

# Personal Operations System

Run your life, like it's your business.

*You are your business. Start treating yourself like it.*

— GRIT & GRACE · G & G

*This tool applies the same operational rigor you bring to your professional life — to your actual life. Inventory your assets. Define your metrics. Audit what works. Eliminate what doesn't. Run the system.*

Fill it out the first time in one sitting. Revisit quarterly. Treat it like a board meeting — with yourself as the executive in the room.

## 01 · Mission Statement

*Your purpose and your why. Before metrics, before inventory — this is the anchor.*

**YOUR PURPOSE — WHY DOES THIS CHAPTER MATTER TO YOU?**

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**YOUR DEFINITION OF SUCCESS — STRIP THE SHOULD'S. BY YOUR OWN MEASURE:**

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*Show up as the person you want to be.*

— GRIT & GRACE · G & G

## 02 · ROI Inventory

*Return on investment isn't just financial. Audit the four currencies you actually spend.*

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|---|---|---|---|
| <p><b>ENERGY</b><br/><i>Where is it going — and what do you get back?</i></p> <hr/> <hr/> <hr/> | <p><b>INTENTIONS</b><br/><i>What are you actually working toward right now?</i></p> <hr/> <hr/> <hr/> | <p><b>MONEY</b><br/><i>Where is it going? What is it doing for you?</i></p> <hr/> <hr/> <hr/> | <p><b>RELATIONSHIPS</b><br/><i>Who is in your orbit? Are they moving you forward?</i></p> <hr/> <hr/> <hr/> |
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### 03 · Asset Map

*Wisdom is what you already know. Inventory is what you already have. Most people underestimate both.*

**WISDOM — WHAT DO YOU KNOW WELL? WHAT HAVE YOU MASTERED?**

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| <p><b>SKILLS</b></p> <hr/> <hr/> <hr/> <hr/> | <p><b>PEOPLE &amp; MENTORS</b></p> <hr/> <hr/> <hr/> <hr/> | <p><b>FINANCES</b></p> <hr/> <hr/> <hr/> <hr/> | <p><b>EDUCATION</b></p> <hr/> <hr/> <hr/> <hr/> |
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### 04 · Life Areas

*By your definition — not someone else's. Assess each on your own terms.*

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| <p><i>Health</i><br/>BY MY DEFINITION, WHAT'S WORKING:</p> <hr/> | <p><i>Career</i><br/>BY MY DEFINITION, WHAT'S WORKING:</p> <hr/> | <p><i>Family</i><br/>BY MY DEFINITION, WHAT'S WORKING:</p> <hr/> | <p><i>Self</i><br/>BY MY DEFINITION, WHAT'S WORKING:</p> <hr/> |
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|---------------------|---------------------|---------------------|---------------------|
| WHAT NEEDS A SHIFT: |
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### 05 · KPIs — How Are You Measuring Success?

*What gets measured gets managed. Define your metrics before the quarter, not after.*

| METRIC / GOAL | TARGET / BY WHEN | HOW REVIEWED | STATUS |
|---------------|------------------|--------------|--------|
|               |                  |              |        |
|               |                  |              |        |
|               |                  |              |        |
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### 06 · The Audit

*Quarterly. No sentiment — just evidence. What is producing returns? What is not?*

|                             |   |
|-----------------------------|---|
| <b>WHAT'S WORKING</b>       | <b>WHAT'S NOT WORKING / LOW RETURNS</b> |
|                             |   |
|                             |   |
|                             |   |
| <b>NEEDS MORE ATTENTION</b> | <b>CAN BE AUTOMATED OR DELEGATED</b>    |
|                             |   |
|                             |   |
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## 07 · Time Management

*Working focus on forward thinking. Your time is the asset. Protect the return on it.*

### TASKS I OWN — THAT REQUIRE MY DIRECT ATTENTION:

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### TASKS THAT CAN BE STACKED, AUTOMATED, OR DELEGATED:

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| <p><b>OPPORTUNITY COST</b></p> <p><i>What am I spending time on that could be better spent elsewhere?</i></p> <hr/> <hr/> | <p><b>CONTENT &amp; PROSPECTING</b></p> <p><i>Where am I allocating creative and outreach time this quarter?</i></p> <hr/> <hr/> |
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## 08 · Financial

*Assets minus liabilities equals equity. Run this equation on your life — not just your bank account.*

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| <p><b>ASSETS</b></p> <p><i>What is building your equity?</i></p> <hr/> <hr/> <hr/> | <p><b>LIABILITIES / CUTS</b></p> <p><i>What is costing more than it returns?</i></p> <hr/> <hr/> <hr/> |
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**CUTS TO REDIRECT — AND WHERE:**

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*"It's not that you are incapable. What it is, is a lack of information and preparation." —*  
*G&G*

*Grit & Grace*

STRENGTHGRITGRACE.NET · @GRITANDGRACE ·  
CAT@STRENGTHGRITGRACE.COM

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