS GIVE ME 80% OF THE INFORMATION I NEED **TRUE FALSE**
- 20% OF THE PEOPLE ON MY TEAM DO 80% OF THE WORK **TRUE FALSE**

What are some other places in your life where you can apply the Pareto Principle?

5.

IF YOU CARED LESS ABOUT WHAT OTHER PEOPLE THOUGHT, DO YOU THINK YOU COULD BE HAPPIER?	WHY?
<input type="checkbox"/> YES <input type="checkbox"/> NO	



CLARIFY | ENERGY



KEY TAKE AWAY

We often spend our energy on tasks that do not move us forward. We need to be clear with our task list about what's important and what is unimportant; we have to stop letting the urgent tasks take control of our day.



QUOTES

- “ Focusing on our priorities is what separates the busy from the truly productive.
- “ A good priority list tells you exactly where to start.
- “ If you prioritize the important tasks, you get to a place where there aren't urgent tasks.
- “ We have to keep in mind that CEO doesn't stand for Chief Everything Officer.
- “ Do not undervalue work that feeds your soul.





DIG DEEPER

1. How do you think you spend your energy?

PUTTING
OUT FIRES



MY IMPORTANT
PRIORITIES

2. How does the idea of getting rid of your to-do list make you feel?

3. How can you turn your to-do list from today into a priority list?

ESCALATE:

CULTIVATE:

ACCOMMODATE:





- 4. Think of one upcoming task that seems important to you. Use the CLEAR framework to decide if it's important or unimportant.

Get Clear

TASK:

- IS IT **CONNECTED** TO YOUR NORTH STAR?
- IS IT **LINKED** TO A GOAL?
- IS IT **ESSENTIAL**?
- IS IT **ADVANTAGEOUS**?
- IS IT **REALITY BASED**?

BASED ON THE CLEAR FRAMEWORK, IS THIS TASK IMPORTANT OR UNIMPORTANT?

IMPORTANT

UNIMPORTANT

- 5. Do you regularly do work that feeds your soul? If not, how can you make this more of a priority? What's one small thing you can do today?



SIMPLIFY | SYSTEMS



KEY TAKE AWAY

Breaking down our big tasks and using habits can enable us to free our time, energy and focus in ways that work automatically. We want to create systems that are designed to work to our own unique strengths and weaknesses to help life run smoother.



QUOTES

- “ Small bite-size wins build momentum.
- “ We lose time dreaming of the life we could have, when the one right in front of us could be even more beautiful.
- “ Designing our systems to work with our strengths and weaknesses sets us up for success.
- “ What gets written gets measured; what gets measured gets achieved.





DIG DEEPER

1. HAVE YOU EVER FELT THE PRESSURE TO LIVE A PINTEREST-WORTHY LIFE?

Empty response box for question 1.

HOW CAN YOU SHIFT YOUR MINDSET TO LET GO OF THAT PRESSURE?

HOW CAN YOU LIVE A LIFE THAT FEELS GOOD TO YOU?

Empty response box for question 1 sub-questions.

2. Which of your demanding tasks drain your energy? Is there a way to break these tasks down to “eat the elephant” and make them easier?

3. What do you think are your strengths and weaknesses? How can you build systems to use both to your advantage?

STRENGTHS

Empty box for listing strengths.

WEAKNESSES

Empty box for listing weaknesses.

OVERALL, HOW CAN YOU USE THESE TO YOUR ADVANTAGE?

Empty box for overall reflection.





DIG DEEPER

4. Have you ever experienced decision fatigue? Where you just couldn't decide what to make for dinner?

YES

NO

Looking back, do you notice this happened at the end of an especially taxing day?

5. What are some good habits you want to cultivate to help eliminate decision fatigue?

-
-
-
-
-

What cues you can use to help establish these habits?

.....	→
(HABIT)		(CUE)
.....	→
(HABIT)		(CUE)
.....	→
(HABIT)		(CUE)
.....	→
(HABIT)		(CUE)
.....	→
(HABIT)		(CUE)



SIMPLIFY | ROUTINES



KEY TAKE AWAY

Effective routines can allow our days to feel more purposeful and centered on what's important. Using automations will help make stressful tasks easier and less likely to be forgotten.



QUOTES

- “ It’s not just about managing our time; it’s savoring the moments.
- “ When we don’t have tasks scheduled somewhere, they end up getting scheduled nowhere.
- “ It does us no good to bring home the bacon and fry it up in a pan if the kitchen is burning down around us.
- “ Investing in others takes time but always adds to our advantage.





DIG DEEPER

1. What are your most meaningful family traditions? How do they bring your family closer together?

2. What are your Million Dollar Minutes during your busy days? If you don't think you have any, take another look at your day and think about the moments of gratitude—those Million Dollar Minutes are often hidden there.

3. Think about your morning routine, which areas could you lean into more:

SPIRITUAL

EMOTIONAL

PHYSICAL

What changes can you make to create more harmony in your morning?















DIG DEEPER

4. What are some tasks and commitments that happen regularly? After doing the download for this chapter, do you have some automations you can create?

5. In this chapter, Tonya shares how she gets her family involved with systems. Who can you include to help make automations even easier? Think outside the box: co-workers, roommates, friends, family members, etc.

NAME

HOW THEY CAN HELP



SIMPLIFY | STRUCTURE



KEY TAKE AWAY

Using the 5 Ps system, we can take ownership of our calendar and choose to live to our full potential. We can design our days and weeks to focus our time and energy on our priorities.



QUOTES

- “ Hustle isn't about business; it's about busyness.
- “ We need to treat each day like a new opportunity.
- “ That's the biggest secret to setting ourselves up for success...making sure our days are actually achievable.
- “ A wide-open calendar is an invitation for others to cram it full with their priorities and demands rather than our own.





DIG DEEPER

1. Do you feel like you have been owning your days or do you feel like they own you?

MY DAYS OWN ME ☆☆☆☆☆☆☆☆☆ I OWN MY DAYS!

Share why you feel this way.

2. When is the best time for you to complete the first step in the 5 Ps and do a weekly purge? Decide first if you want to do two purges: one for work and one for home, and then think about your schedule.

CATEGORY		TIME OF DAY			DAY OF THE WEEK						
<input type="checkbox"/> HOME	<input type="checkbox"/> WORK	MORNING	AFTERNOON	EVENING	M	T	W	TH	F	S	SU

↓

DO YOU WANT TO DO THIS ALONE OR WITH A TEAM?		TEAM MEMBERS			
<input type="checkbox"/> ALONE	<input type="checkbox"/> TEAM	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

3. What are some tasks you can do more effectively by batching them?



HARMONIZE | WHITESPACE



KEY TAKE AWAY

Whitespace is an important, but often forgotten, part of our day. We need to allow ourselves the permission to have purposely unrushed spaces of time where we can nurture ourselves.



QUOTES

- “ We have to stop rushing through life and missing all the goodness that is there before us.
- “ Stop treating each day as its own scorecard to be measured for balance.
- “ To be truly productive, we need to give our brains a little space to play and explore.
- “ When we make time for our wants and needs, we are able to give our fullest selves to the world around us.





1. HOW DO YOU DEFINE A SUCCESSFUL DAY?

Large empty box for defining a successful day.

IS THIS DEFINITION REALISTICALLY ACHIEVABLE ON A DAILY BASIS?

YES

NO

IF YOU CHOSE TO FOCUS ON WEEKLY WINS, DO YOU THINK YOU WOULD FEEL MORE SATISFIED?

Empty box for response.

2. What choices are you making that add stress to your life? What changes can you make to ensure that you treat your priorities as actual priorities?

3. When I spend time on myself, I feel....

SELFISH REFRESHED



11 HARMONIZE | YOUR YES



KEY TAKE AWAY

When we work to fill our days with meaning, we need to remember it's not just about saying no — we want to find our yes. By using the Finding Your Yes Blueprint, we can decide what commitments we want to eliminate and what opportunities we want to allow space to pursue.



QUOTES

- “ Every time you say yes, you are saying no to something else.
- “ Saying no is not selfish; it's an opportunity to be selfless.
- “ Success and the illusion of doing it all helps us feel like we are being seen.
- “ Quitting is not an end—it's the first step to redefining and refocusing your life.





DIG DEEPER

4. Do you currently feel overcommitted? What things can you uncommit to in order to create more whitespace and peace of mind?

5. In thinking of those things that you can uncommit to (from question 4), what are some ways you can use the Sandwich Strategy to kindly say no?

KINDNESS	→
A SOLID NO	→
~~~~~		
KINDNESS	→	.....

**WRITE YOUR NO STATEMENT BELOW.**



# HARMONIZE | LIFE



## KEY TAKE AWAY

Productivity is 99% mindset - it's how we choose to look at our lives. When we stop living for "someday" and start living today, we will find that our lives take on more meaning.



## QUOTES

- “ You can't control reality, but you can control how you react and respond to it.
- “ We get caught up in asking if our glass is half-full or half-empty—we forget sometimes it's not even our glass at all.
- “ Stop borrowing from today to make tomorrow great.
- “ Nobody, in the history of the universe, ever accomplished great things by trying to do everything.





DIG DEEPER

1. Do you spend too much time and energy stressing about situations that aren't within your control? How can you change your perspective and focus on what you can change?

2. Are you borrowing from today to make tomorrow great? What are a few "someday" goals you want to start accomplishing now?

SOMEDAY I WANT TO .....

SOMEDAY I WANT TO .....

SOMEDAY I WANT TO .....

Let's reframe these so we can turn "*someday*" into "*today*:"

TODAY I WILL ..... (WHAT CAN YOU DO TODAY TO START?)

TODAY I WILL .....

TODAY I WILL .....

3. The future is yours to write. What's a new story you can begin to tell yourself to help propel you toward your North Star?

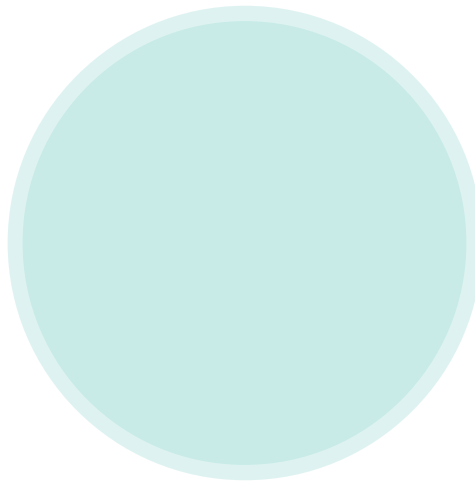
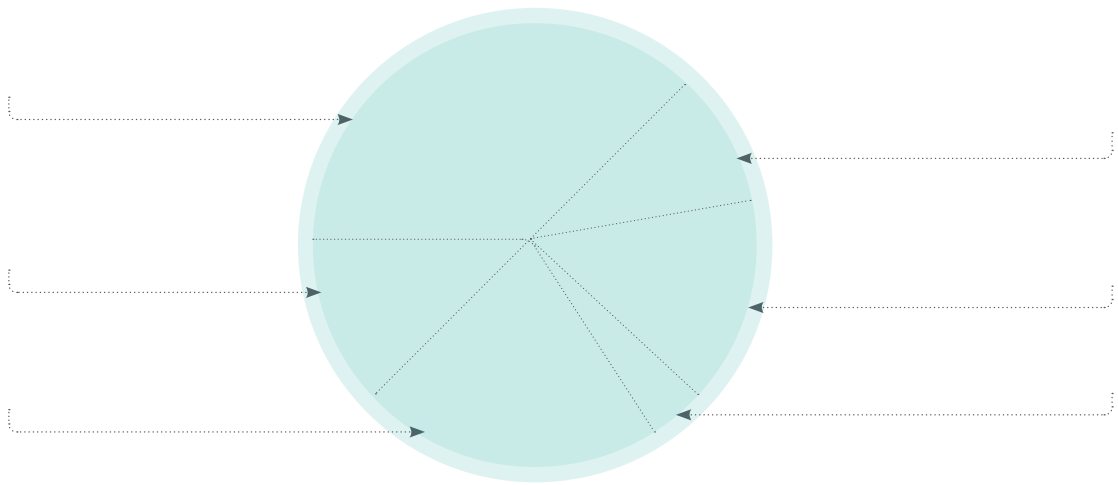




DIG DEEPER

4. How can you view past failures as life-changing lessons about growth?

5. Think about the 72 hours you have left after work and sleep are accounted for. Use this pie chart below to figure out how you want to invest your time or make your own.



What can you do to make those 72 hours a reality?



---

## CONCLUSION

---

# Let's Start



### KEY TAKE AWAY

At its heart, productivity is about the choices we make each day. Sometimes after hardship, we have to choose to pick ourselves back up and keep moving forward. It's not an easy choice, but we all have the power within us to make it happen.



### QUOTES

- “ We can take our experiences and allow them to swallow us whole, or we can use them as fuel to drive us.
- “ Do you want to stay on the path you are on, or do you want to make some changes to work toward the life you want?
- “ Our lives are defined by choices.
- “ Take one step forward, one tiny step, each and every day.







DIG DEEPER

- 4. There were a lot concepts throughout the pages of this book, don't get overwhelmed and try to do everything all at once. Write down one action... a single step forward to focus on that you can start today.

THE ONE ACTION I'M TAKING TODAY IS .....

SHARE YOUR ONE ACTION STEP BY USING THE IG STORY TEMPLATE I EMAILED YOU. BE SURE TO TAG @TONYA.I.DALTON SO WE CAN CHEER YOU ON!






- 5. How can you celebrate THE JOY OF MISSING OUT each day?

## Bonus

Who are some people you could share THE JOY OF MISSING OUT with?

NAME

HOW CAN YOU SUPPORT AND ENCOURAGE ONE ANOTHER?

 .....	.....
 .....	.....
 .....	.....
 .....	.....
 .....	.....



# Connect with Tonya



Overwhelmed. Too many women are exhausted by all they strive to do, ending most days feeling unsatisfied and unsuccessful. Tonya Dalton, productivity expert and CEO of inkWELL Press Productivity Co., offers these women a liberating shift in perspective: feeling overwhelmed isn't the result of having too much to do — it's from not knowing where to start.

## SAY HELLO

TONYADALTON.COM  
INKWELLPRESS.COM

## JOIN ME ONLINE

-  Courses
-  Productivity Paradox

## LET'S BE FRIENDS

-  Tonya Dalton
-  @Tonya_i_dalton
-  @Tonya.i.dalton
-  Tonya.i.dalton

