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*Discover the secrets to integrating your personal  
and professional life successfully...*

***7 Golden Keys To Get More Done,  
Avoid Burnouts And Double Your  
Time-Off***

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My name is **Satish Rao** and I'm an Author, Speaker and Life Coach.

I specialize in helping high profile executives to handle a punishing work schedule, get more done, avoid burnouts and create more free-time.

Let's face it...

There's only ONE reason why you're reading this report – it's because you have a punishing work schedule, overwhelming expectations and limited resources.

You're not able to make rampant progress on KEY projects because you have too many fires to put out at the present moment.

You're just barely getting by.

For every 3 issues that you resolve, it seems like 5 new ones crop up.

By the time you catch up with those things, time passes by and you've forgotten to work on the key projects.

Delegation... What a joke? Your team is inconsistent. There are some moments when they show their brilliance by meeting expectations.

And then there are moments when you need them to deliver, they fail and you're forced to patch things up.

It feels like you're on this endless treadmill of expectations, deliverables and deadlines and you just can't come out of it.

That's just your professional life.

On a personal level, there's nothing to cherish about either - except for your spouse and your wonderful children.

You really LOVE them and they are the most important people to you in this world.

But you barely have any time for them.

As the days turn into weeks and the weeks into months, you can feel the distance growing between you, your spouse and your children.

You can tell that your spouse is frustrated and your kids barely know you.

You KNOW that you need to spend more time with them... but how are you going to do it, when will you make time for them?

You just don't know.

As for your health, it's crippling and falling apart.

You're in your mid-40s now and you should have been at the peak of your health.

But you're like a 60 year old with ever-increasing abdominal fat and a bunch of cholesterol and blood-pressure related issues.

There's NOT much difference between your health and your father's health when he retired. In-fact, your father may just have been healthier.

And you just can't call it quits either. You're holding a respectable position with an excellent pay.

Calling it quits, taking some time-off to realign your priorities isn't an option because you have other commitments.

Things like:

- Your housing loan payments
- Your kid's school fees
- Insurance payments
- Investments for your child's future
- And so on.

You may be earning a lot of money... and many of your peers might be jealous of you, but you're the one that knows how hard it is to hold such a position.

You feel that you want to BREAK-FREE.

You feel that you want CONTROL.

You want to be in a position where you can:

- Get more done in less time
- Feel relaxed, instead of stressed
- Feel energetic and fit instead of tired and groggy
- Spend lots of time with your family

If you've wanted any of these things, you've come to the right place.

This special report is the answer to help you go from where you are to the life you want.

You see... In this special report and the emails to follow, I'm going to introduce you to a NEW way of thinking & acting.

A new way of THINKING & ACTING that will allow you to perform at levels that:

- Dazzles your peers
- Inspires your inferiors
- Threatens your superiors (because you're going to take their position soon)

That's just your professional life...

But the biggest difference is going to come in your personal life where you'll...

- Make your spouse/partner feel appreciated
- Watch your kids grow up and be with them every single moment
- And much more...



*Helping Transform Lives*

## Who am I and what makes me qualified to promise you all this?

Like I said earlier, I'm an Author, Speaker and Life Coach.

But that's NOT the reason why I'm promising you this...

Not so long ago, I was a successful executive in a job just like yours, handling large teams across multiple locations.

There was a long list of expectations and deadlines that needed to be met on a continual basis.

I was putting on a great show, leading my team well and making steady progress.

But, I didn't FEEL satisfied despite achieving success.

My personal life was a wreck with little time for my loved ones. Most of my time-off consisted of binge drinking nights and chain smoking (up to 30 plus cigarettes a day).

My health was deteriorating too. I kept skimping on sleep.

I wasn't always like this.

In-fact during my younger years, I was fit, agile and enjoyed an active social life.

But a few years down the line, as I climbed up the corporate ladder, things had taken a 180 degree turn.

My company and their goals were my PRIMARY focus and everything else had taken a backseat.

That's when it hit me...

To my company, I am just another replaceable senior level manager.

I drop dead this moment and they'll be able to find someone else to replace me in 2 weeks.

But for my family & loved ones, it isn't the case.

I am Satish and they have only ONE Satish.

They can't replace me if I drop dead. I am irreplaceable.

If I don't start taking care of myself right now, there were 2 possibilities:

- I wouldn't have a family to be with (they would have drifted apart and deserted me)

OR

- I wouldn't be there for them because I dropped dead

That's when I decided to pull the plug.

I made ONE important decision that'd affect me for the rest of my life...

- To put down the cigarette and never smoke again.

It's been more than a decade since I made that decision and I have NOT smoked another cigarette in my life.

Was it hard giving up?

Yes absolutely. Not everybody decides to put down the cigarette and gives it up completely.

But I was able to.

I felt inspired when I realized that I had learned to resist my nicotine cravings.

The success inspired me and pushed me further. I made one change after another in my life.

I still held my corporate job and continued moving up the ladder.

**I made a ton of changes to my lifestyle, work habits and other activities that allowed me to:**

- Get more done in less time
- Avoid burnouts
- Create more time-off
- Spend more time with my loved ones

Then, I realized that working for corporate didn't meet my entrepreneurial appetite.

That's when I decided to start this business as a coach and help people achieve what I was able to.

I've been in this business for over 5 years and have helped clients from different walks of life get the results they want.

I'm sure I can do the same for you.

That's why you have this report on your hands. So continue reading and start reinventing your life...

# Chapter 1

## If You Do Not Know Where You Are Going, Any Road Will Take You There

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Playing hard and fair in the corporate environment is overwhelming and energy zapping. Every single minute is demanding.

If you have friendly, understanding colleagues and a supportive boss who eggs you to better things, consider yourself lucky. You belong to the minority group and you don't need to be reading this report.

But you & I know that this isn't the case.

The corporate environment is cut-throat and unfair.

Ancient books like the Art of War (Sun Tzu) & The Prince (Niccolò Machiavelli) wouldn't be #1 Bestsellers if it wasn't for the unfairness of corporate politics.

Your ability to work hard is NOT the only thing that matters. You NEED to be street-smart.

You have to learn to deal with people... and be able to deal with them in an effective way. Otherwise, you'll just fall behind.

Like one of my clients who learned the lesson the hard-way:

He was going through a painful separation with his wife and wasn't able to handle it well. At the same time, there was a ton of other deadlines and work-pressures he needed to meet.

He found himself at the mercy of his younger co-workers - who snapped at him, acted aggressive and repeatedly took advantage of him.

Eventually, he was able to come out of the mess. But it nearly shook his world.

### How do you prevent that from happening to you?

The answer lies in knowing EXACTLY where you want to go.

There are many corporate executives who come to me saying:

- *"Satish, I just want to get out of this mess"*

- *"Can't I have a normal, simple life? I don't know when will that happen? Don't I deserve it?"*

And I tell them blunt in the face that **it's NOT going to happen.**

Here's why...

The mess that you're in right now is so CHAOTIC that getting out of it and creating a normal life means pulling the plug and calling it quits.

You & I know that it's not an option.

The ONLY way to get out of this mess is to LEVEL UP.

Instead of worrying about how horrible the situation is in the present moment, you have to start thinking in terms of your future.

### Ask yourself the following questions:

What will happen if you keep walking the same path for another 3 years?

Is it something that you'll be happy about?

If not, then what is it that will make you happy, satisfied and content?

What is it that will really make you happy, satisfied and content 3 years down the line?

Think about it on a personal level. Don't think about your professional life.

### Here's why...

Most people fail at goals because they start with professional goals and give it their utmost importance. They barely set any personal goals or even if they set them, these goals are only secondary.

### But here's the problem...

The quality of your personal life is the fuel that drives you to be more, do more and achieve more professionally.

So if you don't have a personal life that excites you, fulfills you and rejuvenates you, you just won't have the energy to go after your career goals.

You just won't take the decisions or actions necessary.

And if you're already hitting your professional goals despite of having a bad personal life, it simply means that you're NOT doing enough.

You could be doing a lot better if you have your personal life in order.

Just imagine... how your performance at work would take a turn if you:

- Woke up every morning with excitement and burning enthusiasm to go after your goals
- Felt relaxed and rested instead of stressed
- Loved every minute of your working week instead of dreadfully waiting for your weekends like you do now
- Be able to eat anything you want without feeling guilty about your increasing weight

If you're like most of my clients, you'd say, "Hell yeah Satish! I could be doing TEN times better than what I'm doing right now".

So take some time to reflect and start thinking in terms of your personal life and what you really want.

And then think about your professional goals and how they can align with your personal goals.

## Chapter 2

# Do Not Worry About How You Are Going To Get There

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The moment many of my clients write down their personal goals and try to align professional goals with them, they feel scared.

They tell me, *“Satish! I really don’t know how all of this is going to happen. It feels impossible from the situation I am in right now”.*

And that’s when I tell them *“Yes, my friend. Your present situation is terrible. I told you earlier that you won’t be able to get out of this mess. So stop worrying about it. Your job now is to get to Ground Zero first”.*

Ground Zero is the perfect state of mental, physical, emotional and spiritual well-being. It's a state where a person feels so confident and self-assured about who he is, what he stands for and where he’s going.

He truly believes that he can go and achieve any goal that he wants.

In other words, he’s a man (or a woman) of perfect character who knows what he’s doing.

When you get to that point, you’ll know exactly what you need to be doing to go after your goals and achieve them.

There’s nothing in the world that can stop you.

... Because you TRULY believe in yourself and back your goals with massive action.

### How Do You Get To Ground Zero?

It’s easy... but the process is so complex that many people lose sight of it and give it up Altogether.

#### Here’s how it works...

1 – Establish Physical Wellbeing

2 – Establish Mental Wellbeing

3 – Establish Emotional Wellbeing

4 – Establish Spiritual Wellbeing

During each stage of the process, you do the following:

- Drop negative habit patterns
- Identify new favorable habit patterns
- Release unsupportive beliefs
- Create new supportive beliefs
- Cement the beliefs by taking actions that are consistent with your beliefs

- Make these new actions habitual and consistent by stacking other supportive habits

That's just a systematic process I use to coach my clients through it. But it doesn't mean that you have to do it.

If Chennai is Ground Zero and Bangalore is your starting point, the process I use is just one of the routes that gets you to Chennai.

My route may be smoother but it doesn't mean you won't get there following another route.

In fact, here's a simpler process for you to begin with...

**Each morning, when you wake up, do the following:**

1. Be Grateful For 3 Things That Makes Your Life Worth Living
2. Review Your Goals And Write Them Down Again
3. Ask Yourself The Following Question: "What Is The Simplest Action That I Can Take Today That Will Move Me Towards My Goals Without Affecting My Current Priorities?"
4. Write That Down For Each Of Your Important Goals
5. Take That Simplest Action As Soon As Possible

**And then, when you go to bed, do the following:**

1. Be Grateful For 3 Things That You Have An Opportunity To Do Tomorrow
2. Review Your Goals And Write Them Down Again
3. Write Down All The Simplest Actions You Took That Moved You Towards Your Goal
4. Scratch Them Out

Just keep doing that EVERY SINGLE DAY.

You'll grow in confidence, stature day by day and you'll realize one day that you're really at Ground Zero.

That SPECIAL moment - where you feel so self-assured, confident that you can do and achieve anything.

That's when you're ready to take off and move in the direction of your ideal destination.

That's when you get to think about your goals and the specific actions you can take to achieve them.

Until then, you're just going to take simple steps that will get you one step better.

## Chapter 3

# Your Emotional Well-Being Holds The Key

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I'm a guy who believes in the power of leverage. I like keeping things as simple as possible.

That's why I'm always looking at doing things that need minimal effort and get maximal returns.

If you want to THRIVE and not just SURVIVE, you have to get to ground zero.

One of the fastest ways to get there is by establishing solid emotional well-being.

That's why I encourage all my time-starved clients on just focusing on this ONE area with laser sharp focus.

Here's why...

Your emotions directly affect and influence your subconscious mind.

And your subconscious is what holds the key to overcoming your present challenges and creating the life you want.

Just think about this...

You're a regular smoker... but you know how bad it is for your health and how it's affecting you.

You feel guilty and you decide to put down the cigarette now.

2 hours later, you have a sudden craving to smoke.

Your conscious mind tells you *"Don't do it. You just put the cigarette down 2 hours earlier. You can resist it"*.

... But you can't pay heed to your conscious mind. Your craving is so huge that you end up lighting the cigarette anyway.

In the world of human psychology, this is called cognitive dissonance.

It's when your conscious mind believes or expects one thing and your subconscious believes/expects another.

In a fight between your conscious and sub-conscious, your sub-conscious always wins.

To quickly get to ground zero, you have to make your subconscious mind support you in the direction of your goals.

The ONLY effective way to do that is by building your emotional strength and increasing the quality of your emotions.

**Here are some simple ways to do that (customized to the situation of a corporate executive)...**

### **1. Do Not Allow Your Personal And Professional Life To Overlap**

Many executives that I work with ruminate about work issues at home. They don't disconnect themselves from work.

And when they go to work, they aren't fully engaged because of some other pressing personal issues.

As a result, they don't get stuff done. They just struggle. They are reactive instead of being proactive.

The only way to get out of this is to stop allowing your personal and professional life to overlap.

When you leave home for work, forget about your work issues.

Tell yourself, *"Let anything happen. I'll handle it"* and just get home.

Don't give a damn about a single work thought that knocks your brain. Just ignore it and disconnect.

## 2. Stop Taking References From Past Failures

Almost everybody has failed at something at some point in our lives. We might have even failed so bad that we embarrassed ourselves.

If you've ever gone through such a situation, it's likely that you might be setting those failures as references. You might be playing the incident again and again in your subconscious.

And this is more than enough to paralyze you and stop you from taking action. You have to stop referencing your past failures.

Here's an easy way to find out. Just answer the following questions:

- What are your 3 biggest fears?
- What are a few things that you delay taking action on?
- What is the 1 or a few things that you promised you'd do at X time but never got to it?
- Why didn't you complete those things?

You'll find the ONE situation that you're playing in your subconscious that's causing you to procrastinate and slow your ability to take action.

## 3. Work On Specific Projects/Activities For Longer Chunks Of Time

There's a direct co-relation between your ability to focus and your emotional well-being.

The better your ability to focus on one activity without distraction, the better you feel.

So if you want to feel better, hack your focus.

And the fastest way to do this is by engaging in specific well-planned activities for a large window of time - Ideally anywhere from 25- 90 minutes.

The reason I start off with 25 minutes is because many people are so impulsive and disengaged that it's impossible for them to focus for even 30 minutes.

So next time when you're at your desk, ask yourself the following:

*“From a minimal effort and maximal gain perspective, what is the ONE simplest 25 minute activity that I can do right now that will have the biggest impact on XYZ project”?*

Write it down.

Switch off your phone.

Turn on the music.

Tell other people not to distract you.

Set a timer for 25 minutes.

And get that activity done.

As you improve your ability to focus for longer periods of time, you can look at expanding your time slot from 25 to 90 minutes in small, steady increments.

The moment you get anything (or a lot) of productive things done, your brain starts to release endorphins.

These endorphins give you a special high and improves your mood.

And the better your mood, the more supportive your subconscious becomes with your conscious desires.

## Chapter 4

# Create A Consistent Sleep Schedule

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I consider this by far the most effective activity that any executive can do to get his performance and focus back on track...

It's creating an effective, consistent sleep schedule and sticking with it over a period of time - anywhere from 2 weeks and to about 2 months.

Is it easy to pull off?

Obviously no.

There will be client calls, project work, meetings, emergencies that will throw your sleep plans out of track?

**You have two options:**

- 1) Live with it and try to integrate a consistent sleep pattern most of the time
- 2) Be bold and say NO to anything that will throw your sleep patterns out of track

Both of these choices have their own pros and cons.

I prefer #2.

**Here's why...**

To be able to achieve something, you need to be able to sacrifice something.

If your client or someone else demands you to get into a meeting at 11 PM in the night, there's only one reason why.

It's because they have expectation X and the result they're getting right now is not X.

So if you can setup your affairs, processes and systems in such a way that the client gets X result, you will not need to do these calls.

Otherwise, the best way to approach the situation is to revise your work and sleep schedule so you do your calls/meetings at a time that is a normal waking hour.

The exact times you go to sleep doesn't matter.

You don't have to be someone who goes early to bed and rises early. It's fine to go to bed late and wake up late.

But the key is to get 6 – 7.5 hours of sleep each night.

And it's also important to ensure that you don't get perturbed by phone calls, texts, email or by other sounds while you sleep. The sleep has to be sound.

The next hack that you can implement with sleep is using **power naps**.

If you're like most people, you will have experienced post-lunch fatigue – where you feel lethargic and sleepy after your lunch.

The post-lunch fatigue is a natural and normal part of our biology.

Almost all our ancestors routinely took naps after lunch when the sun was scorching hot. And it's perfectly normal if you want to do the same as well.

Just because your corporate office frowns upon it doesn't mean you can't.

In fact, there are many offices all over the world that have made adjustments to their policy to accommodate napping.

Huffington Post is one company that comes to my mind. They encourage their employees to take time off for power naps.

They truly believe that it boosts the productivity of their workers.

It doesn't matter if your company policy does not permit it. All you have to do is get out of your office, get into your car, turn on the AC and take a quick nap.

Don't worry about oversleeping, under-sleeping or not falling asleep at all.

Just get into a recliner/car, set your alarm for 20-25 minutes, close your eyes and begin to focus on your breath.

You'll fall asleep usually by the 6th – 8th minute and you'll regain consciousness anywhere between the 18th – 22nd minute.

The moment you have consciousness, it's time to wake up, pour yourself coffee and get to work.

Don't just lie there... because if you do, in a few moments, you'll slip into a deeper stage of sleep and you might walk out feeling irritable and groggy after a few hours.

So those are the two things that will have a tremendous impact on your effectiveness.

If you seriously want to be your best at work and get a ton of stuff done, start implementing power naps first.

Your productivity will skyrocket (provided you don't snooze your alarms).

## Chapter 5

# Know Where Your Time Goes

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In his book, *The Effective Executive*, Peter Drucker insists that every single executive track how he spends his time throughout the day.

If you want to be able to get more done, avoid burnouts and have more than enough free-time, you need to know where your time goes.

Don't let your mind make up the numbers. Don't make random numbers and say things like, *"Well... I wake up at 7. I'm at work by 9 and I'm there till 9. So that means I'm working 11 – 12 hrs. A day"*.

Get specific.

Track how you spend your time each day in 20 minute increments.

The most serious executives in the past used a journal to track their time and how they spend their day.

It's a lot easier for us now. You have applications that will allow you to do it.

There's an app called "Time Logger" that works on both iOS and Android devices that works beautifully.

It lets you track your time and gives you information on where you're spending most of your time in neat reports.

You can check it out here:

<http://www.atimelogger.com/>

All you have to do is be conscious every 30 minutes or so to change the category/activity you're working on as you move from one thing to another.

Just do this for 3 weeks and run a report.

You'll be surprised when you realize how much of your time has actually been wasted.

By exactly knowing where and how you're spending your time and when you're the most effective, you will be able to systematize and set your schedule in such a way that you focus on the most important projects first and eliminate unnecessary ones.

## Chapter 6

# Change Your Diet, Double Your Energy

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Like I said earlier, I'm a big fan of keeping things simple.

I'm always looking at doing the 1, 2 or 3 things that will have the biggest impact on the result I want.

There's NO point in doing 30 different things to get X result when I can get to 80% of X by just doing 3 things and then get the rest in place later.

### Here's an example...

If you want to lose weight, there are 3 things that matter:

- Your diet
- Your cardio exercises (to boost metabolism)
- Your strength training exercises

Exercise takes time to show results... but it's rewarding and does wonders for your physical and emotional well-being.

But, not everybody has the time to follow exercise plans to a T.

### So what do you do?

You still do the exercises... but for a shorter duration based on your schedule. You stick to it with a great deal of consistency.

Instead of depending on exercise to do the trick for you, you use your diet to gain the leverage you need.

When it comes to success in weight loss or muscle building, your training plan has little to do with it.

It's more related to how consistent you are with your training.

But the most important factor that determines your result is your diet. It's responsible for 70 – 80 % of the success.

And the best way to begin is by making a massive change to your diet.

It'll not only allow you to start moving towards the body you want, but it'll also increase your energy levels, improve your mood and allow you to perform better.

With diets, there are two hacks that I have tested that work extremely well...

### 1) Low Carb Diet

It is a special form of diet that has 1 cheat meal day (preferably lunch) per week where you eat whatever you want.

During the week, when you're on your diet, you only eat foods that are low in carb and rich in protein.

**Here are some examples...**

- Nuts instead of chips
- Green vegetables & lentils instead of potatoes, wheat and rice
- Water & green tea instead of sodas and other drinks

## 2) Intermittent Fasting

Hugh Jackman is as old as you and me... But there's a secret to his terrific physique.

It is Intermittent Fasting.

Don't get me wrong. Hugh does train a lot. He trains at least for 3 hrs. A day – 1.5 hrs. In the morning and 1.5 hrs. In the evening.

It involves a lot of explosive movements and exercises that will allow him to perform better.

But the primary reason why he hasn't put on fat at his age is due to intermittent fasting.

Hugh typically goes on a fast for a period of 16 hours every day and eats all his meals within an 8 hour window.

He basically eats high-protein foods between 10 AM & 6 PM and then fasts through the night.

If you're someone with diabetes (even if it's mild), you might want to check with your doctor before starting an intermittent fasting diet.

If your doctor says no, your best alternative is the low carb diet.

When you make these dietary changes, your mood and energy levels will improve rapidly in a few days.

But if you stick with it for 3 – 4 weeks, you'll be astounded by the results.

## Always Have A Cheat Day

The #1 reason why most people fail when it comes to sticking to diets is that they have a hard time dealing with food cravings.

Food craving is an impulse that requires gratification at all costs.

Suppressing and turning yourself away from the impulse will only make the craving disappear for an hour or two?

But sometime later, the craving will return again, and this time stronger than before.

Chances are... your craving will so be strong that you'll end up gorging on whatever food that you've been wanting and fall out of track with your diet.

There's ONLY one way to prevent this - To delay your gratification by creating a cheat day or a cheat time.

You set aside a cheat day or a cheat time once every single week (or once every two weeks or something like that) and you eat whatever it is that you want on that day.

You keep a food diary and write down all the foods you experience a craving for when following your diet.

... And then on the cheat day, you literally eat whatever food that you had a craving for.

So the next time you have a food craving or impulse, all you have to tell yourself is this, *“I am not going to have X food now. But I’ll have it on Saturday this weekend. Let me write it down in my food diary”*.

The MOST important thing to do here is to honor your cheat day and ensure that you satisfy your cravings.

Not satisfying your cravings on your cheat day will only cause the craving to return stronger than before.

Initially, when you start off, you can have ONE cheat day per week where you eat whatever you want.

And then, as you develop the right food habits and improve your self-control, you can have a cheat day once every 10 days.

Then once every two weeks followed by once a month.

Slowly, you can move that over to your vacation time.

Your vacation time then becomes the ONLY time when you eat any sort of junk food.

## Chapter 7

# Rekindle The Fire To Your Personal Vision

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In the first chapter, we spoke about how important it is to clarify your personal vision and align your professional goals with it.

But it's easy to forget about your vision and your goals.

### Here's why...

Your current life is extremely chaotic with so many things happening here and there. It's easy to lose track and forget about where you want to go.

It's easy to get bogged down and become a person who just tries to get by.

There's ONLY one way I know to prevent that from happening and that is to REKINDLE the fire.

You have to constantly reflect on your personal vision in such a way that the desire for it becomes an all-consuming obsession.

The best way to do this is by creative visualization.

There are many people I've met who frown when I tell them to apply the power of creative visualization. They think it's wishful thinking and daydreaming.

And when I look at their personal lives, I find that they struggle.

Almost all successful people swear by the effectiveness of creative visualization.

Virat Kohli, one of the best modern-day batsmen, swears by visualization and its effectiveness. In a recent world cup pre-match interview, he spoke about how he uses visualization to prepare himself to perform at his peak.

And he's NOT the only one who has used it to ensure consistent peak performance. There are so many other individuals who have harnessed its power.

If it's not working for you, it's because you are visualizing the wrong goals or you're visualizing in the wrong environment.

Choose the right goals. Reflect on them in the right environment

Do this repeatedly until your desire to achieve these goals become an ALL-CONSUMING obsession.

Let the magic begin.

**Continue Reading...**