



Aspirational Me



Intentional Living Program

User Help Guide

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Program Overview

Four Steps to a Better You!

Step 1 ✦ **VISION:** create a vision statement based on your values

Step 2 ✦ **ACTION:** align your actions and goals with your vision

Step 3 ✦ **PROGRESS:** track and monitor your progress

Step 4 ✦ **REFLECTION:** reflect daily and turn experience into learning

App Navigation



Vision

Your personal vision can be created and edited in the *Vison* tab.



Action

Goals can be created and marked completed in the *Action* tab.



Home

Vision, Today's Focus, and your daily *To Do List* inclusive of value-driven goals and tasks.



Progress

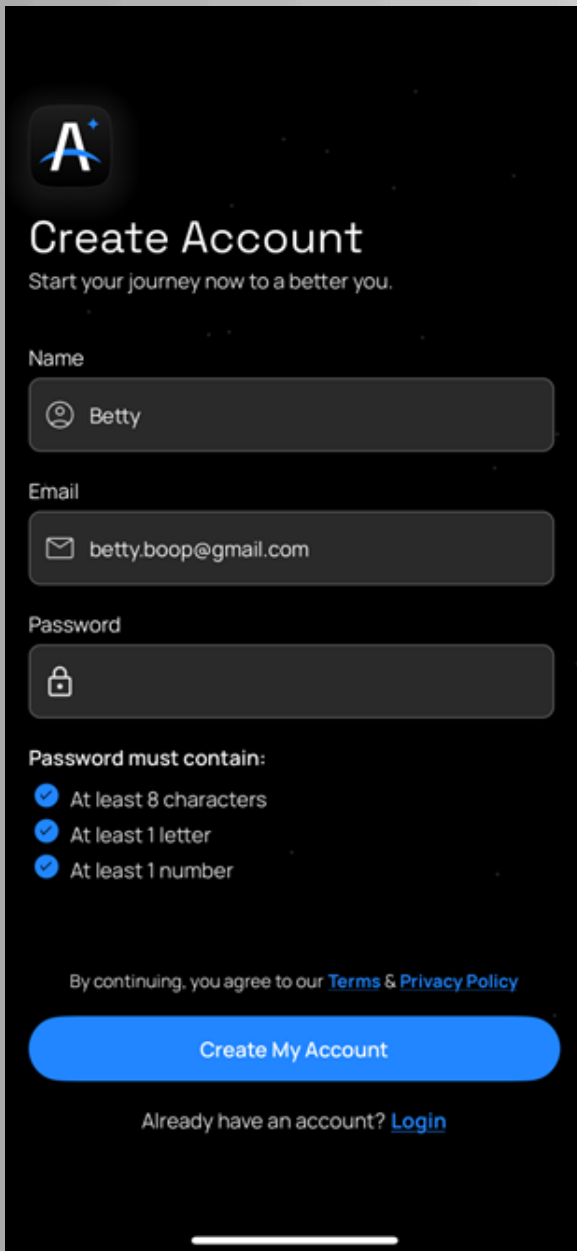
View goal completion % and ratings stats. Generate personal summary reports by week, month, quarter, and year.



Reflection

Rate your day. Micro journal gratitude, learnings, thoughts, and impressions. Add photos.

Create an Account





Create Account

Start your journey now to a better you.

Name

 Betty

Email

 betty.boop@gmail.com

Password



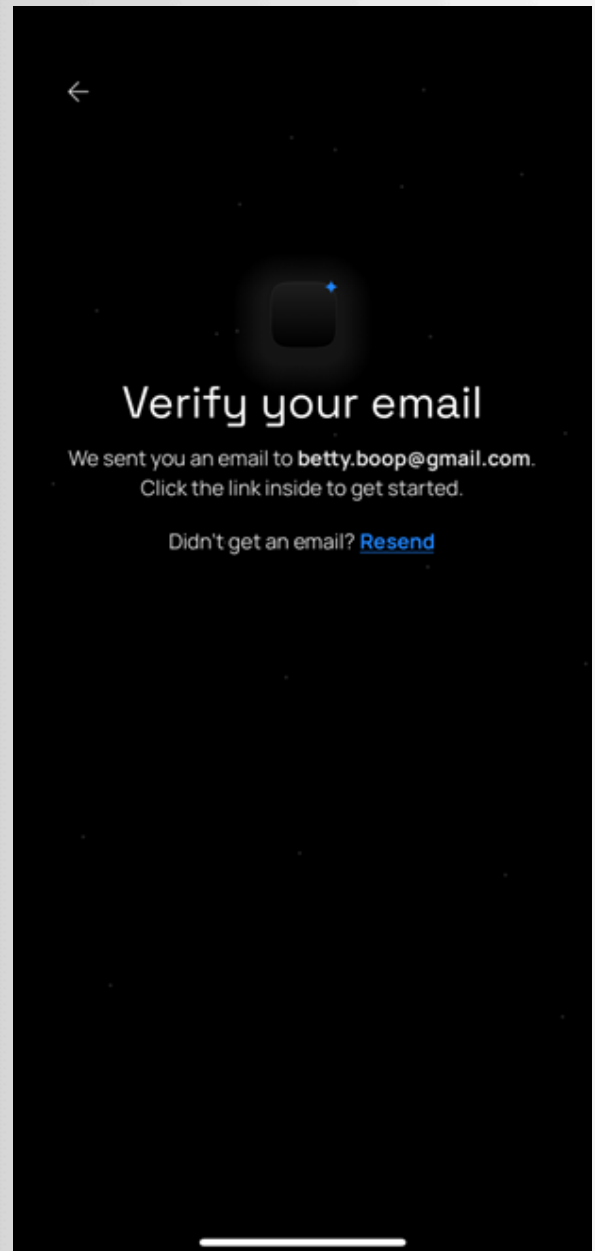
Password must contain:

- ✓ At least 8 characters
- ✓ At least 1 letter
- ✓ At least 1 number

By continuing, you agree to our [Terms & Privacy Policy](#)

Create My Account

Already have an account? [Login](#)



Verify your email on your mobile device.

*If email is verified on another device,
return to the Login screen and enter
your credentials.*

1. Vision

Vision

Think about your future. What are your top aspirations and desires?

Choose from our suggestions or enter your own.

Career Success Personal Growth

Physical Health Lifelong Learning

Love and Be Loved **Family**

Inner Peace Make a Difference

Freedom of Time

Adventure and Exploration Spirituality

Self-Confidence Mental Well-being

Leadership Give Back

+ Add More

← Back Next →

Guided by your values, create a personal vision statement.

Write your own, or leverage AI to get started.

Custom Vision Statement

Enter a custom vision statement

Select & Edit →

✦ Generate examples →

← Back Next →

Click on a response to highlight or remove. Add your own response by selecting *+ Add More*.

Visualize the person you aspire to be. Articulate your ideal self in a personal vision statement.

Create a personal vision statement. Use AI to enhance or to generate examples.

2. Action: Create a Goal

Create a Goal

Action

Exercise

Focus Area

Physical Health Financial

Intellectual Service

Relationships Spiritual

Mental Clarity

+ Add

Frequency

3 Times

Day Week Month Year

Set as recurring ☒

Add to Daily To Do List ☒

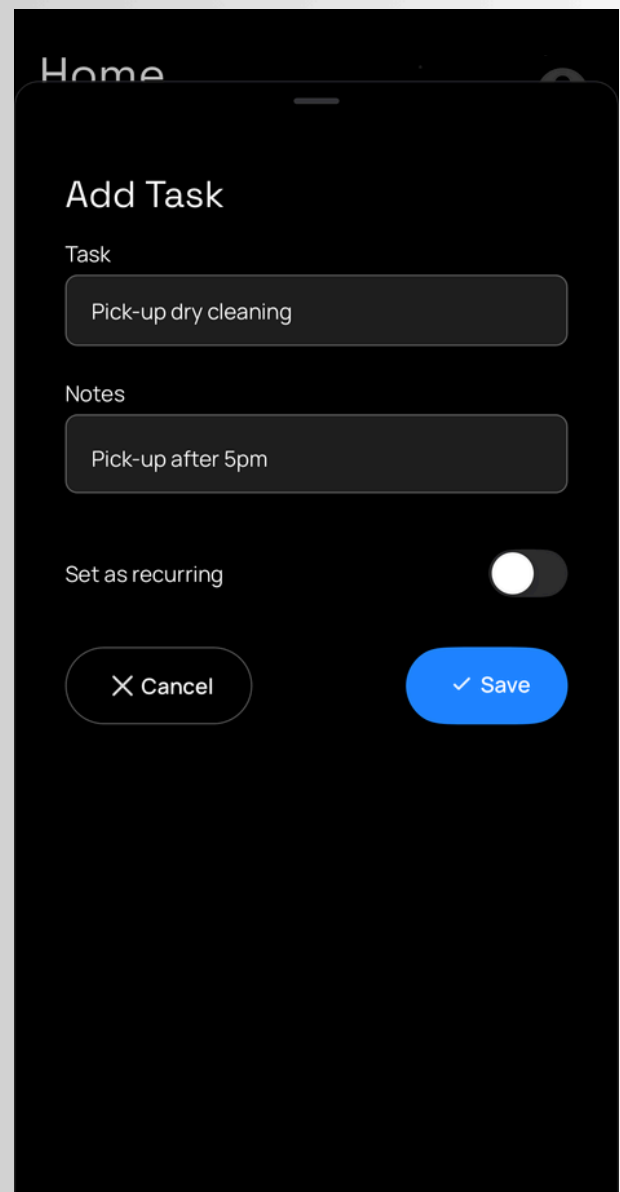
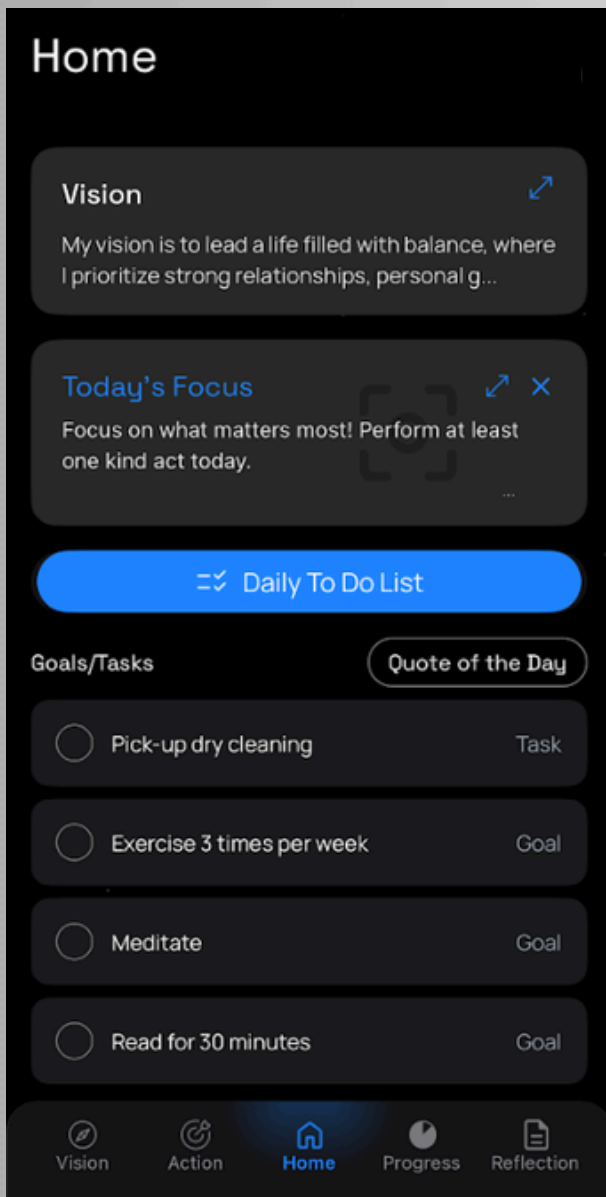
Include in Progress tracking ☒

Add Note ☐

Cancel Save

- Set specific, measurable goals aligned with your values and vision.
- A title must be entered and a *Focus Area* must be added. Select an existing *Focus Area* or add a new one.
- Set the # of times the action is to be completed in the defined time period (e.g., goal is to *Exercise* 3 times per week).
- Is the goal one-time or recurring? Recurring will follow the frequency selected (e.g., recur daily, weekly, monthly, yearly).
- Do you want it to appear on the *Daily To Do* list on the *Home* tab?
- Do you want the goal to appear in *Progress* tracking?
- Do you want to add additional details about the goal? (*Add Note*)

Home / Focus / To Do

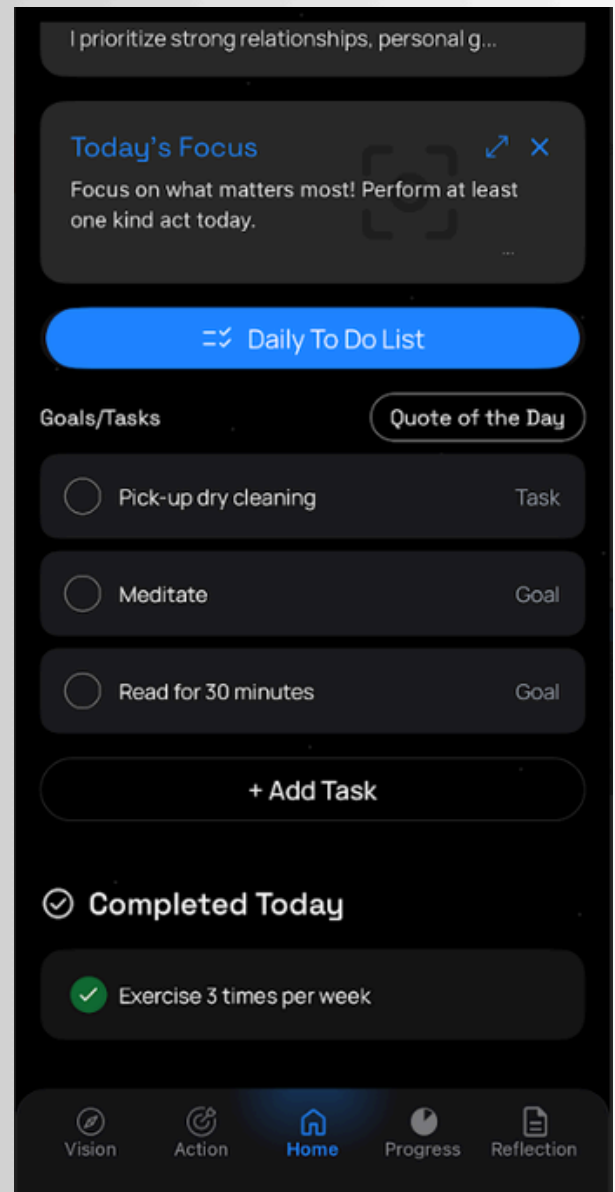
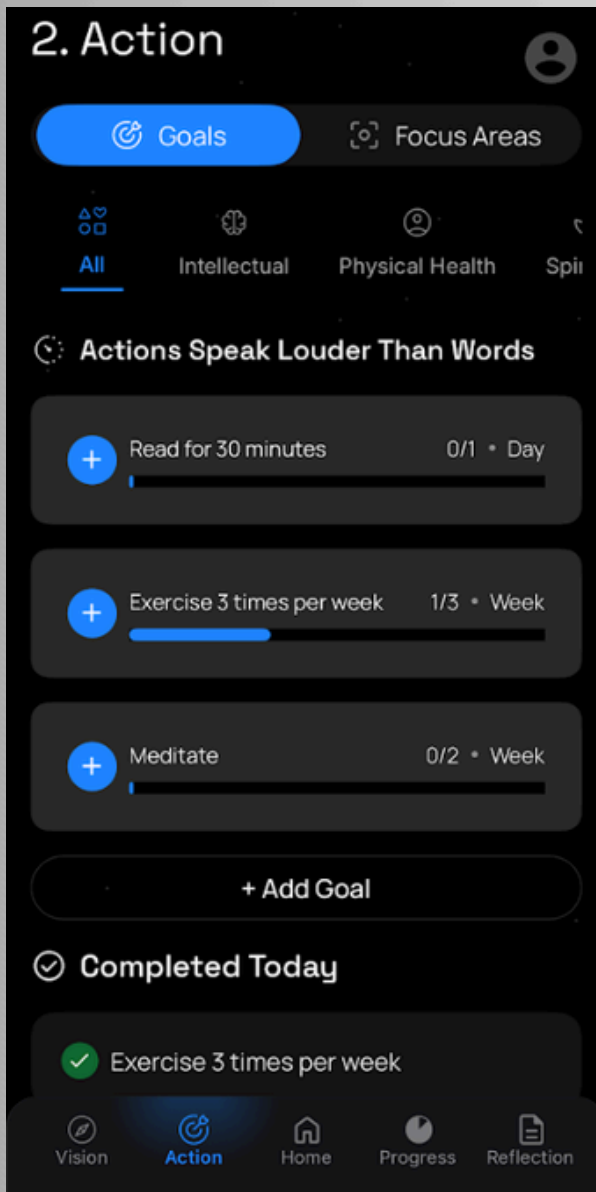


Align with your daily actions with your personal vision statement. *Today's Focus* is sourced from the prior day's *Daily Reflection*.

The *Daily To Do List* is made up of goals designated for inclusion in the *To Do* list and tasks.

(All goals are created and visible in the Action tab)

Completed Goals / Tasks

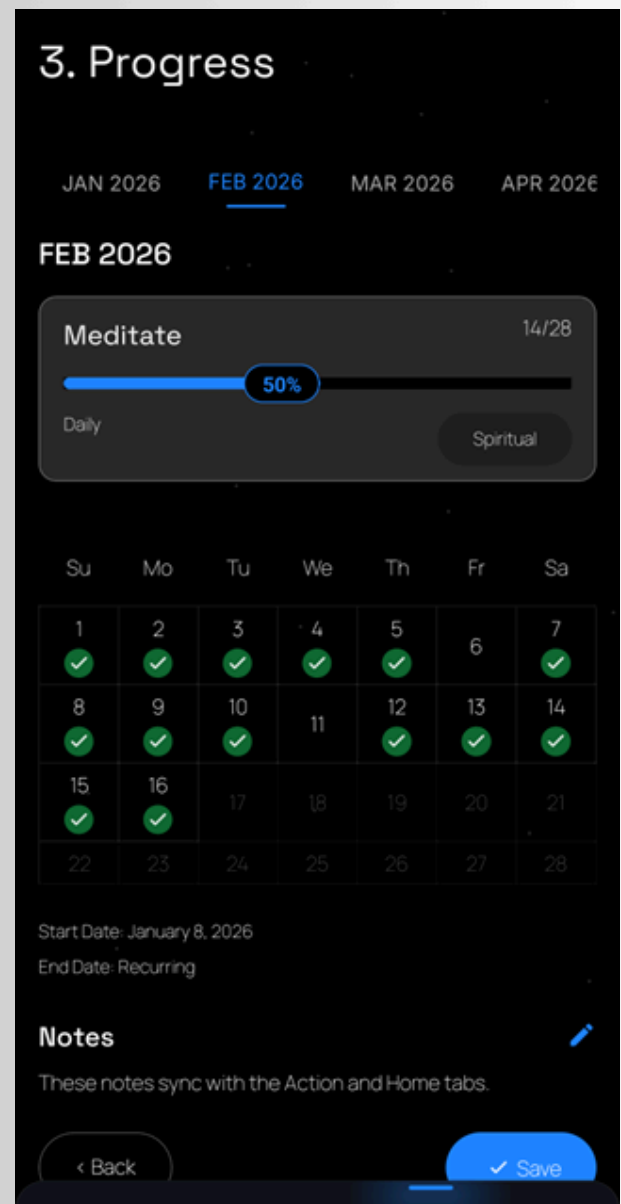
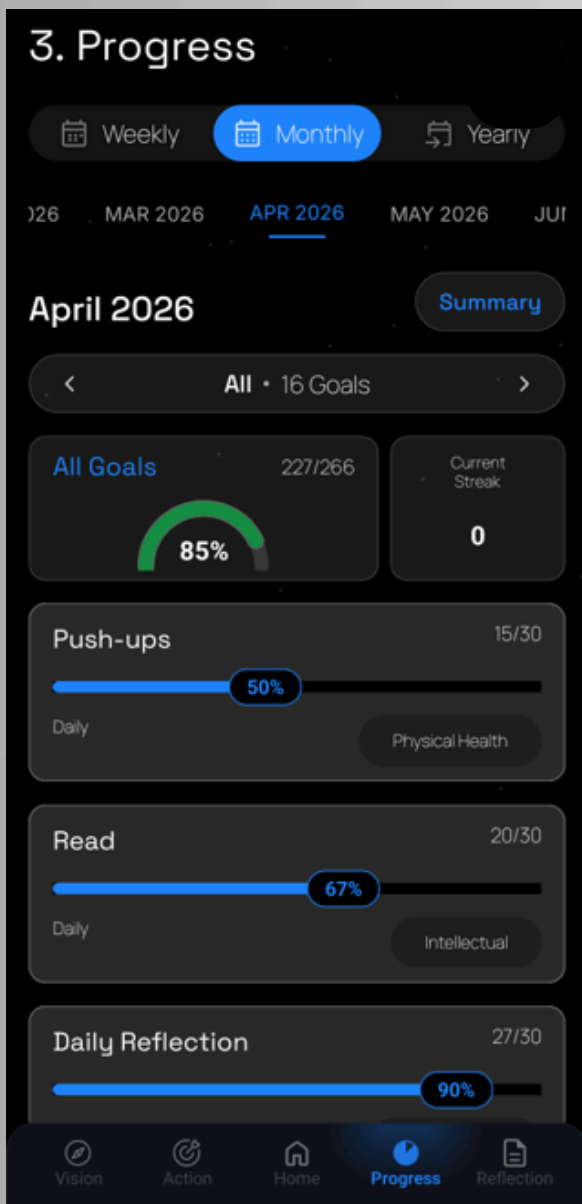


Click the circle next to a *Goal* in the *Action* or *Home* tabs to mark the goal as completed. Each click represents one occurrence.

To undo a completed goal, click on the green circle under *Completed*.

(Goals can also be marked completed in the calendar view in the *Progress* tab.)

3. Progress

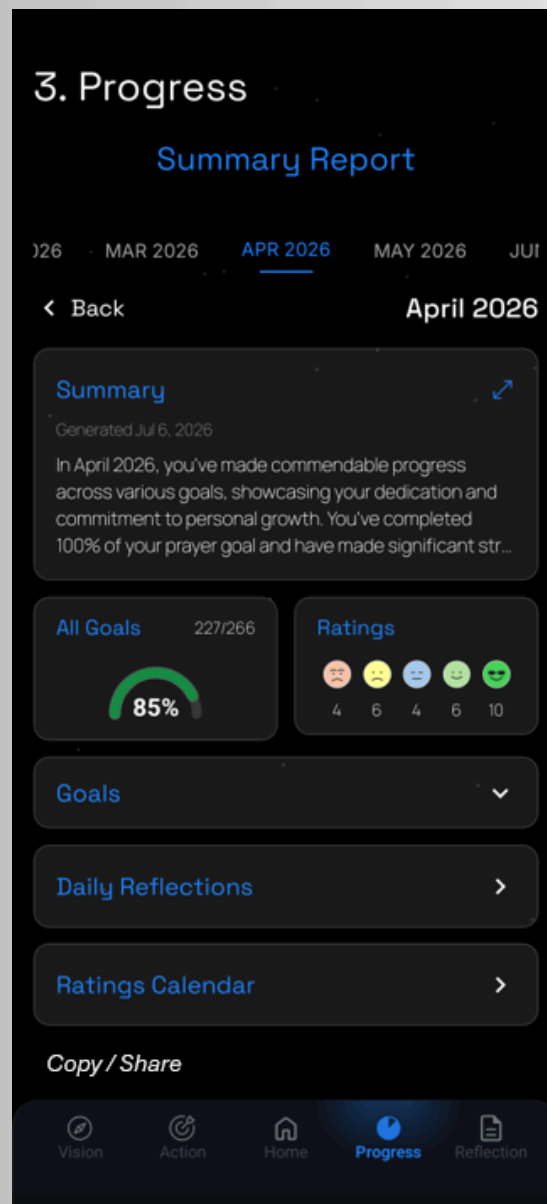


Goals designated for inclusion in *Progress tracking* can be viewed by week, month or year.

Selecting a goal will open a calendar view where goals can be marked completed.

Daily / weekly / monthly goals are converted to cumulative figures to calculate monthly and annual completion %.

Summary Report

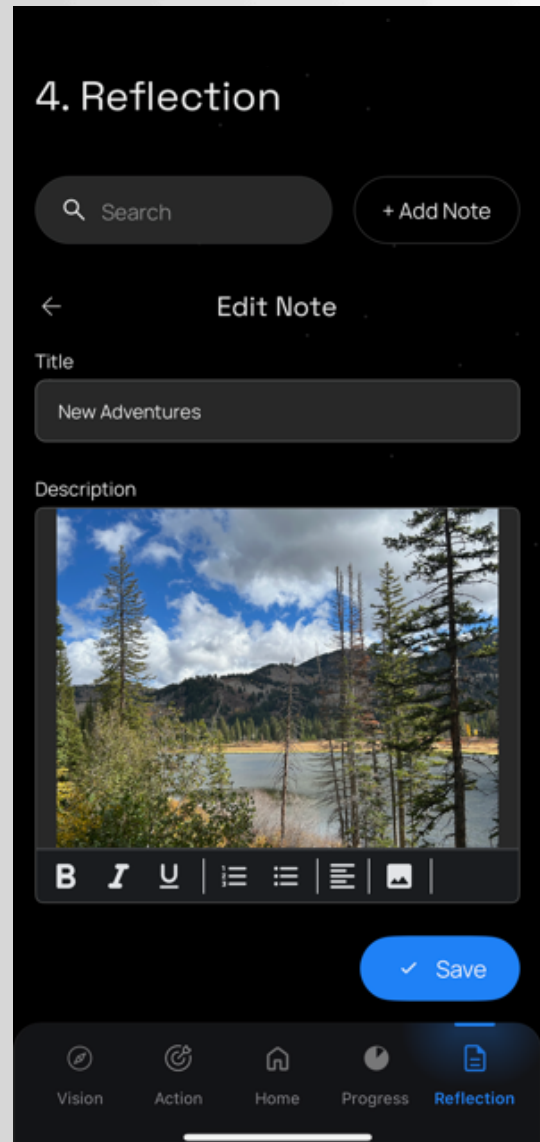
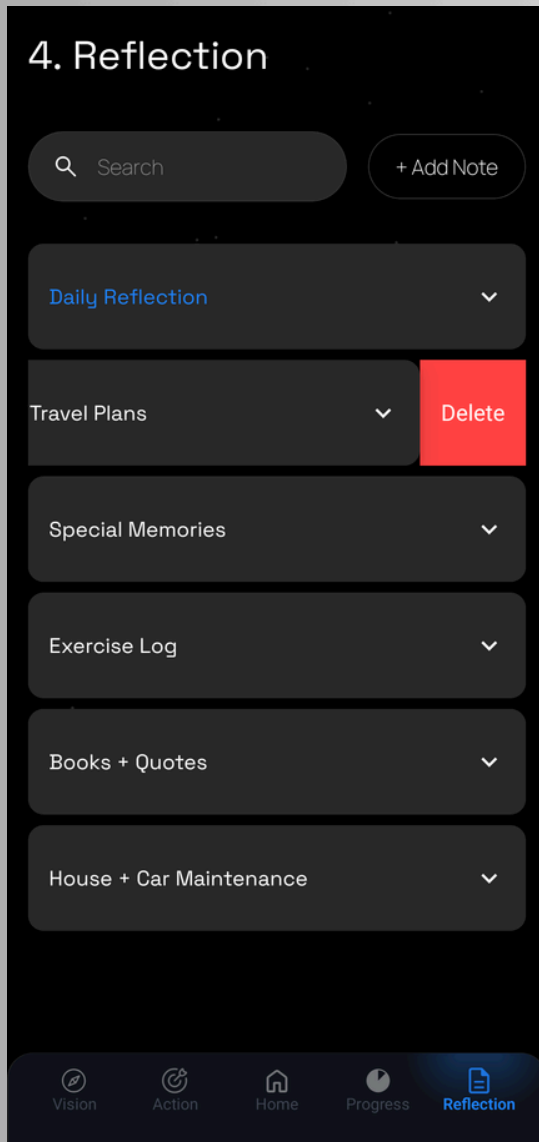


Selecting the *Summary* button in the *Progress* tab will display a *Summary Report*.

AI can be used to analyze goal accomplishment, ratings, and daily reflections. Reports can be generated after the designated time period has completed.

Copy / Share is available for all or parts of the progress summary report.

4. Reflection



Make daily reflection a habit! Micro journal your thoughts and impressions.

Custom topics can be added by clicking *+Add Note*. Text and photos can be added.

***Reflection* topics can be deleted by selecting and swiping left.**

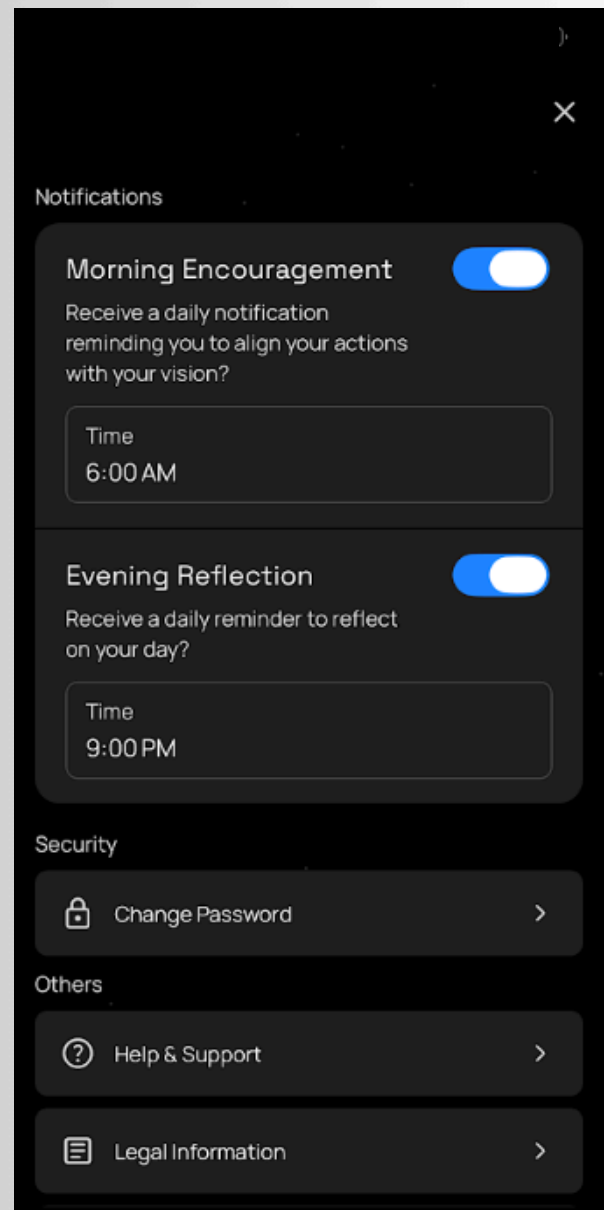
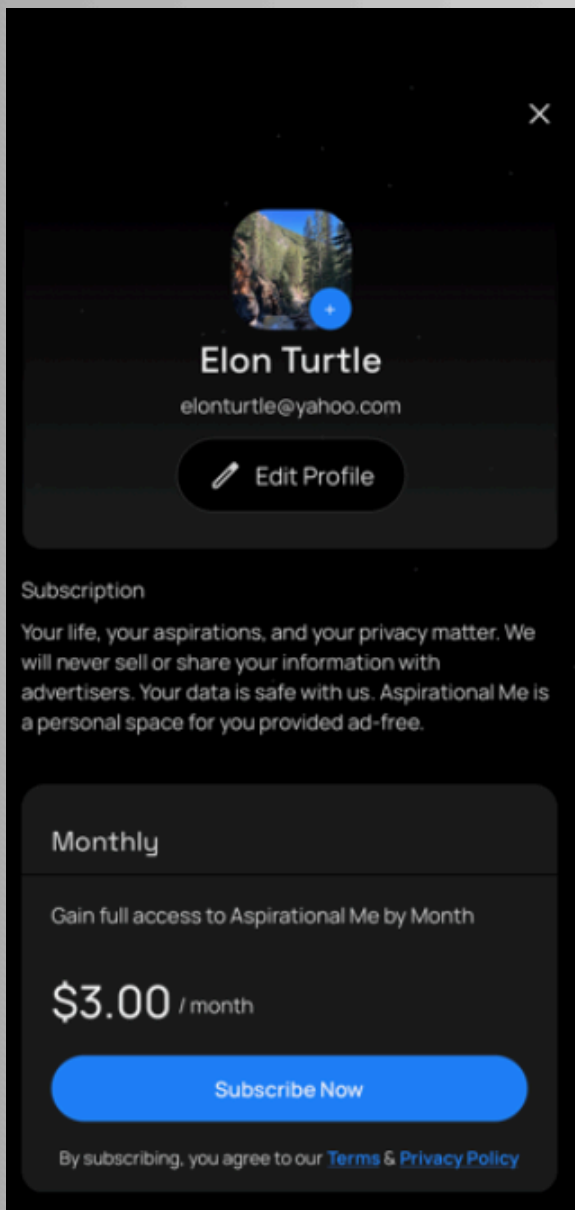
Daily Reflection

Daily reflection is an important part of intentional living.

Make time to recognize and write-down gratitude, what you learned, your thoughts, and tomorrow's focus.

Details captured in '*TOMORROW: Focus for tomorrow?*' will appear on the following day's *Home* screen under *Today's Focus*.

Profile



From any of the tabs, click the circle in the top right to access the *profile* screen.

Review subscription information, change your password, access links to legal information, and help & support.

Notification: you can elect to receive morning motivation and evening reminders by enabling notifications on your device.

FAQs

- **What is the difference between a recurring goal and a standalone goal?** *A recurring goal resets at the beginning of the next time period specified (e.g., day, week, month, year). A standalone goal has a one-time objective and does not reset.*
- **Are all goals automatically included in *Progress* tracking?** *Only goals that have been designated for inclusion in progress tracking will appear in the Progress screen.*
- **Will goals show up on my *Daily To Do List*?** *Only goals that have been so designated will show up in the Daily To Do List.*
- **What is available on the *Free* plan?** *Up to 4 active or recurring Goals, 3 Tasks, 2 Notes, unlimited Daily Reflections and use of AI to generate vision statement examples.*
- **Can I add ad-hoc items to my *Daily To Do List*?** *YES. You can add both goals and other items (tasks) to the Daily To Do List such as shopping lists, activities, appointments, etc.*
- **Can AI be used to help me write my vision statement or enhance my journal entries?** *YES. AI can be used to generate sample vision statements based on your values. It can also be used to “enhance” your vision, journal entries or notes.*
- **If a goal or task is inadvertently marked complete, can the action be reversed?** *YES. Clicking on the green circle under Completed or in the calendar will return the goal or task to the active list.*
- **If an active or completed goal is deleted, will it be removed from all screens?** *YES. Deleting an active or completed goal will remove it from all screens. If you desire a goal to remain in the Progress screen after completion, set the recurring toggle to NO in the Action tab.*

Reflection Notes:

Common Use Cases

Notes can be added to each *Goal* and *To Do List* task. Additionally, in the *Reflection* screen, *Notes* can be added to cover any topic. Common *Notes* topics include:

- **Journal or Gratitude Journal:** Use *Daily Reflections* as a journaling tool or add *Journal* as a new *Note* topic.
- **Exercise Routine:** track exercise details (e.g., ran 5 miles in 42 minutes) in *Goal notes* or as a *Note* in *Reflections*.
- **Notes / Key Dates:** Capture important notes in a single *Notes* category or create multiple *Note* categories.
- **Books, Podcasts, Music:** Keep track of new authors, podcasts, artists, titles, etc.
- **Quotes:** Create a *Note* category in *Reflections* of your favorite quotes or anecdotes.
- **Special Memories:** Use *Notes* to capture special events. Add photos and commentary.
- **Five- or Ten-Year Plan:** Create a 5- or 10-year vision / plan in the *Vision* screen (bottom of screen).
- **Home, Car, Ad-Hoc Details:** Record maintenance, key dates, or other ad-hoc items in *Notes*.

Intentional Living

Success Factors

- **What Matters Most to You?** Identify core values.
- **Set Specific, Measurable Goals:** define clear, concrete objectives with quantifiable outcomes.
- **Begin with a Small Number of Goals:** build positive momentum and slowly add new goals.
- **Break Big Goals into Smaller Goals:** manageable goals will help maintain focus.
- **Review Progress Regularly:** monitor progress weekly or monthly. Course correct as needed.
- **Be Consistent:** align your actions with your values. Reflect daily.
- **Be Realistic:** Rome wasn't built in a day. Transformation takes time. Stay the course.
- **Be Accountable but, Be Kind:** hold yourself accountable but be kind to yourself. Any amount of progress is still progress.



Aspirational Me



Spend your time on what matters most!

Align your ACTIONS with your VALUES.

Live Intentionally!

Transform into your ASPIRATIONAL SELF!