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40 LIFE-CHANGING QUESTIONS & ACTIONS TO TRANSFORM YOUR LIFE, BUSINESS & FUTURE



YOUR *Treasured* YEAR STARTS NOW!

PART 1



BY
GT MEKO



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to Transform Your Life, Business, and Future

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By Gaefele Treasure (GT) Meko





Gaefele Treasure Meko

Chief Executive: UNLIMITED Treasure | GT Treasured Lives Foundation

Expertise

Technology & Training, People & Digital Transformation and Innovation.

Purpose & Background

She's all about coaching, healing, and transforming lives and organizations to the TOP. She left home with a bag, duvet, and partly borrowed taxi fare, with an unequivocal decision to acquire education and wealth, make a difference, and never depend on anyone without her choice.

Credentials

- Many Certificates & Diplomas
- Double Master: **MBA** Cum Laude, **MPhil**- all subjects distinction
- Final Year Doctoral Student in 4IR

Work Experience

Founder and CEO of UNLIMITED Treasure and GT Treasured Lives Foundation, Part-time Lecturer, Mentor, and Coach. A dynamic leader fuelled by a passion for excellence, lifelong learning, and a teachable spirit. With a career spanning over a decade, she transitioned from a Software Engineer in 2008 to excelling in diverse technical and business leadership roles. The divisions she led and her areas of expertise include; Project Management, Process Reengineering, Robotic Process Automation/Artificial Intelligence (RPA/AI), Innovation and Transformation, Organizational Development (OD), Corporate Social Investment (CSI), Employee Engagement, and Wellness.

Formerly with Accenture for seven years and Ernst & Young for two years, she left her position as Associate Director in 2017 to dedicate herself fully to entrepreneurship and making a meaningful impact through her ventures. A multi-skilled transformationalist, she is deeply committed to empowering people and leveraging technology to drive innovation and change. She is also a coach and global part-time lecturer in Executive Development, IT and 4IR with experience in South Africa and global institutions like MIT.

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Introduction: Why This Guide Will Change Your Life

Most people **wish** for a great year, but few actually **prepare** for one. Success isn't an accident—it's the result of **clear vision, structured planning, disciplined action, and purpose-driven living**. If you've ever felt stuck, overwhelmed, or unsure about your next steps, this guide is for you.

The total guide covers 40 transformational questions and actions over 12 days. 12 chapters, but for now, you are receiving the material for 5 days, 5 chapters. Over the next **5 days**, you will go through **transformational questions and actions** designed to help you:

- ✓ **Discover your purpose, vision, and values** and align your life with what truly matters.
- ✓ **Understand yourself better** for more congruency within and a balanced life.
- ✓ **Create a clear and actionable plan** for your life, career, and business.
- ✓ **Build powerful routines** that ensure success daily.
- ✓ **Master time management**, eliminate distractions, and focus on what moves you forward to build your dream and legacy.
- ✓ **Enhance leadership and decision-making skills** using proven principles.
- ✓ **Heal, grow, and transform** so you can succeed and positively impact others.

This guiding booklet is a **practical coaching tool**—one that would typically cost **Thousands of Rands**, but you are receiving it because I believe **everyone deserves a chance to win**.

If you ever feel stuck, I offer a **discounted first consultation of R500 for 30 minutes** to guide you further.

Your success is in your hands! Let's begin.

DAY 1: ALIGNMENT AND CONSOLIDATION

Why This Step Matters

Before diving into setting goals, identifying your purpose, or creating new routines, it's essential to pause and take a step back. This day is about considering every important aspect of your life—your family, health, finances, and any other key areas—to ensure they are aligned and accounted for in your planning. This is not about jumping straight into what you want to achieve; it's about assessing your current position and identifying potential gaps that could impact your ability to move forward.

Only after understanding where you stand can you begin to build a solid foundation for the goals and routines that follow. Without this careful consideration, you may leave critical aspects of your life unaddressed, which could ultimately hinder progress in the long run. Day 1 sets the stage for everything that follows, but do not make anything that needs addressing a hindrance – just make a plan to address it as you move with your life.

QUESTIONS & ACTIONS FOR DAY 1:

1. **Reflect on various areas of life. What is good, and what needs improvement?**
2. **Examine your state and habits.**
3. **Review your finances. Have you analyzed your 6 months statement recently and identified areas of improvement?**

Detailed Questions and Actions:

Reflect on Family and Career Priorities:

- Are your current family commitments aligned with your career goals? Are there any scheduling conflicts or areas where attention is divided?
- How much time are you currently dedicating to family versus career?
- **Action:** Review your family commitments, such as children's school activities, events, and vacations. Ensure your career goals can coexist with these commitments. Prioritize family time and set clear boundaries where needed.

Check Your Health and Well-being:

- Are you taking care of your physical and mental health? Are there any ongoing health concerns or areas of improvement that need addressing before you pursue new goals?
- **Action:** Schedule a comprehensive health check-up if you haven't done so already. Make a note of any areas for improvement in your health and set a plan to work on them.

Review Your Finances:

- Are your financial goals and obligations supporting your overall well-being and life plan? Do you have any debt, savings gaps, or investments that need addressing?
- **Action:** Get and review your 6-month bank statement and make key actions for improvement. Take time to review your finances—your income, expenses, debts, savings, and investments. Identify any gaps that could be improved to help you build a stronger financial foundation. **Contact us for specialized financial advisor help or find one for yourself.**

Examine Your Social Life and Relationships:

- Are you nurturing the right relationships? Are there any toxic relationships or imbalances that need to be addressed? Are you married or planning to?
Aligned with partner or spouse?
- **Action:** Reflect on your social circle and key relationships. Identify the people who support your growth and those who drain your energy. Plan to **prioritize** relationships that nurture and align with your goals.

Assess Your Environment:

- Does your living and work environment support your goals, or is it cluttered and distracting?
- **Action:** Take inventory of your space—home and office—and clear any clutter that may be hindering your productivity or mental clarity.

Evaluate Your Time Management:

- How are you currently spending your time? Is there a gap between how you want to spend your time and how you actually spend it?
- **Action:** Track how you spend your time for the next 48 hours to identify areas where you can improve. Ensure you have the time for what's important in both your personal and professional life.

Consider Your Spiritual, Emotional, and Mental State:

- How are you feeling spiritually, emotionally, and mentally? Are there any unresolved feelings or mental health concerns that could affect your progress?
- **Action:** Check in with yourself emotionally. Do you attend a good church where you serve and be served? Are there any stressors or unresolved issues that need attention? Consider praying, journaling, and/ or seeking support to address any emotional hurdles.

Examine Your Current Systems and Habits:


- What systems (for work, business, family, etc) are in place for your daily routines, work, and personal life? Are they effective? Are there any habits or routines you need to improve or establish before moving forward?
- **Action:** Review your current systems—work processes, personal routines, and health habits. Identify any areas where you could improve or create more effective systems. **Have an action plan covering these 8 points, with timelines.**

Wrap-Up & What's Next

Day 1 focuses **on reflection, assessment, and consolidation**, ensuring that before you proceed to purpose, time, routine, and goal-setting plans, you've taken a comprehensive view of the key areas of your life. By the end of Day 1, you'll have a clear picture of where you stand across various areas of your life, enabling you to plan in a more intentional, holistic manner. You'll know where the gaps are, which areas need attention, and how to ensure that all parts of your life are working together as you move forward.

Now that you have analyzed our current state, tomorrow we will focus on **purpose and values**, and then set **purpose-driven goals**.

Sometimes, it is important to look back to clearly see ahead, and small changes today will create massive results tomorrow.

 *Remember: If you don't reflect on where you are, you may build a future on the wrong foundation.*

DAY 2: DISCOVER YOUR PURPOSE AND VALUES

Why This Step Matters

Purpose is the **driving force** behind every successful person. As Dr. Myles Munroe so powerfully states, *“The greatest tragedy in life is not death, but a life without purpose.”* When you know your purpose, everything else falls into place.

Your values are equally important. They define who you are and **what you stand for**. By identifying your values, you clarify what matters most and begin making decisions that align with your higher goals.

Purpose and values are the foundation of a fulfilling life. Without them, you risk wandering aimlessly, reacting to external pressures. Today is about **discovering what truly matters** to you and **setting a direction** that speaks to your soul.

DAY 2 QUESTIONS & ACTIONS:

4. **Reflect on your purpose.** Why were you born? What do you live for?
5. **Reflect on your core values.** What values do you reference for decision-making?
6. **Examine your core relationships and their alignment with your purpose.**

Detailed Questions and Actions:

What Is Your Purpose? Take time to **reflect deeply** on your purpose in life. If you're unsure, ask:

- What are my passions?
- What problems do I want to solve in the world?
- What legacy do I want to leave?

Write it down clearly.

Define Your Values: Make a list of your **top 5 personal values** (e.g., integrity, peace, family, health, etc.). Write why each one is important to you, then order them.

Align with Your Purpose: Review your Day 1. Is everything aligned with your purpose and values? Where can you adjust?

Write Your Mission Statement: Based on your purpose and values, write a **mission statement** that reflects how you want to live.

Assess Relationships: Do your relationships (friends, family, business partners) align with your values? If not, what changes can you make?

Wrap-Up & What's Next

“Your purpose is the reason you were born, and your responsibility is to find it and live it.” – Dr. Myles Munroe. Discover your purpose and live it!

Tomorrow, we'll dive into **goal setting** and **prioritization**. Now that you have your **purpose and values**, we'll work on creating clear, actionable goals to turn your vision into reality.

💡 *Remember: **The moment you get clarity on your purpose, your decisions become easier.***

DAY 3: SET CLEAR AND POWERFUL GOALS

Why This Step Matters

Without clear goals, you are like a ship without a rudder—**drifting aimlessly**. John C. Maxwell teaches that “*A goal without a plan is just a wish.*” Successful people set clear, measurable goals and break them into achievable steps.

The power of goal-setting is rooted in **clarity** and **focus**. Your goals provide direction, and when you focus on the right goals, you activate the **Law of Attraction**: The more focused you are, the more the universe aligns with your desires. **Reminder! Write down**, don’t just think!

DAY 3 ACTIONS & QUESTIONS:

7. **Reflect on what you wish to achieve in 1, 5, 7 years. Which clear goals and actions will take you there?**
8. **If you could only accomplish three goals that would truly change your life, what would they be? #ThreeToThrive**
9. **At the end of the year, what specific achievements will make you say, “This was a great year”?**

Detailed Questions and Actions:

List Your Goals: Write down **10-15 goals** you’d like to achieve in the next 12 months. Think about different aspects of your life: personal growth, career, health, finances, relationships, and more.

Top 7 Goals: From your list, narrow it down to **your top 7** goals.

Top 3 Goals: Out of your top 7, select your **top 3 goals**. These should be the most **urgent and important** goals that will help you make the most significant progress in your life.

Break Your Goals Down: Take each of your top 3 goals and break them into **smaller, actionable steps**. What must you do this month, this week, and today?

Prioritize Your Goals: Use the **Eisenhower Matrix** (Urgent vs. Important) to categorize your goals. Are you working on urgent tasks that aren't aligned with your top priorities?

Wrap-Up & What's Next

Setting clear and powerful goals gives you direction and purpose, ensuring that your efforts lead to meaningful results. Define what success looks like, focus on your top three priorities, and commit to measurable actions that drive real progress.

In the next few days, we will work on building **habits** and a **routine** to make these goals a reality. **Small, daily actions** lead to massive results.

💡 *Remember: **Clarity** + **Consistency** = **Success**. Keep your goals in front of you every day.*

DAY 4: BUILD A WINNING ROUTINE FOR SUCCESS

Why This Step Matters

You've identified your purpose, values, and goals. Now, it's time to create the **foundation** for success: **routine**. The secret to high performance and achievement is consistency.

The **5 AM Club** (from Robin Sharma's book) highlights how the first hour of your day shapes the rest of it. By dedicating **time for self-care, reflection, and growth** in the morning, you set a **positive tone** for everything that follows. Successful people are **intentional** about their mornings because they understand the power of routine.

Having a structured routine can make you feel **more in control** of your life and ensures that you **make steady progress** towards your goals, day by day. This step is essential for **mastering time management** and staying on track.

DAY 4 QUESTIONS & ACTIONS:

10. What daily habits and routines will move you closer to your biggest goals?
Define and commit to them. #1000HourRuleToGreatness
11. What time do you sleep? What time do you wake up? Reflect on this to always wake up fresh and be more productive **#StartStrongEndStrong**
12. Which distractions or time-wasters must you eliminate to stay consistent and disciplined? Take action now.

Detailed Questions and Actions:

Create Your Ideal Morning Routine:

Begin with the **20-20-20 formula**:

- a. 20 minutes of exercise (boosts energy)
- b. 20 minutes of journaling or reflecting (clarity and focus)
- c. 20 minutes of learning (books, podcasts, or courses)

Set Time for Deep Work: Block out **one uninterrupted hour each day** to work on your top 3 goals. Use this time for **focused, intentional work**—no distractions.

Assess Your Current Routine: Look at your current daily schedule. Are you starting your day in a way that fuels your productivity? Identify areas to improve.

Create Evening Routines: What actions can you take in the evening to wind down and **prepare for the next day**? Consider reading, journaling, or planning for tomorrow.

Track Your Progress: Set up a journal or spreadsheet to track your progress toward your top 3 goals. Reflect on what worked and what didn't every evening.

Wrap-Up & What's Next

Creating a solid routine is crucial, but it's equally important to **stick to it**. **If you have an 8 to 5, also have a 6 to 10 or any 4 hours for a new stream of income – same set hours daily.**

Tomorrow, we'll focus on **time mastery**—getting rid of distractions and learning how to **prioritize** what matters most.

💡 *Remember: Small habits, done consistently, lead to extraordinary results.*

DAY 5: MASTERING TIME & PRODUCTIVITY

Why This Step Matters

Time is **your most precious resource**. Everyone gets 24 hours a day, but how you use that time determines your success. The art of mastering time involves **prioritization**, focusing on what's **important**, and eliminating distractions.

"Time management is life management," says Brian Tracy. If you're not clear about how you spend your time, someone else will direct it for you. Learning how to **schedule** and **prioritize** is a **game-changer**.

Today, you will focus on **time-blocking** and evaluating where your time goes each day. You'll also tackle the **urgent vs. important** task matrix, helping you make more conscious decisions about your **priorities**.

DAY 5 QUESTIONS & ACTIONS:

13. Are you spending time on what truly matters, or just staying busy? **Prioritize with intention.**
14. What can you delegate, automate, or eliminate to focus on high-impact work? **Do it now.**
15. Does your daily schedule reflect your biggest goals? If not, **redesign it for success.**

Detailed Questions and Actions:

Track Your Time:

For the next 24 hours, track **every activity** you do, from the moment you wake up until you go to bed. What's taking up your time? Traffic? Meetings? Any changes?

Evaluate Time Wasters:

Look at your time log. Are there activities that don't add value? Are you spending too much time on **social media**, **TV**, or other distractions? Identify 1-5 time wasters to eliminate.

Prioritize Urgent vs. Important:

Use the **Eisenhower Matrix** to categorize tasks into four quadrants:

- **Urgent & Important:** Do these first.
- **Important, Not Urgent:** Schedule these.
- **Urgent, Not Important:** Delegate these.
- **Not Urgent & Not Important:** Eliminate or reduce these.

Set Clear Time Blocks:

Time-block your day, setting specific periods for focused work, meetings, exercise, and leisure. Stick to your blocks and avoid multitasking. **If you have an 8 to 5, also have a 6 to 10 or any 4 hours for a new stream of income** – but be clear or critical v/s urgent and be intentional.

Reflect on Your Time Management for Productivity:

Double-check Day 1 to 3 activities and update where necessary. At this point, you must see a more defined time and routine plan that yields more productivity.

At the end of each day, review your schedule. Did you manage your time according to your priorities? What can you improve tomorrow?

Wrap-Up & What's Next

Time is proving to be a big factor, hence these five days kept going back to time. Manage it, have a routine that includes various aspects like business, career, family, God, etc., and you'll fly. **If you have an 8 to 5, also have a 6 to 10 or any 4 hours for a new stream of income.**

On Day 6, we'll dive into **effective decision-making** and learn how to **get rid of negative influences** that hold us back.

Request Chapter 6, day 6 onwards when you have done all actions.

💡 *Remember: What gets scheduled gets done.*

All the best. Let there be LIGHT!

#UrTREASURED #UrUNLIMITED #UCanCERTAINLYDo It