

PRIORITIZE WITH PURPOSE



The workbook

MADE WITH LOVE BY

CYNTHIA NGOY

Hello

BEAUTIFUL SOUL



I'm so excited you're here to **craft and curate** your beautiful life.

The time you spend here today will help you feel *connected* to your heart, soul, and loved ones. I hope you enjoy the process as much as I enjoyed making it.

As a business + mindset coach, cycle breaking mama of 2, a high-achieving and multi-passionate soul - the question I get asked the most is how I "do it all."

And in this workbook, I reveal it all.

Through the chaos of life, I've found a way to take control of my life, avoid burn out, and best of all, actually feel like **I'm living my best life.**

Let's dive in!

With love,

CYNTHIA NGOY

www.cynthiangoy.com



Action Steps

For best results: Carve out at least 30 minutes to complete this workbook

Being intentional with your time requires that you **take time to reflect and evaluate** where you currently are + what you're dreaming into.

1

Get clear on your beliefs
and values so you can
create an intentional
schedule that matches

2

Translate your values
into specific + actionable
activities so you know
how to time block

3

Schedule them in your
calendar by the first week
of every month and stick
to them the best you can

Time spent here could save you lifetimes of guilt, regret, and overwhelm
and instead invite in immense joy, pride, and connection.

My secret to
doing it all?

I DON'T.

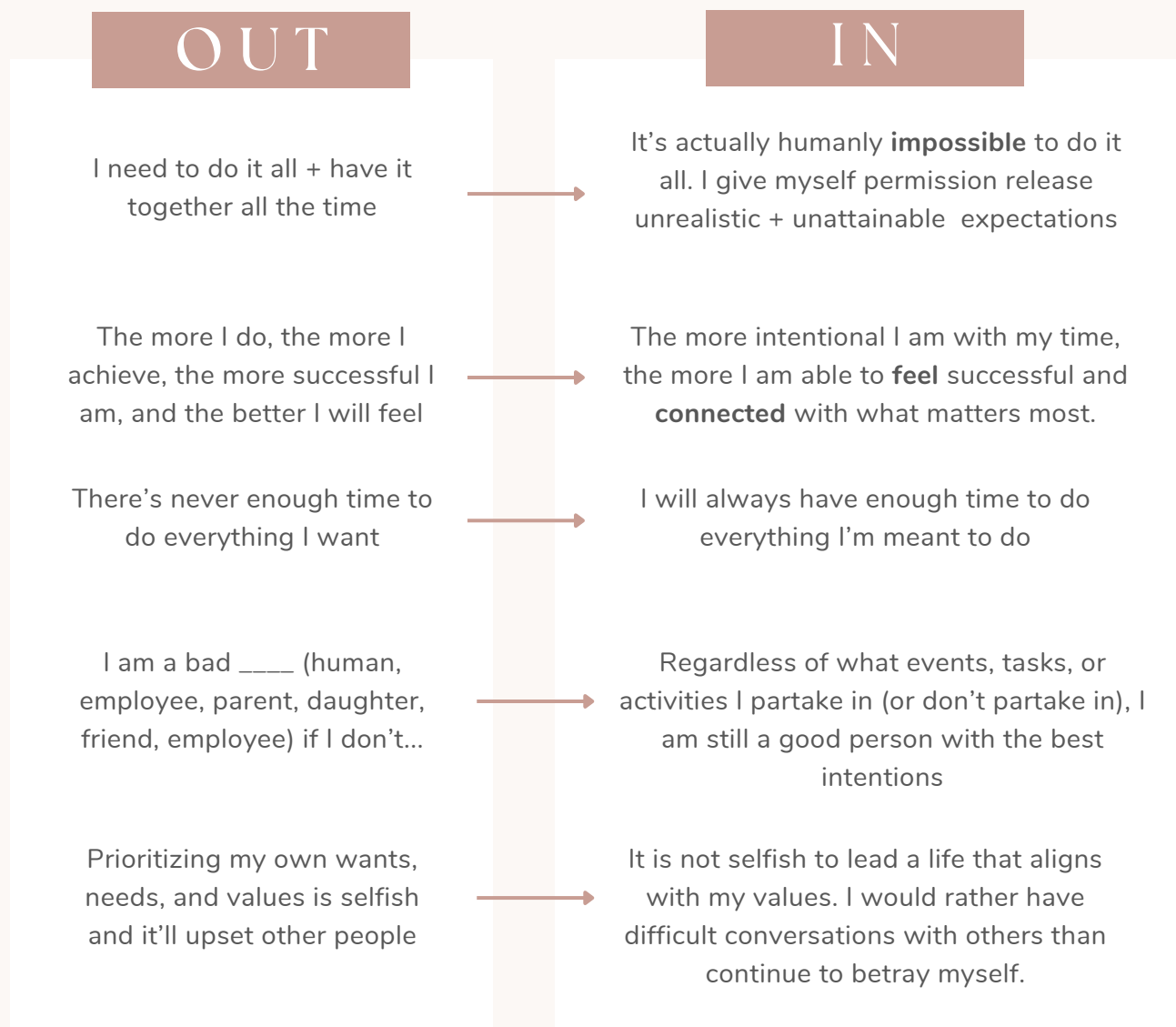
*(and I give myself
full permission
to stop trying to)*

Old Way vs New Way

I'm aware it's easier said than done to stop pressuring yourself to do it all, but many of us struggle with the idea that **we're always behind** and **get caught up in the rat race of keep doing "more, more, more."**

If we keep operating in that model of always "doing," that's a like taking the express lane to burn out city. You might start to feel overwhelmed, unmotivated and disconnected. (Trust me, I've been there...and if you're here, chances are you've been there too.)

In order to break this toxic cycle, we first have to retire some dated and suffocating limiting beliefs.



Didn't that feel like a
a breath of *fresh air*?



CHECK IN WITH YOUR BODY

Check in with your body as you read over some of new belief systems.

How does it feel to know that you're allowed to release the pressure + not feel like you are obligated to do everything? Expansive? Exciting?

BUTTERFLY TAP

In order to allow these beliefs to sink in a little bit deeper, try this somatic exercise called the Butterfly Tap.

Place both hands over your chest and alternate tapping. Then read through the "INs" on the last page and **feel** the words sink in. (P.S. There's no wrong way to do this!)



LET'S DO A

Change starts from within.

Step 1:

Clarifying your values

WHAT DO YOU VALUE THE MOST IN THIS SEASON?

Circle your top 2:

- Relationship with yourself
- Your partner/spouse
- Your immediate family
- Parents, children, siblings, pets
- Your career or business
- Finances and wealth
- Travel
- Friends/social life
- Education
- Home environment
- Physical health and wellness
- Leisure/recreation
- Mental well-being
- Spirituality

If you're having trouble deciding, journal on this prompt: **What would be extremely supportive for me to laser-focus on and bring intention to for this next month?**

Remember, you can always switch it up next month or change your mind later. Choosing one does not detract from the others. You'd just be bringing more love + focus into one aspect you care about and would benefit you in the long run.

Woohoo! You did it! You made a soul-aligned decision!

WHAT IS THE CORE DESIRE FOR YOUR MAIN PRIORITIES?

Some examples include:

- Deeper connection/feel closer
- Heal my body, rest
- Spend more time with [this]
- Experience new things
- Create an organized and peaceful home
- Feel stronger
- Feel confident
- Build a community
- Create traditions
- Create a strong foundation
- Expose myself more to it
- Heal
- Have deeper conversations
- Learn more about them or history

Supercharge this desire by expressing WHY you want to experience this.

Wave a magic wand and imagine that everything you desire comes true. Focus on what you might experience, how you might **feel**, and who you would become if you made this your main priority. Your WHY will help you move forward in making tough decisions, having uncomfortable conversations, and continuing forward in your intentional path.

Step 2:

Translate your values

Look at your top categories from the last exercise. Turn that into a event you can schedule into your calendar. What time of activities do you want to include? How much time do you want to allot for each category? And how often?

Here are some examples of how to figure that out:

FAMILY

- **Intention:** Bonding time for the 4 of us as a family unit, explore the world together
- **Activity:** Something together, outdoors, hiking, beach trip, educational trips, museums
- **Time allotted:** Once a month, minimum 8 hours on a weekend

MONEY

- **Intention:** Become financially literate. Feel abundant and money-smart
- **Activity:** Review bank statements to know where my money goes, do affirmations, watch e-course on passive income
- **Time allotted:** Twice a month, 1-2 hours

SELF-CARE

- **Intention:** Ensure that I'm prioritizing my own needs so I can replenish my energy + have a clear mind masterminding everything
- **Activity:** Massage, beach trip by myself, home alone to do whatever I like, plan the month, draw/doodle
- **Time allotted:** Once a month 4-6 hours

BUSINESS

- **Intention:** Have the spaciousness to vision future projects, plan and strategize projects and launch dates
- **Activity:** Meditate, pull cards, record e-courses, journal, schedule launches, create content, plan live workshops
- **Time allotted:** Once a month ~2-4 hours

Translating my values into actual events



My monthly non-negotiables

Turn it into list view so you can have this single sheet to guide you as you schedule out your months.

EXAMPLE:

- 1.(1) Family bonding day (8 hours)
- 2.(2) Money management (4 hours)
- 3.(1) Self-care day (4 hours)
- 4.(1) Business self-care day (2-4 hours)
- 5.(1) Date night (4 hours)

MY IMPORTANT MONTHLY EVENTS

1

2

3

4

5

6

7

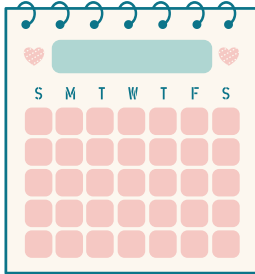
8

9

10

Step 3:

Schedule it into your calendar



Don't make these mistakes:

- ❌ Do this exercise but don't actually implement or integrate it into your lives
- ❌ Assume that you'll get to it "eventually"
- ❌ Get overwhelmed by the uncertainty of your upcoming month

Instead, do this:

- ✅ Remember that adding it to your schedule doesn't mean it's concrete and final. You can 100% reschedule if necessary
- ✅ Utilize your calendar as a visual reminder of your intentions
- ✅ Try to make the events non-negotiable but allow the dates and times to be fluid

Here's a step-by-step checklist:

- ☐ Pull up a monthly calendar (I use Google calendar + desk calendar)
- ☐ Choose one date every month to Prioritize with Purpose (ex. first Saturday of every month)
- ☐ Block off any special events for the month (holidays, birthdays, etc.)
- ☐ Block off appointments + working hours (if applicable)
- ☐ Refer to your list view and see what available dates you have
- ☐ Place time blocks for said events in a different color
- ☐ (Optional) Share your calendar with your partner, make necessary arrangements or ask for accountability!
- ☐ Celebrate! You're taking aligned action <3

Monthly Planner

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

MY IMPORTANT MONTHLY EVENTS

1

2

3

4

5

6

7

8

9

10

LOVING REMINDERS:

Your dream life is already unfolding

You did it!



Well done beginning your journey to intentional living and decluttering your mind.

I've helped countless people like yourself navigate the path to clarity, purpose and fulfillment. The ones who experience the most impact + results are the ones who become mindful of their patterns and integrate these practices into their lives.

Embrace the opportunity to be the leader of your own life and making changes that align with your evolving values and goals.

Believe you can and you're halfway there. - E.R.

SET YOURSELF UP FOR SUCCESS

Seek guidance if you're feeling stuck on the practice. Share it with your partner or friend and if it would help to create some accountability or someone to bounce ideas off.

If you feel like you could use some extra support or just want to chat about your unique circumstances, I'm all ears! Book a no-strings-attached free connection call with me. I'd love to hear more about you and your journey.



With love + gratitude

Cynthia Ngoy

Business + Mindset Coach
for Heart-Centered and Conscious Humans

[BOOK A CALL](#)

Instagram
[@cynthiangoy_](#)

TIK TOK
[@cynthiangoy](#)

[psst! all icons are clickable links!]