

# **Transform your life**

**Start Right, Stay Right, Become Pre-Eminent**

## **Personal Systems Workbook**

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# Transform your Life: Personal Systems Workbook

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## Session 4: Personal System

Personal systems are the invisible structure behind visible results. Without systems, motivation fades and transformation breaks down. In this session, we will build systems that help you live intentionally and consistently in alignment with your purpose.

### 1. Understanding Systems

#### Reflection Questions:

1. What systems currently govern your life (e.g., routines, patterns, habits)?
2. Are they helping or hindering your growth?

#### Write:

Describe a time when you were most productive. What systems were in place?

### 2. Key Areas Where Systems Matter

Below are the five personal systems that need to be intentionally developed:

#### 1. Spiritual System

##### Checklist:

- ☐ Daily time with God
- ☐ Weekly reflection
- ☐ Consistent prayer & worship rhythm
- ☐ Personal retreats or fasting days

**Reflection:**

What spiritual habit do you struggle to maintain? Why?

**Action Step:**

Write down your **ideal spiritual morning routine**.

## 2. Personal Development System

**Checklist:**

- ☐ Weekly reading/study
- ☐ Podcast or teaching intake
- ☐ Skill-building (public speaking, writing, etc.)
- ☐ Reflection & application time

**Reflection:**

What is one area where you want to grow this quarter?

**Action Step:**

Create a simple growth plan for the next 30 days.

## 3. Financial System

**Checklist:**

- ☐ Budget plan
- ☐ Monthly financial review
- ☐ Giving/Sowing system
- ☐ Savings & investment structure

**Reflection:**

How do you currently manage your finances? What's one system you can put in place immediately?

**Action Step:**

Write out a simple monthly budget (income – giving – saving – spending).

## 4. Health & Wellness System

**Checklist:**

- ☐ Exercise schedule
- ☐ Sleep tracker
- ☐ Emotional check-in
- ☐ Nutrition plan

**Reflection:**

What health habit do you need to reintroduce?

**Action Step:**

Set a 3-day micro health goal (e.g., walk 15 minutes, sleep by 10 PM, eat fruit daily).

**5. Daily Routine & Productivity**

**Checklist:**

- ☐ Morning routine
- ☐ Night routine
- ☐ Weekly planning/review
- ☐ Time-blocking/calendar system

**Reflection:**

What time of day do you waste the most time? Why?

**Action Step:**

Design your **ideal weekday** from 5 AM to 10 PM. Use time blocks to plan activities aligned with your goals.

**3. System Evaluation Chart**

Area	Current System Rating (1-5)	Action Needed
Spiritual Life		
Personal Development		
Finances		
Health & Wellness		
Daily Productivity		

**Final Reflection Questions**

WEEKLY ACTIONS

CORE HABITS	MON	TUES	WED	THUR	FRI	SAT	SUN
Pray							
Read Bible							
Read a book							

Write/Meditate							
Listen to Message							
Work							
Association							
Exercise							
Have fun							
Review your vision							

CORE ACTIONS	REVIEWS/IMPROVEMENTS
Make appointments	
Focus on overall results	

#### NUGGETS:

1. Plan your week in line with your monthly goals
2. Take time off on Sundays to plan your week. Also, determine which area you will focus on concerning the core habits e.g. books to read for the week, messages to listen to, people you would like to associate with, those you would like to encourage, the passage of the bible to read, and special areas you will pray about.
3. Watch your performance in each core habit and core actions

4. Make your core habits and core actions to be in harmony. For instance, if you are focusing on making your business for the week, read a book on wealth as part of your core habits.
5. Join a Transformers meeting.

**Commitment Declaration:**

*"I commit to designing and maintaining personal systems that support my spiritual, personal, and practical growth. I will live intentionally and build rhythms that honor God and my purpose."*

Date for Review: \_\_\_\_\_