

The Empowerment Empire™ Presents



Life Style by Design

*The
Masterclass Workbook*

Design Your Lifestyle Intentionally

LIFE STYLE BY DESIGN is a Curated Masterclass and
Personal Empowerment Guide for Women.
LifeStyle by Design is the Prelude to the Annual
EmpowerU! Retreat for Women!

Created By:

International Women's Empowerment Powerhouse

Ms. Vihil H. Vigil, MBA, PMP, CHHC

www.WomensEmpowermentCoach.us



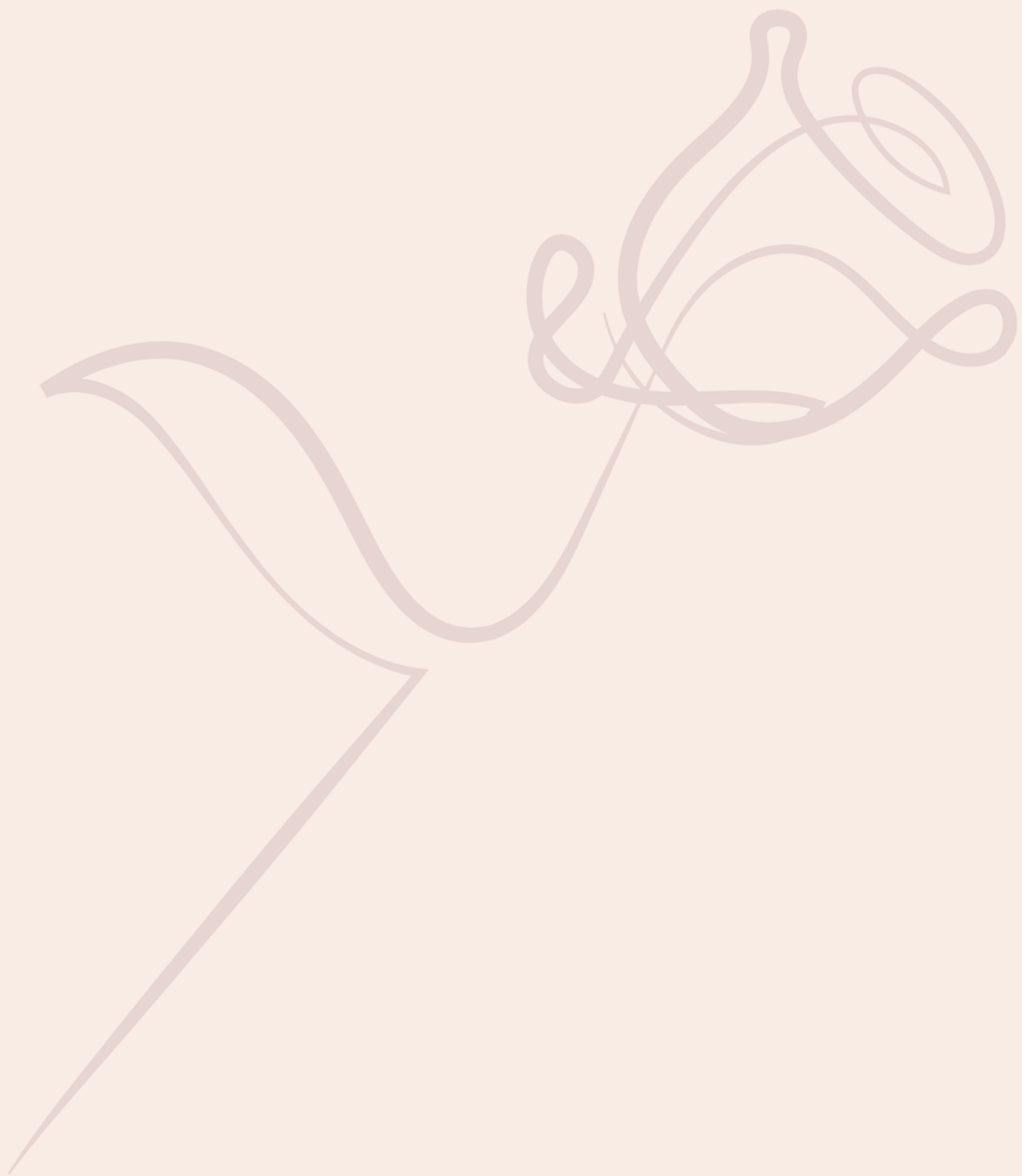
Life Style by Design

A 3-Part Masterclass for Success!

Welcome to your Masterclass
Coaching filled Workbook and
Personal Empowerment Guide
for Women

Ms. Vihil H. Vigil, MBA, PMP, CHHC
International Women's Empowerment
Business and Professional
Development Coach





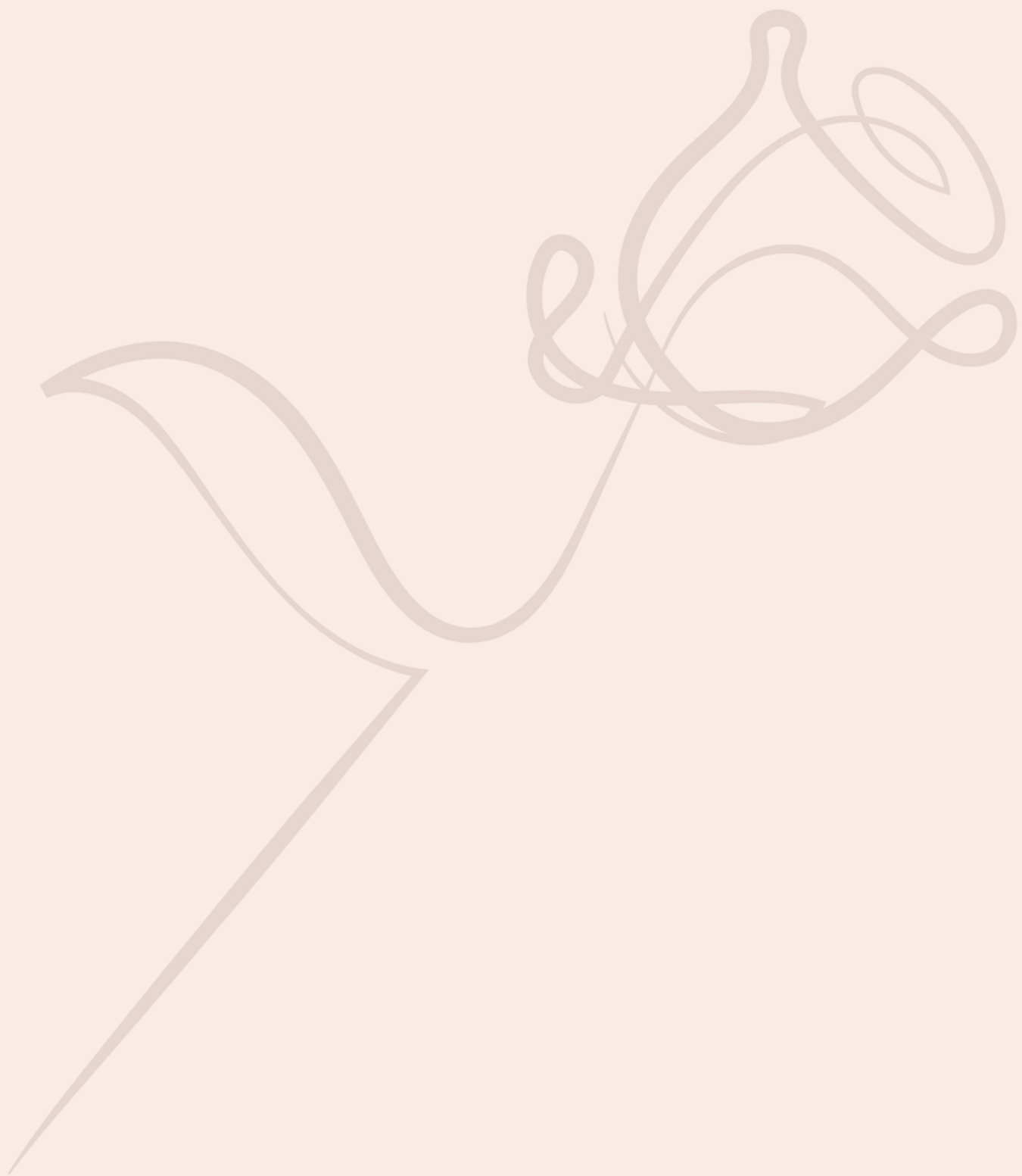
Ms. Vihil H. Vigil, MBA, PMP, CHHC
Life Style By Design - A 3-Part Masterclass for Success!
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Life Style by Design

Mark Your Calendars!

The 3 Part Schedule

Part 1 : The Foundation (Your Why & What)

- Mindset Work
- The Audit : Deconstructing the Chaos
- A Pathway Design to a Strategic Action Plan

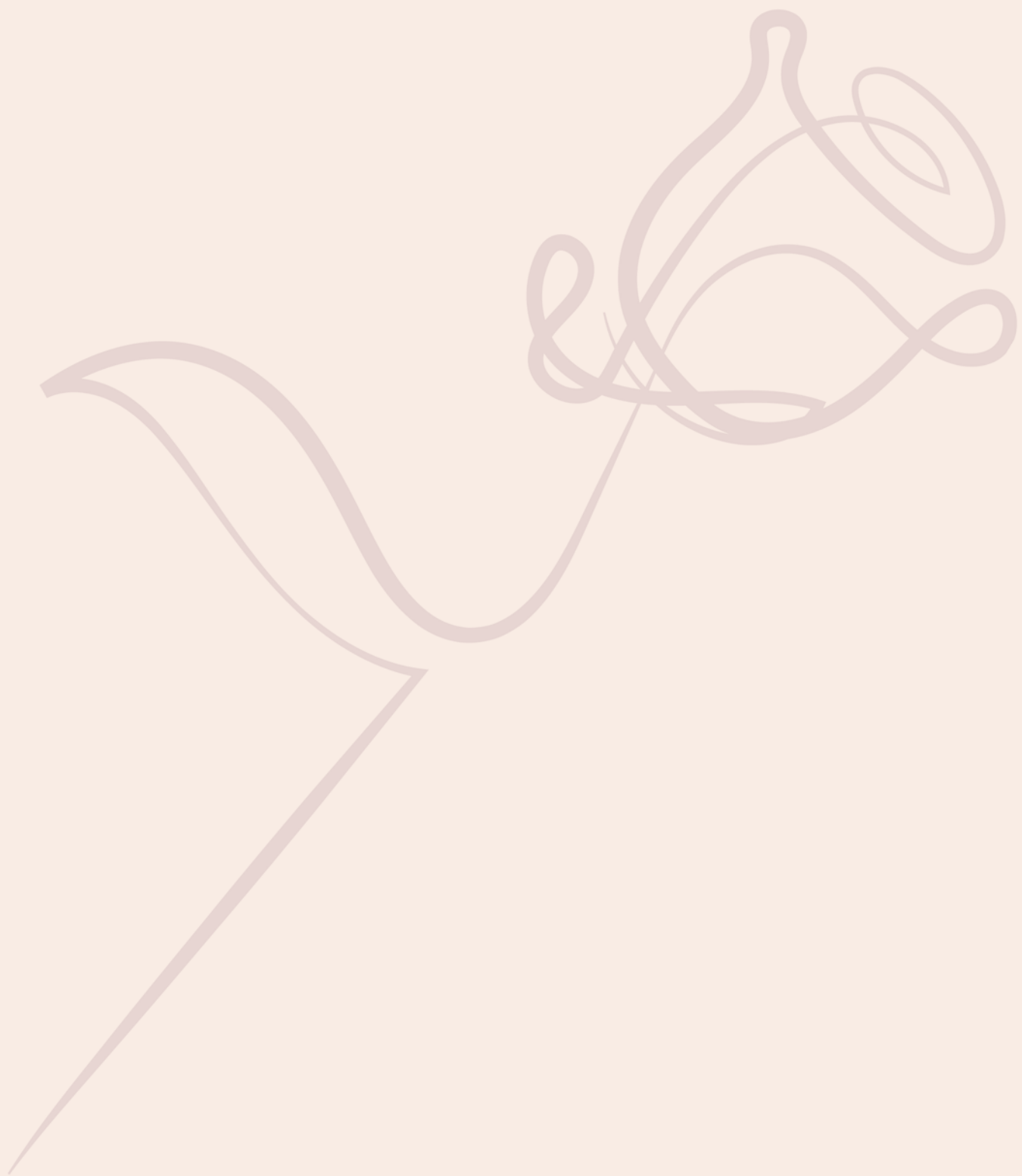
Part 2: The Architecture (Your How)

- The Power Plan Framework
- Methods for blocking time and prioritizing high-value actions
- Your "Perfect Week" schedule

Part 3: The Activation (Your New Now)

- How to sustain your momentum
- You have the Plan (Part2)
- Now to your Commitment & the Environment
- Schedule your Coaching Call at the QR Code:





The Empowerment Empire™ Presents



Life Style by Design

A 3 PART MASTERCLASS
FOR SUCCESS!

Part 1

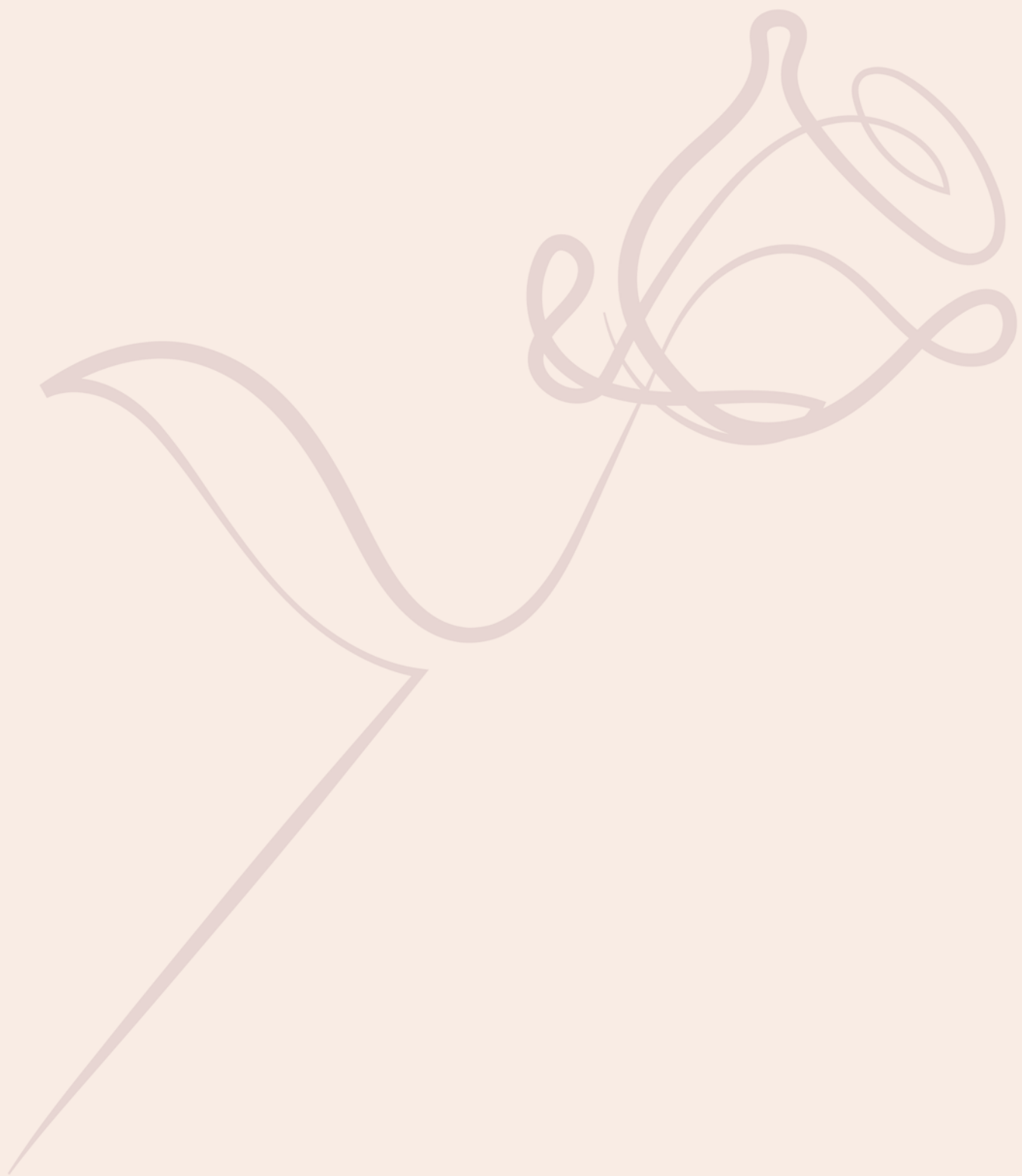
MINDSET WORK, THE AUDIT & A PATHWAY
TO YOUR STRATEGIC ACTION PLAN

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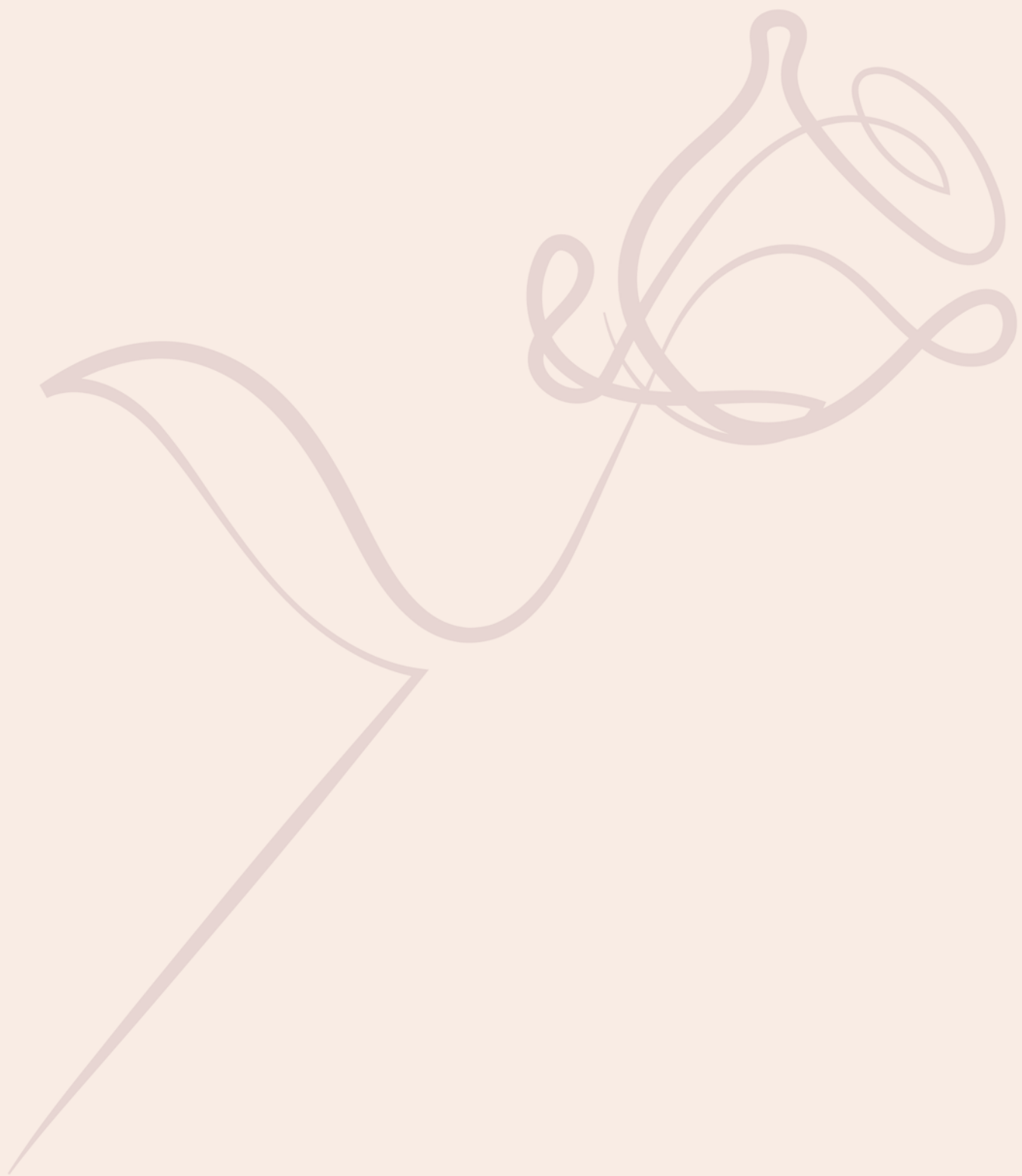
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Part 1 Focus:
Personal Empowerment Mindset Work

Stand in
Your Power!



Life Style by Design - A 3-Part Masterclass for Success!

Day 1 Focus: Personal Empowerment Mindset Work

Stand in Your Power!

Begin by asking yourself Who am I?

Write down all of the terms and roles that come to mind in the space below for 2 minutes. Set a timer and keep writing until the timer goes off.

Top Accomplishments!

List the first 10 accomplishments of yours that come to mind below.

Do not stop writing until you have listed 10!

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Here are some ideas to get you thinking...

What are you known for? Are you super organized? Do you make the best pies? Can you detail a car or motorcycle like nobody's business? (I can!) Are you the go-to person for help? What is it small or grand that you may be currently known for? Write it down below!

10 Qualities I am Proud to Embody

Now list 10 Qualities of You below. First write out the Quality, Trait, Element or Essence you see in yourself then go back to #1 and start describing in details how you embody this characteristic. This is for you and this is your opportunity to show yourself how amazing and accomplished you already are!

1.

2.

3.

Part 1 - Homework

10 Qualities I am Proud to Embody

Now list 10 Qualities of You below. First write out the Quality, Trait, Element or Essence you see in yourself then go back to #1 and start describing in details how you embody this characteristic. This is for you and this is your opportunity to show yourself how amazing and accomplished you already are!

4.

5.

6.

Part 1 - Homework

10 Qualities I am Proud to Embody

Now list 10 Qualities of You below. First write out the Quality, Trait, Element or Essence you see in yourself then go back to #1 and start describing in details how you embody this characteristic. This is for you and this is your opportunity to show yourself how amazing and accomplished you already are!

7.

8.

9.

Part 1 - Homework

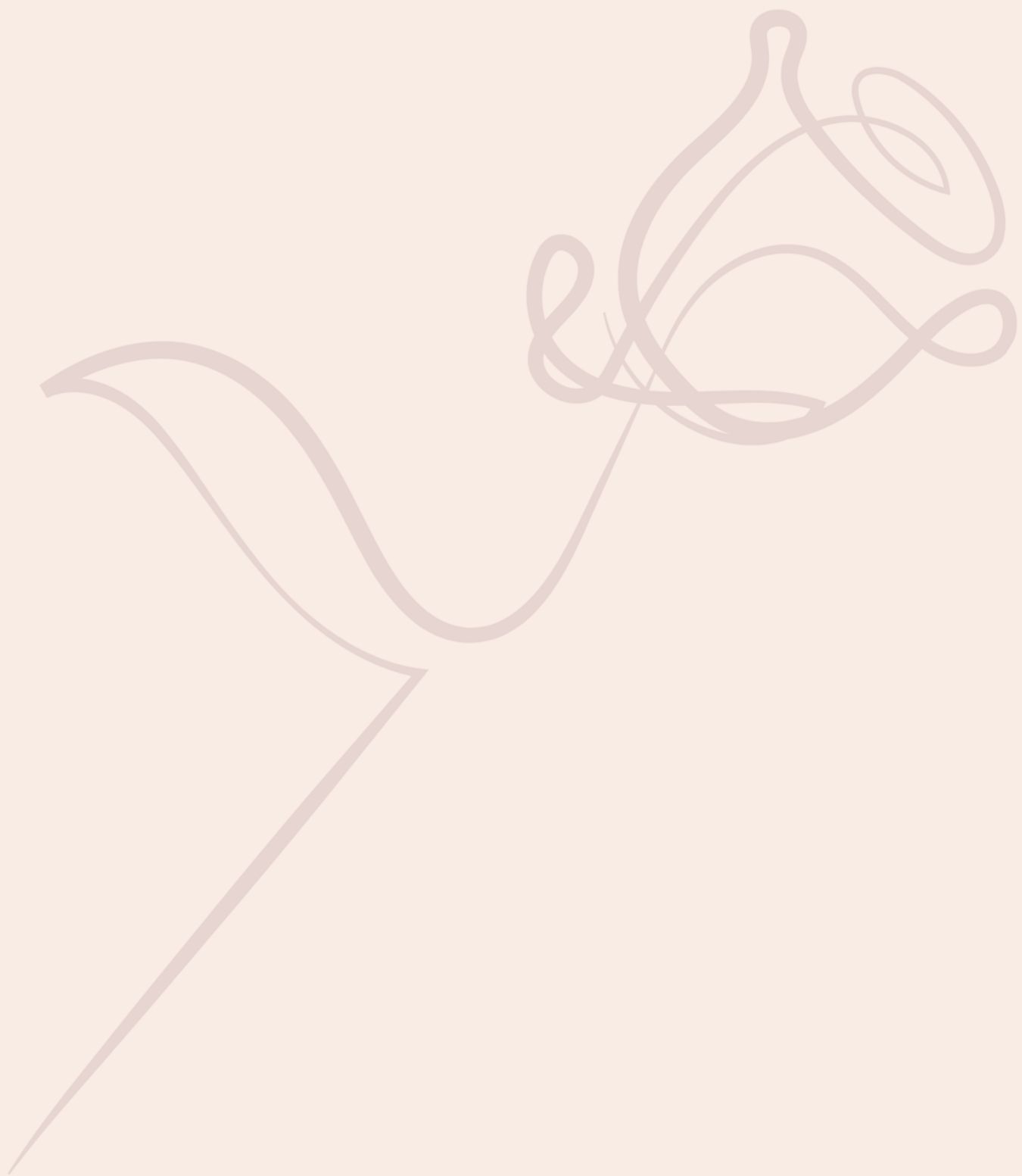
10 Qualities I am Proud to Embody

This is you Standing in Your Power as the
Most Amazing Person that you already are!

10.

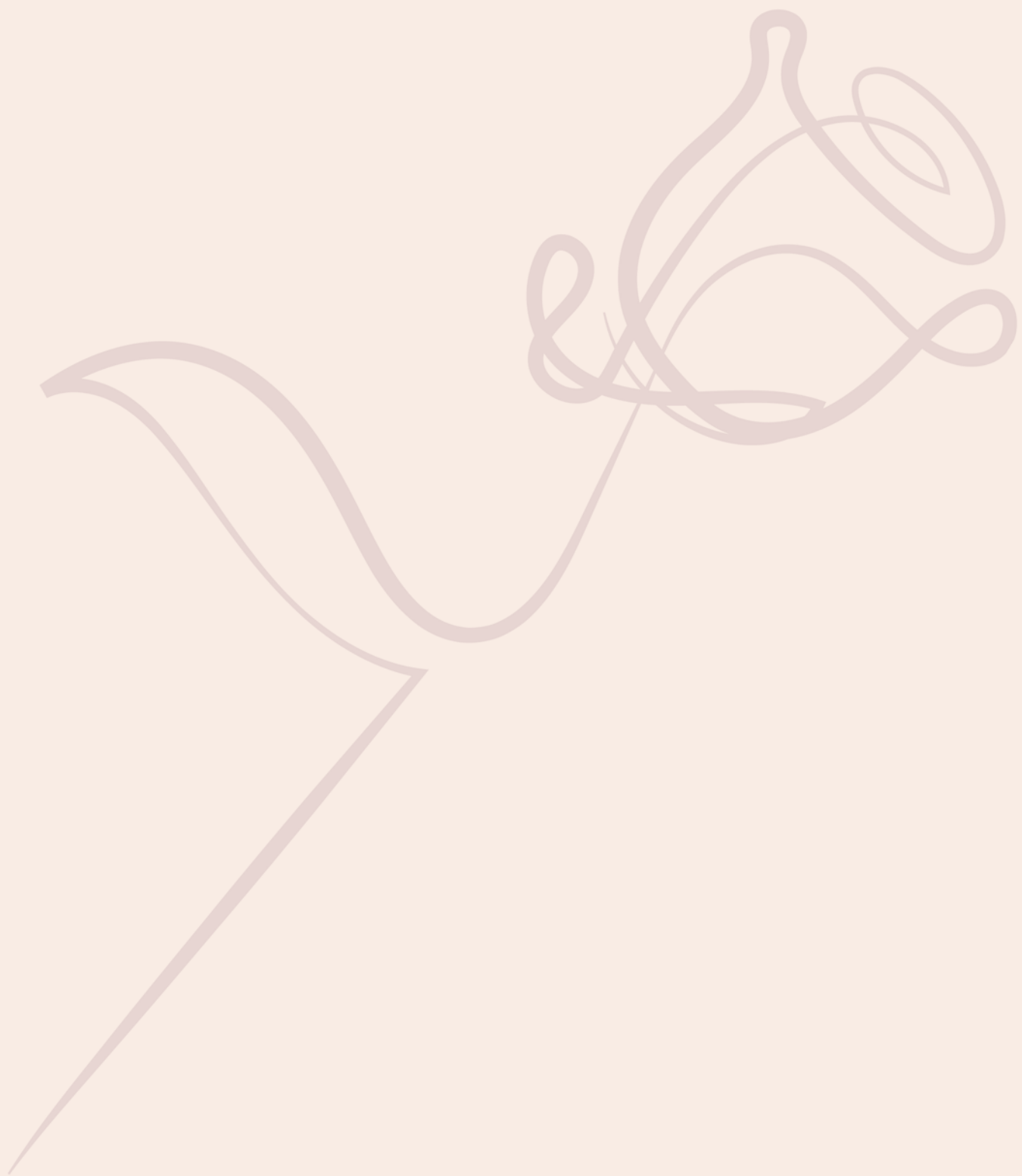
Now write down how you feel about your
acknowledgement of your own great qualities?

Part 1 - Homework



Part 1 Focus:
The Audit

Deconstructing
the Chaos



Part 1 Focus: The Audit

Deconstructing the Chaos!

To deconstruct the current daily chaos, we explore systems to move you from a reactive state to a proactive one.

My favorite three high-impact suggestions tailored for a busy professional's schedule:

1. The brilliantly simple "3-3-3 Method" for Daily Structure!
2. Implement "Time Blocking" in tandem with To-Do Lists!
3. Establish a "Shutdown Evening Ritual" the Night Before

Chaos often begins the moment you wake up because you haven't decided what matters yet. A shutdown ritual helps you end the current day with clarity for the next.

The "Daily Review": Spend 10 minutes at the end of your workday reflecting on what was accomplished and what needs to be moved to tomorrow.

Set Your "One Thing": Identify the single most important task that would make the next day a success if completed. Having this "anchor" prevents you from falling into "reaction mode" (like immediately checking emails) when you start work.

Clear the Physical Chaos: Spend 5-10 minutes tidying your physical workspace. A clean environment signals to your brain that the workday is over and reduces cognitive overload when you return the next morning.

Part 1 Focus: The Audit

The "3-3-3 Method" for Daily Structure

This framework, popularized by author Oliver Burkeman, provides a clear hierarchy for your workday to prevent the feeling of being spread too thin. Not only does this work for the workday elements it is also brilliantly useful in everyday lives for those of us who manage households, children, spouses, volunteer activities, events, pets and more in addition to our regular "workday"!

Simply put:

- **3 Hours of Deep Work:** Dedicate your first three hours (or your highest-energy block) to your most important, intellectually demanding project. I like to also pre-plan the night before of my deep work focused activities, projects and tasks. When you pre-plan the deep work is much more productive! This time can also be used as pre-planning for the next project as well.
- **3 Urgent Tasks:** Complete three smaller, urgent tasks that require less mental intensity. These types of items I know I can accomplish quickly if I give them my full focused attention and I want them completed quickly due to urgency.
- **3 Maintenance Tasks:** Finish with three administrative tasks to "close the loops," such as clearing your inbox or planning for the following day. I like to do this step at the end of every day! I also do this weekly on Sunday evenings, monthly on the final week of the month and quarterly at Power Planning Sessions!

Part 1 Focus: The Audit

Time Blocking

Implement "Time Blocking" in conjunction with To-Do Lists!

Static to-do lists can be overwhelming because they don't account for when work actually happens. Time blocking assigns every task a specific home on your calendar. This has been a favorite skill set of mine that I share with Empowerment Empire clients!

Time Blocking and Habit Stacking are a true means to accomplishing everything you plan for!

Estimate & Assign

Estimate how long each task will take and physically block that time in a digital tool like Google Calendar or a physical planner. Once you complete the task make a note of your estimation accuracy to be able to adjust or continue the plan for future reference.

Transition Time

Intentionally schedule a 10-15 minute buffer in your calendar or in your planner to allow yourself grace time to transition, prepare for the next scheduled item, to manage interruptions or simply take a personal break to decompress before your next meeting or task is scheduled to begin.

Batch Similar Work aka Habit Stacking

Combine similar activities into a 30-minute block to minimize the cognitive cost of switching focus between different types of tasks. For example, every morning, I head downstairs to make my coffee and feed our Doodle Dog. While I wait for my coffee, I take 10 minutes to run or walk on the treadmill. I've integrated treadmill time into my existing morning routine since it all happens downstairs before I return upstairs to prepare for my day!

Part 1 Focus: The Audit

Your Shutdown Evening Ritual

Consider Your Current Shutdown Evening Ritual.

Do you have a nightly routine for your professional side and your personal side? Perhaps even consider what your household evening rituals or routines currently look like.

Let us digress and take a moment to think about how your mornings currently 'flow' then answering the following questions.

Are your mornings chaotic or do they run smoothly? _____

How would your ideal morning routine flow if everything went according to plan?

Your morning and evening rituals or routines

Chaos often begins the moment you wake up because you haven't decided what matters yet. A shutdown ritual helps you end the current day with clarity and a moment for planning of the next.

Your Daily Review

Add into your calendar 10 minutes at the end of your day to reflect on what was accomplished and what needs to be moved to the next day within another scheduled calendar time.

Set Your One Thing: Identify the single most important task that would make the next day a success if completed. Having an anchor prevents you from falling into reaction mode for example immediately checking emails or getting into reactionary tasks as soon as your day starts.

Clear the Physical Chaos: Spend 5–10 minutes tidying your physical workspace. A clean environment signals to your brain that the workday is over and reduces cognitive overload when you return the next morning.

Next Steps

Consider all you have learned once you have completed the workbooks pages thus far. In the space below journal your overarching thoughts on this experience and feel free to share them with me via an email to Vihil@WomensEmpowermentCoach.us.

I look forward to learning about your experience, what you gained, what you learned about processes, what you learned about yourself, in addition to, what you plan to do differently moving forward in your life!

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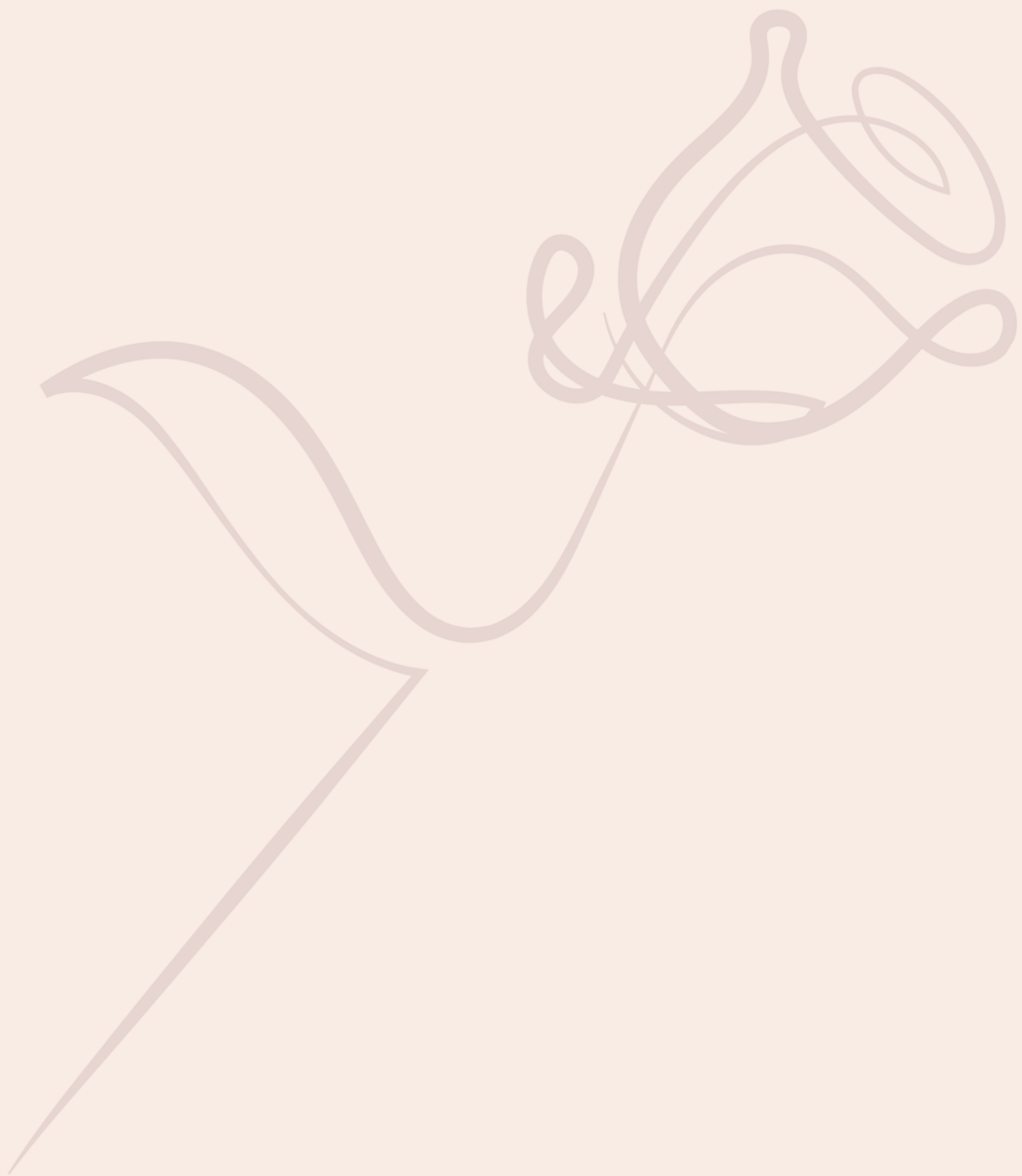
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Remember to
schedule your
Coaching Call
Here:



Part 1 Focus:
A Pathway

A Pathway
Design to a
Strategic
Action Plan



Part 1 Focus: A Pathway

A Pathway Design to a Strategic Action Plan

What is a Strategic Action Plan Pathway?

A strategic action plan pathway involves defining clear, measurable goals, conducting analyses and translating these into tangible, timed tasks with assigned responsibilities.

This roadmap bridges thoughtful strategy and execution by establishing key performance indicators (KPIs), allocating resources, and setting up regular review milestones to adjust actions. In other words define a pathway for your ideas to become your reality!

The Strategic Pathway Design

- Phase 1: Diagnosis & Goal Setting
 - Define Your Purpose: Establish a clear vision for what you want.
 - Analyze Environment: Use SWOT (Strengths, Weaknesses, Opportunities, Threats) to assess your current capabilities.
 - Set Your Objectives: Define Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals.
- Phase 2: Action Plan Development
 - Outline Actions: Break down strategic goals into actionable steps and specific tasks.
 - Assign Responsibility: Identify who is responsible for each action to ensure accountability.
 - Allocate Resources: Map required labor, budget, and materials to specific tasks.
 - Create Timelines: Set realistic deadlines and milestones to maintain momentum.
- Phase 3: Implementation & Evaluation
 - Execute & Monitor: Implement actions and use tools like Kanban boards or Gantt charts to track progress.
 - Review & Adapt: Conduct regular check-ins (e.g., quarterly) to evaluate performance metrics and adjust the plan as necessary, particularly ensuring alignment with you, your energy and your budget cycles.

Remember the Key Components of an Action Plan:

- Detailed Tasks: Create concrete steps to achieve your goals.
- Defined Responsibility: Define clear ownership of actions, especially helpful when determining your needs that can be delegated out.
- Timelines: Start-to-finish schedules and milestones.
- Resources: Budgetary, tools and outside resource requirements.
- Metrics: Determine the best KPIs to measure your success.

Part 1 Focus: A Pathway

To Take Action You Now Make Decisions

First define your Top Goal for the next 12 months:

Now list out anything that needs to go! Routines, habits, appointments, delays, re-routes, etc. ANYTHING that you want to be rid of that may get in the way of you accomplishing your goals; write it down.

Get yourself a New Lifestyle by Design Journal. Set a daily Personal Check-in calendar appointment to pause and reflect on your New Pathway to your New Lifestyle. At each Personal Check-in ask yourself the following and literally write the answers to each question everyday for a minimum of 30 days in your new journal.

Where am I on my pathway?

What have I accomplished?

What is next on the path?

These are the things I have let go and changed:

Part 1 Focus: A Pathway

Your Strategic Action Plan – Part 1

Your Top Goal for the next 12 months:

Define Your Purpose: Establish a clear vision for what you want.

Why do you want to accomplish your stated goal?

Set Your Objectives: Define Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals specific to your Top Goal.

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Part 1 Focus: A Pathway

Your Strategic Action Plan – Part 1

To accomplish a Big Goal, like for any project, you first must break it down into smaller actionable steps and specific tasks. From the Project Planner I created, which in full can be found in the Empowerment Empire Daily Power Planner for Women, I teach my clients to give every project or goal to be accomplished a 'Title' to give it it's due importance and then to start breaking down the steps, i.e. the pathway to the endpoint > to the accomplishment!

I would like to share the below worksheet:
(Also on the next page in a larger format)



Order your Daily
Power Planning
from Amazon
Here



PROJECT _____

TITLE

Project Management Workbook Pages

3> BREAK DOWN EACH TASK INTO SMALLER SUB-TASKS

Task	Task	Task
Sub-Task	Sub-Task	Sub-Task
Sub-Task	Sub-Task	Sub-Task
Use the Sub-Task Break Down to document and check off each element of your project!		
Task	Task	Task
Sub-Task	Sub-Task	Sub-Task
Sub-Task	Sub-Task	Sub-Task
Sub-Task	Sub-Task	Sub-Task

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Break down each TASK into smaller SUB-tasks

*P*ROJECT _____

TITLE

Project Management Workbook Pages

Task

Task

Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Use the Sub-Task Break Down to document and check off each element of your project!

Task

Task

Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Sub-Task

Next Steps

Consider all you have learned once you have completed the workbooks pages thus far. In the space below journal your overarching thoughts on this experience and feel free to share them with me via an email to Vihil@WomensEmpowermentCoach.us.

I look forward to learning about your experience, what you gained, what you learned about processes, what you learned about yourself, in addition to, what you plan to do differently moving forward in your life!

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The Empowerment Empire™ Presents



Life Style by Design

A 3 PART MASTERCLASS
FOR SUCCESS!

Part 2

The Architecture, The Power Plan,
Prioritization Methods & Your "Perfect Week" schedule

Created By:

Women's Empowerment Powerhouse

Ms. Vihil H. Vigil, MBA, PMP, CHHC

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Part 2 Focus:
The Architecture (Your How)

Now You
Create!



Part 2 Focus: The Architecture (Your How)

Now You Create!

Part 2: The Architecture (Your How)

The Power Plan Framework

First we will dive into the 4-part Power Plan Framework to demonstrate moving from the “what” to the “how.” As we are building a new foundation for your dream life we first must really master your most precious resource and that is: **Your Time.**

Think about what you are currently doing and what can be done by delegating or eliminating altogether.

The Power Plan Methods

In Day 2 we are diving into time blocking and habit stacking, two of my favorite time saving and productivity charging actions.

Your “Perfect Week” Schedule

The third part of Day 2 programming is to map out your ideal architecture, i.e. your perfect week! You are now demonstrating your Life Style Plan and not just your work week.

Your Micro-Win

You are now seeing realistic slots on your calendar where your dreams can truly fit.

You are becoming the architect of your own life!

Part 2 Focus: The Architecture (Your How)

The Power Plan Framework

Part 1 - High-Value Identification (HVA)

Before we schedule, we must prioritize. Not all tasks are created equal. High-Value Actions are the steps that move the needle toward your new life style strategy.

1. Brain Drop: List every task you currently do in a week (work, home, self-care).

2. The Filter: Circle the 3 items above that directly contribute to your "Single Most Greatest Plan." These are your **HVAs**. Write them down:

- 1.-
- 2.-
- 3.-

3. The Clean-up: What are "Low-Value Tasks" you can delegate, automate, or stop doing this week to create space? Underline them above and write the top 3 in the space below:

- 1.-
- 2.-
- 3.-

Don't just plan for work—plan for the **lifestyle**.

Part 2 Focus: The Architecture (Your How)

The Power Plan Framework

Part 2 – The Power Plan Methods

Of the core skillsets taught at the Empowerment Empire these two pillars are the key to a structured, organized and focused day!

Method A: Time Blocking

Instead of a "To-Do" list, use "Time Blocks." Assign a specific window of time to one category of work.

- Deep Work Blocks: 90–120 minutes for HVAs only.
- Admin/Buffer Blocks: 30 minutes for emails, calls, and chores.
- Breaks: Make sure that either before, after or on both ends of appointment blocks you are scheduling yourself breaks! These can be bio-breaks, coffee/tea breaks, walk breaks or simply a clear your head and step outside to breath in fresh air breaks. These key breaks are crucial for keeping a focused and clear head so that you can continue to function at your favorite levels.

Method B: The Rule of Three

As many of us are over achievers or simply ones who always have a very full plate it is crucial to not over commit but to realistically provide yourself with grace of time and the benefit of small wins along our life style journey!

To assist in this process note down in your morning journal or daily planner:

YOUR 3 ABSOLUTE NON-NEGOTIABLE DAILY WINS!

To begin let us start now by writing down what those committed wins would look like for today. Perhaps you already accomplished one, all or none of these yet today. What is most important is that you identify them and write them down so that you can check them off when they have been accomplished! There is so much to be said for checking an accomplishment off on a list!

Part 2 Focus: The Architecture (Your How)

Your Non-Negotiable Daily Wins for the week & a set for the weekend!

Monday

- 1.-
 - 2.-
 - 3.-
-

Tuesday

- 1.-
 - 2.-
 - 3.-
-

Wednesday

- 1.-
 - 2.-
 - 3.-
-

Thursday

- 1.-
 - 2.-
 - 3.-
-

Friday

- 1.-
 - 2.-
 - 3.-
-

The weekend

- 1.-
- 2.-
- 3.-

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Part 2 Focus: The Architecture (Your How)

The Power Plan Framework

Part 3 - Your "Perfect Week" Schedule

Remember, we are not just calendaring out our schedule we are Power Planning and we are mapping out your ideal architecture.

Don't just plan for work—plan for the lifestyle!

Now map out the ideal architecture of your next week below:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Mid-Day					
Afternoon					
Evening					

- Self-Care Anchor: Where is your "EmpowerU" moment? (For example is this your 7 AM Meditation or 6 PM Workout)
- The HVA Slot: Where is your daily 2-hour power block?

Life Style by Design - A 3-Part Masterclass for Success!

Part 2 Focus: The Architecture (Your How)

The Power Plan Framework

Part 4: Micro-Win Reflection

The Reality Check: Look at the calendar you just crafted for yourself.

Identify your slot: Point to one specific hour on your schedule where your dream of starting your intentionally focused moment to live your life style shift finally has a home.

Date/Time of my Dream Slot: _____

How does it feel to see a realistic space for your goals to exist?

Do you see an opportunity to intentionally focus on this shift?

In this spot you can work on your intentional schedule, making moves to improve your lifestyle, have a shopping opportunity to release the old and invest in the new?

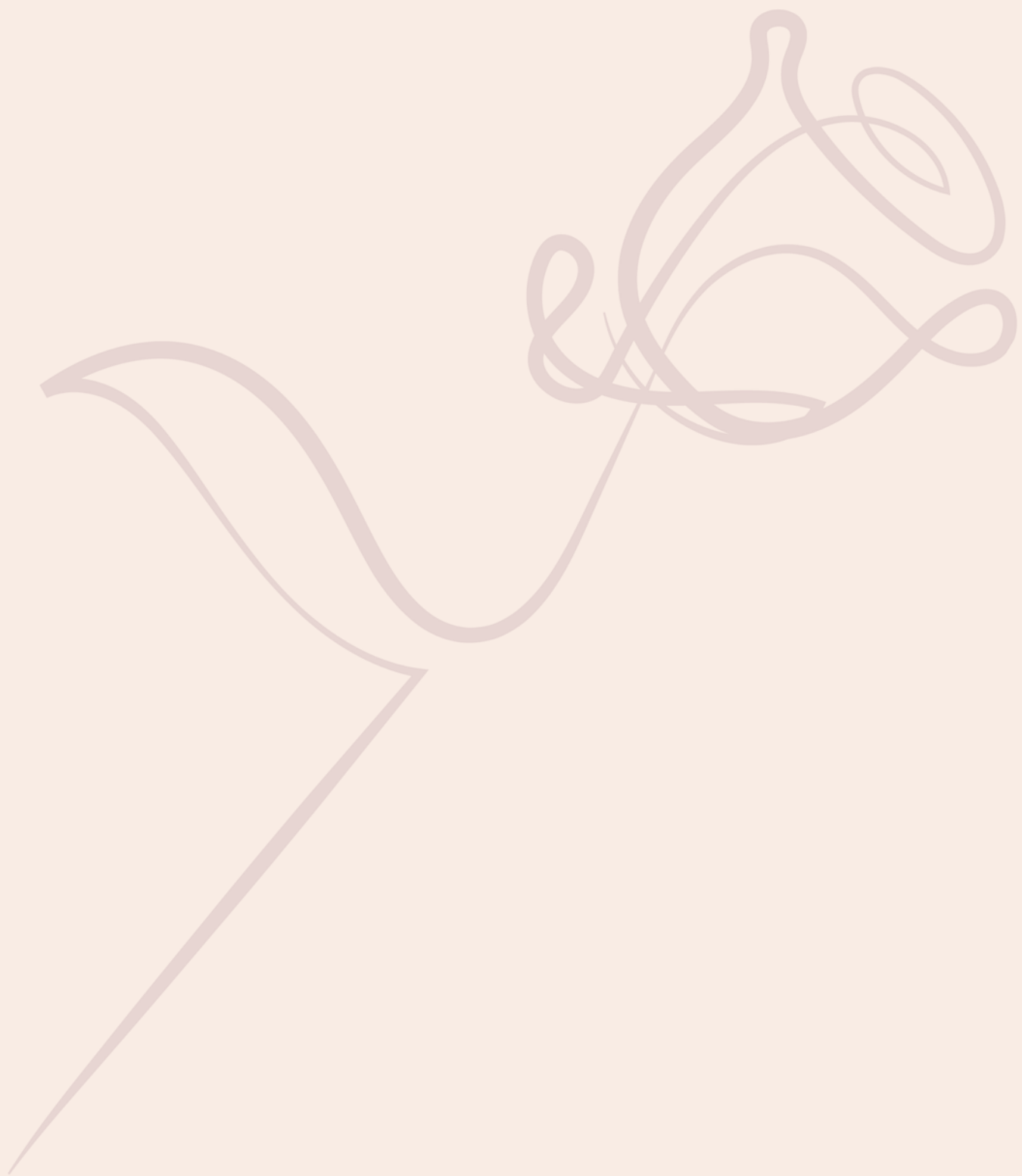
There are so many elements that can go into the shifting of your lifestyle that you will love these moments to make this new life style your new life!

"Stop wishing for change & be the architect of it!"

Remember:

You have earned a \$100 credit toward the EmpowerU! Retreat.

Use today's plan as your roadmap to get there.



Part 2 Focus:
The Architecture (Your How)

The Design
Shift

Part 2 Focus: The Architecture (Your How)

The Design Shift

If you were the architect of your life starting tomorrow, what is the ONE major change you would make to your daily routine?

This is Your 3-Page Strategy
Stop wishing for change and be the architect of it!

Page 1: The Strategy (The "What")
Break your "North Star" goal into 4 Quarterly Milestones:

Q1:

Q2:

Q3:

Q4:

Part 2 Focus: The Architecture (Your How)

The Design Shift

If you were the architect of your life starting tomorrow, what is the ONE major change you would make to your daily routine?

This is Your 3-Page Strategy
Stop wishing for change and be the architect of it!

Page 2: The Systems (The "How")

What are the 3 repeatable systems (habits/tools) you need to achieve these milestones?

System 1:

System 2:

System 3:

Part 2 Focus: The Architecture (Your How)

The Design Shift

If you were the architect of your life starting tomorrow, what is the ONE major change you would make to your daily routine?

This is Your 3-Page Strategy
Stop wishing for change and be the architect of it!

Page 3: The Schedule (The "When")

What are your "Non-Negotiable" hours each week
dedicated to this plan?

Day: Sunday_____Times: _____

Day: Monday_____Times: _____

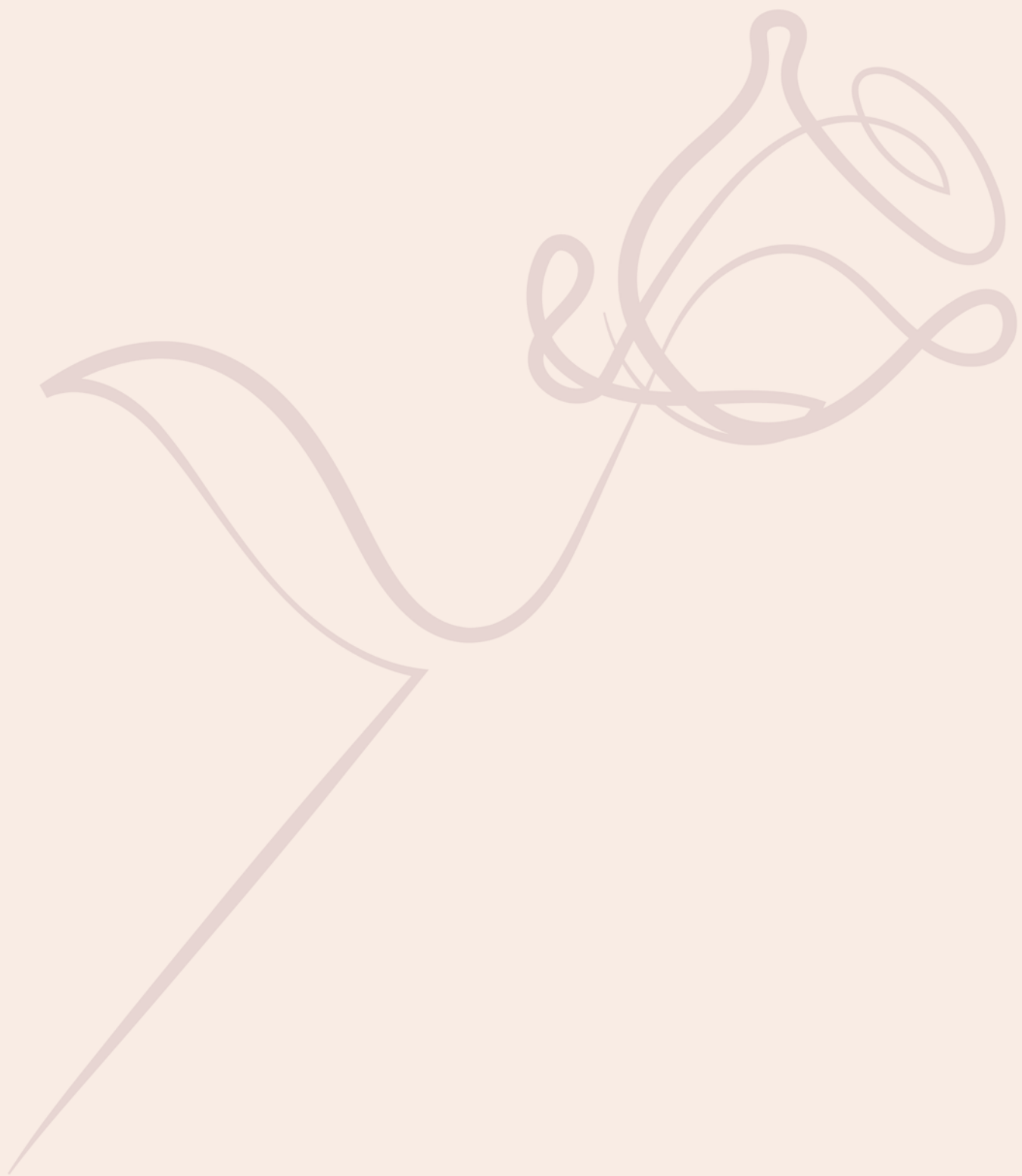
Day: Tuesday_____Times: _____

Day: Wednesday_____Times: _____

Day: Thursday_____Times: _____

Day: Friday_____Times: _____

Day: Saturday_____Times: _____



Consider all you have learned once you have completed the workbooks pages thus far. In the space below journal your overarching thoughts on this experience and feel free to share them with me via an email to Vihil@WomensEmpowermentCoach.us.

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DAILY
POWER
PLANNER

Designed for the Woman Professional

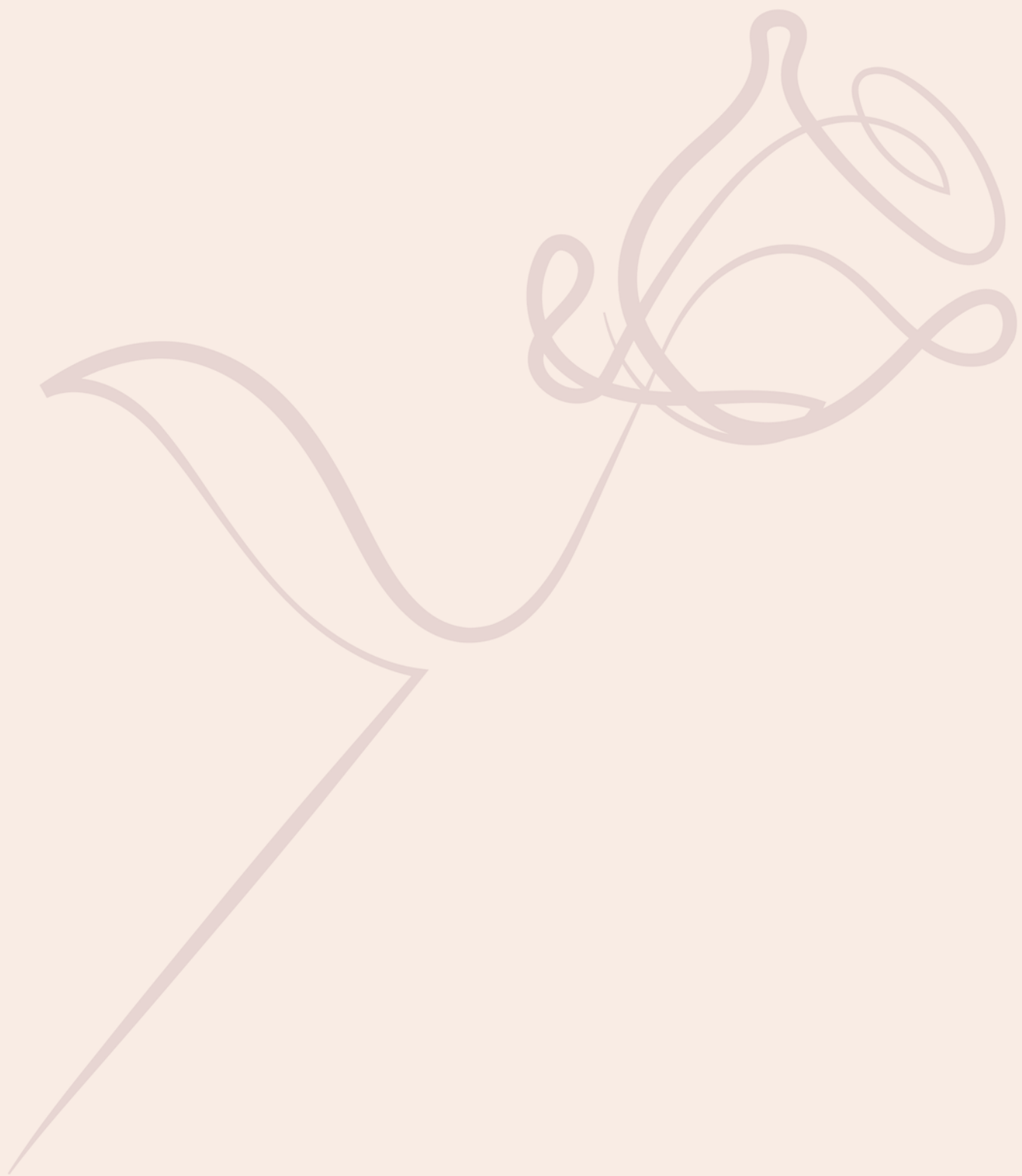
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Part 3

THE ACTIVATION, SUSTAINING YOUR MOMENTUM, UTILIZING
YOUR PLAN, COMMITMENT & ENVIRONMENT FOR SUCCESS!

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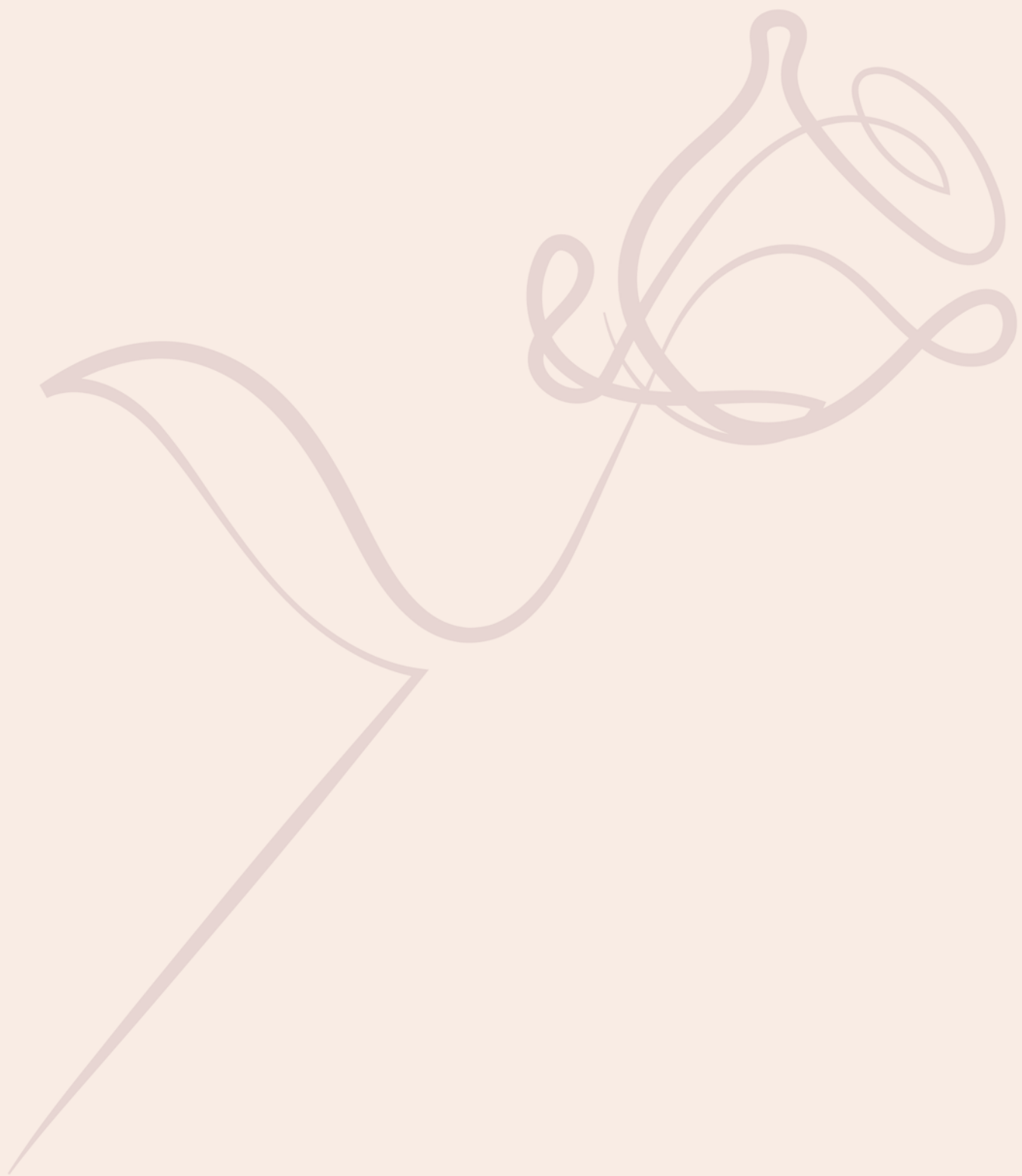
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Part 3 Focus:
The Activation & Commitment

Now You
Live!



Part 3 Focus: The Architecture (Your How)

Now You Live!

The Lifestyle (Making it Permanent)

The prelude to the EmpowerU! Retreat.

1. Obstacle Mapping

What is the #1 distraction that could pull you off course, and how will you "re-design" around it?

2. The EmpowerU! Commitment

I am claiming my \$100 Credit to turn this 3-day plan into a permanent lifestyle.

My Next Step: ☐ Register for the EmpowerU! Retreat.

NOTES & BRAINSTORMING

Use the space below for high-level power planning thoughts

Life Style by Design - A 3-Part Masterclass for Success!

Part 3 Focus: The Architecture (Your How)

Now You Live!

Part 3

The Activation of Ms. Vihil's "Lifestyle By Design" Masterclass.

This final day focuses on turning your architectural plans into permanent, unstoppable momentum.

The Activation

Sustaining Your Momentum & Environment for Success
The blueprint is ready. The schedule is set. Today, we flip the switch where Ms. Vihil challenges you to move from the role of the Architect to the role of the Leader.

Part 1: The Activation (The First 24 Hours)

Planning is comfortable; execution is where the growth happens. We start now.

1. The Immediate Launch: What is the very first action you will take in your "Dream Slot" (identified yesterday) once this Masterclass ends?

2. The Power Move: Identify one person you need to call, one email you need to send, or one investment you need to make to "activate" your plan today.

Life Style by Design - A 3-Part Masterclass for Success!

Part 3 Focus: The Architecture (Your How)

Now You Live!

Part 3

Part 2: Utilizing Your Plan & Sustaining Momentum

A plan is only useful if it survives the "real world." Use these tools to stay on track.

The Momentum Maintenance Checklist:

- Weekly Review: Every Sunday at _____ PM, I will review my HVAs.
- The Pivot Protocol: If I miss a time block, I will (circle one):
Reschedule it immediately / Forgive and move to the next / Shorten it to 15 mins.
- The Success Signal: How will I reward myself after 7 days of consistency? Write your Success Signals in the space below

Part 3 Focus: The Architecture (Your How)

Now You Live!

Part 3

Part 3: Environment for Success

Your environment either feeds your focus or starves your ambition. Design a space that supports your new architecture.

1. Physical Space: What is one thing you can remove from your workspace that distracts you? (e.g., clutter, phone notifications).

2. Social Circle: Who is one person who supports your design, and how will you involve them in your accountability?

3. The Boundary Statement: Write a sentence you will use to protect your "Dream Slot" from interruptions:

Example: "I am unavailable from 9–11 AM for a standing commitment to my personal growth."

Life Style by Design - A 3-Part Masterclass for Success!

Part 3 Focus: The Architecture (Your How)

Now You Live!

Part 3

Part 4: Commitment to the Design

I, _____, commit to the architecture I have built over these 3 days. I recognize that my lifestyle is not a matter of chance, but a matter of design.

My Core Why: I am designing this life because...

The Long-Term Vision:

By utilizing the Lifestyle by Design Power Plan Framework, in six months I will be...

Congratulations, Designer!

You have the plan, the architecture, and the activation strategy. The world is waiting for the woman you have decided to become, so do not let your hard work and commitment go to waste, you are more than capable of improving your life and embracing your designed Lifestyle ideal for YOU!

Next Steps:

- Submit your Commitment Card to Ms. Vihil.
- Join the EmpowerU! Private Community.
- Keep Designing.

Next Steps

Consider all you have learned once you have completed the workbooks pages thus far. In the space below journal your overarching thoughts on this experience and feel free to share them with me via an email to Vihil@WomensEmpowermentCoach.us.

I look forward to learning about your experience, what you gained, what you learned about processes, what you learned about yourself, in addition to, what you plan to do differently moving forward in your life!

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Life Style by Design - A 3-Part Masterclass for Success!

💎 Lifestyle By Design: The Masterclass Cheat Sheet
From Vision to Activation with Ms. Vihil H. Vigil

Introducing the Cheat Sheet

Before we go, I'm giving you the LifeStyle By Design Cheat Sheet. This is your 'Life in a Glance.'

Post this on your office wall, tape it to your bathroom mirror, or keep it in your planner.

When you feel the old habits creeping back in, look at this. It's your daily reminder of the Strategy, the Architecture, and the Activation.

You are no longer designing in the dark; you have the light.

Now, go out and live it.

The Daily Success Ritual

1. Morning: Check your HVA Time Block before checking email.
2. Mid-Day: Confirm your Rule of 3 (The 3 non-negotiable wins for today).
3. Evening: Perform a Mental Audit. Did you design today, or did today design you?

Life Style by Design - A 3-Part Masterclass for Success!

Lifestyle By Design: The Masterclass Cheat Sheet From Vision to Activation with Ms. Vihil H. Vigil

This **Lifestyle By Design: Masterclass Cheat Sheet** provides a high-level overview of the entire 3-day journey with Ms. Vihil H. Vigil. It is designed to be pinned to a workspace or kept in a planner as a daily anchor.

Part 1: The Strategy (Your What)

The Foundation: Your life cannot grow larger than your vision.

- **The North Star:** Define your "Single Most Greatest Plan." If you could not fail, what would you build?
- **The Strategy Gap:** Identify where you are versus where the "Designed You" lives.
- **The Decision:** Success starts with the radical decision to stop settling for a life by default.

Part 2: The Architecture (Your How)

The Power Plan Framework: Turning vision into a clock-based reality.

- **HVAs (High-Value Actions):** Focus only on the 20% of tasks that create 80% of your results.
- **Time Blocking:** Stop using to-do lists. Give every HVA a specific "home" on your calendar.
- **The Perfect Week:** Balance your "EmpowerU" self-care anchors with your 90-minute Deep Work blocks.
- **The Dream Slot:** Locate the specific hour this week where your goals officially begin.

Part 3: The Activation (Your Now)

The Momentum Shift: Architecture requires execution to become a reality.

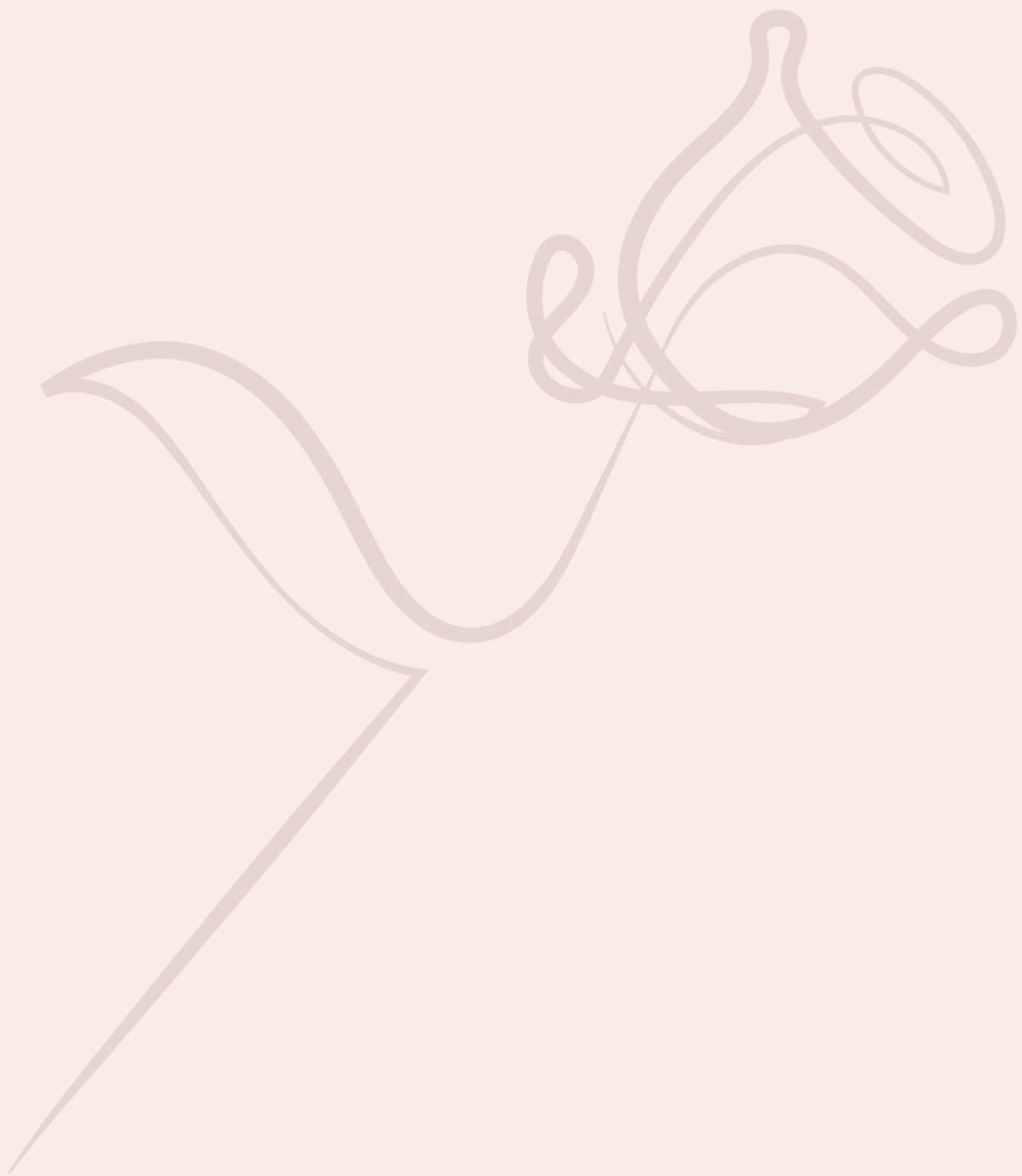
- **The 24-Hour Rule:** Take one "Power Move" action within 24 hours of the masterclass to lock in momentum.
- **Environment Design:** Audit your physical and social space. Remove distractions; add accountability.
- **Boundaries:** Use your Boundary Statement to protect your time blocks from "efficiency thieves."
- **The Commitment:** Re-read your "Core Why" daily to fuel your discipline when motivation fades.

The Daily Success Ritual

1. **Morning:** Check your **HVA Time Block** before checking email.
2. **Mid-Day:** Confirm your **Rule of 3** (The 3 non-negotiable wins for today).
3. **Evening:** Perform a **Mental Audit**. Did you design today, or did today design you?

"Your legacy is built in the blocks of time you choose to protect."

— Ms. Vihil H. Vigil



Life Style by Design - A 3-Part Masterclass for Success!

ABOUT YOUR HOST

Ms. Vihil Heather L. Vigil has over 25 years of experience in business, finance, executive development, mentoring and coaching from the Sacramento Valley to the San Francisco Bay Area, to Southern California and Globally Online.

Ms. Vigil's specialized line of work focuses on the Personal Empowerment, Professional Life Coaching and Business Coaching of Women ranging from new graduates, to mid-career professionals, business executives and women veterans, to survivors of assault, anxiety, depression and post traumatic stress disorder.

Ms. Vihil brings her plethora of experience to coach on professional development, lifestyle wellness and business uplifting her clients through educational workshops, online and live uplifting group goal planning sessions, one-to-one coaching programs and more by way of Therapeutic Empowerment, her coaching based therapeutic practice focused on working with women to unleash their true potential by recognizing the past, successfully managing the current and planning for the future!

A native of California Ms. Vihil is a United States Navy Veteran, a previous non-profit program director and project management professional for several campuses of the University of California, before starting The Empowerment Empire, Magistra Magazine and the International Women in Business Mastermind and Money Monday\$ Podcast. She is a proud mother to her amazing daughter and will forever be a traveler of the world!

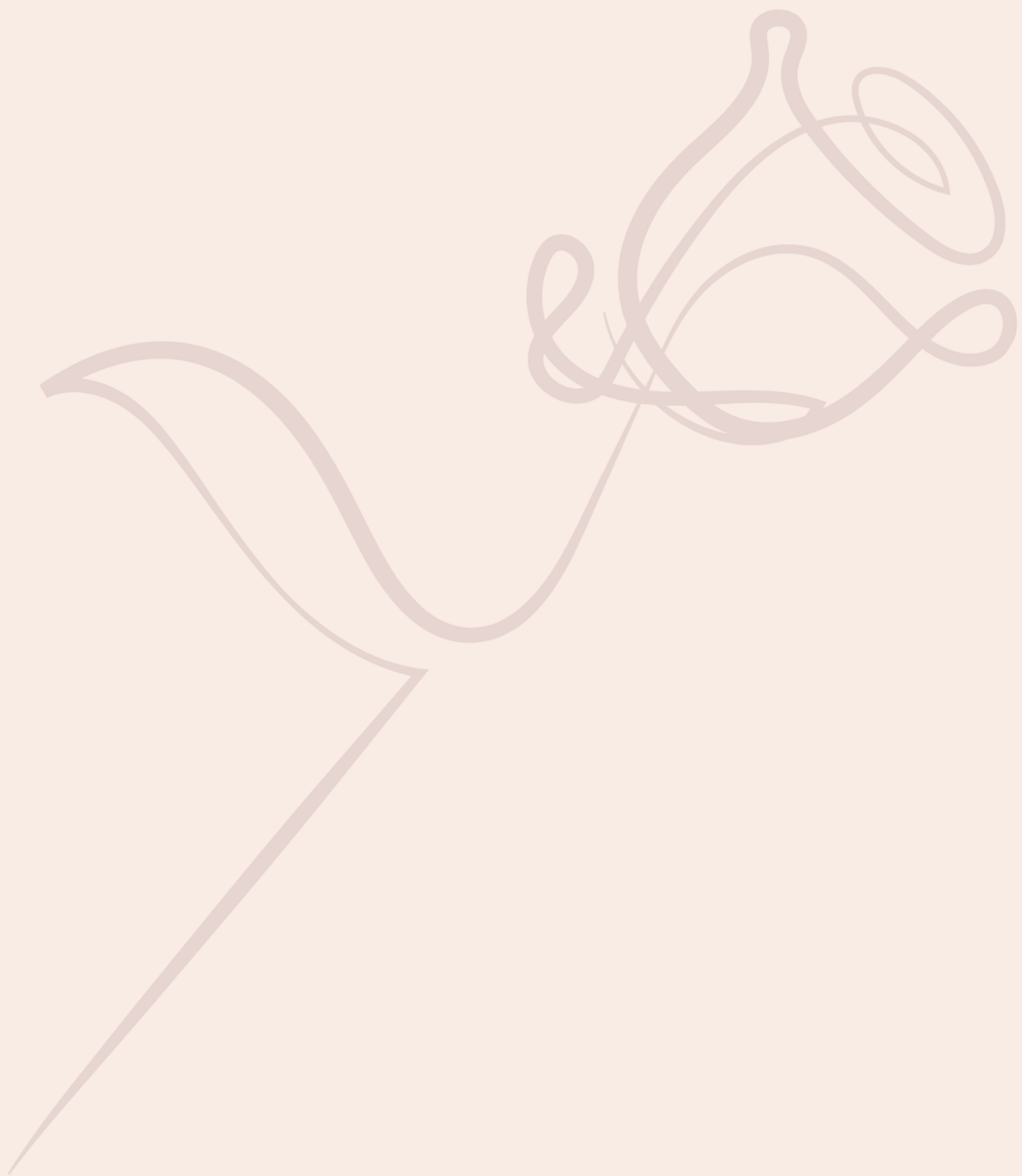
Ms. Vihil is a graduate of Cal Poly Humboldt in Northern California, she received an MBA from Ashford University, gained holistic health coach training from the Health Coach Institute and continues to advance her knowledge and credentials through consistent continuing education while she works towards her Doctorate.

Ms. Vihil H. Vigil

TO YOUR GREAT SUCCESS!

Ms. Vihil H. Vigil, MBA, PMP, CHHC
International Women's Empowerment Business Coach
CEO | Empowerment Empire™
Editor in Chief Magistra Magazine
Published Author, Podcaster & Empowerment Speaker
United States Navy Combat Veteran, Master
Helmswoman, Enlisted Surface Warfare Specialist
www.WomensEmpowermentCoach.us





RESOURCES & TOOLS

Coaches

Coaches will take you where you want to go if you're ready to do the work! Coaches help you through the process to greatness, they share their experiences and professional training to guide your thinking, to set up your focused plans and to give you the guidance you need so you can make the best decisions for your defined path!

Accountability Partners

Accountability Partners are the ones who always have your back and always know where you are going! They keep you on top of your goals and doing what you say you want to do and you do the same for them! A good 1-3 accountability partners are fantastic to have!

How to find them: Look for people who have similar dreams of growing, succeeding and who fit with your personality. You do not have to be in the same industry at all.

Personal Champions

Champions are there to cheer you on! You may or may not be able to be their champion in return and that is okay! Have a list of Champions who can help support you by connecting you to others, sharing social media posts, referring you to others for your services and talking you up!

The Empowerment Empire & Ms. Vihil H. Vigil

The Empowerment Empire was built out of a need to empower women as so many women helped to empower me when I needed it the most and that is what I do now for people around the world looking for guidance and a pathway to a happier, more organized life and more intentionally living. Always see us as a resource. We are here for you! For all of the things:

www.WomensEmpowermentCoach.us





Stay Connected!

Through Collective Collaboration WE ALL RISE!

Therapeutic Empowerment by The Empowerment Empire

Therapeutic Empowerment by The Empowerment Empire is an organization working with women willing to put themselves first!

Women willing to work through past disappointments, traumas, setbacks and be done with always putting themselves last. It is time to set your sights on a life you have always imagined!

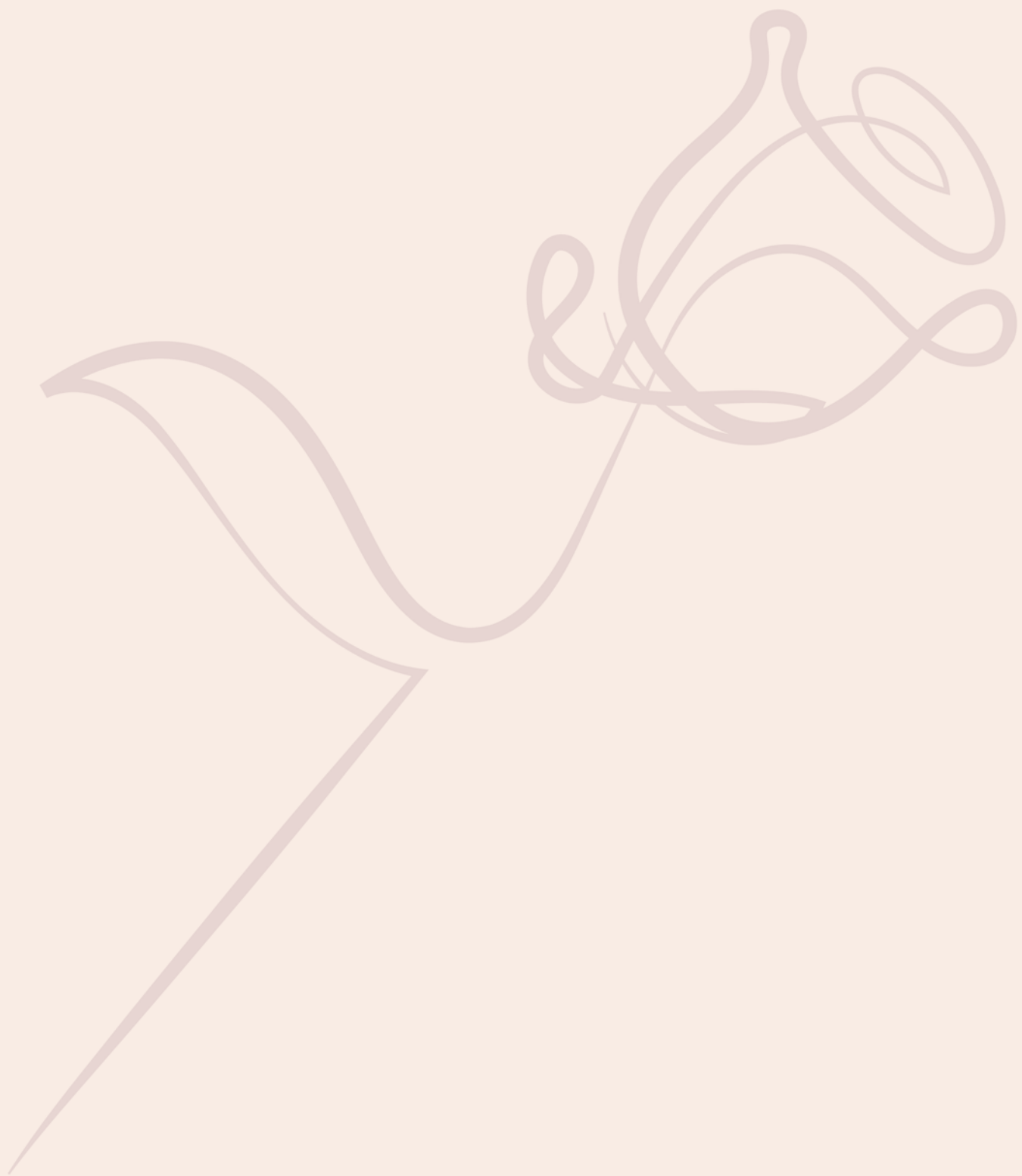
Our focus is to help women address specific barriers, emotionally heal, mentally energize, and embrace inner strengths. We achieve this by providing a judgement free & empowering safe space, listening to your concerns, customizing a success plan and coaching you through it.

Connect!

Ms. Vihil H. Vigil, MBA, PMP, CHHC International Women's Empowerment Business Coach | Founder & CEO Empowerment Empire™ | Editor in Chief Magistra Magazine & Boss Latinas Anthology, Multiple Workbook Published Author, Public Speaker, Community and Human Rights Advocate, United States Navy Veteran
www.WomensEmpowermentCoach.us www.Magistra.us

Email: Vihil@WomensEmpowermentCoach.us
Mobile: (916) 207-8042

*Thank you!
~ Vihil*



The Empowerment Empire™ Presents



In *LifeStyle by Design*, Ms. Vigil utilizes her expertise to assist women in purposefully crafting their lives through a thoughtful, step-by-step approach. She teaches organizational tools, provides opportunities for self-reflection, pages to build a 3-page strategic life plan complete with action steps while sharing her holistic perspective on achieving our ultimate personal and professional life goals!

Ms. Vihil H. Vigil, MBA, PMP, CHHC
International Women's Empowerment Powerhouse
United States Navy Combat Veteran
Founder | CEO Empowerment Empire™
Women's Empowerment Business, LifeStyle and
Professional Development Coach
Founder | Editor in Chief Magistra Magazine, BOSS LATINAS -
THE ANTHOLOGY and numerous inspirational books,
journals and articles on Women and Girl Empowerment
rooted in her signature motto
"Through Collective Collaboration We All RISE!"

Life Style by Design *The Masterclass Workbook* *Design Your Lifestyle Intentionally*

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The Empowerment Empire™ Presents



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