VIRTUAL CEO *Life*

PILLAR 01 OF THE VCEO METHOD · ALIGN

The Masterful Creator Life Plan

Your personal operating system.
Write what you want from your life
before you build the business that serves it.



Joe Da Silva · Joe the VCEO
virtualceolife.com

VANTECH

BEFORE YOU START

How to use this plan

I wrote my first Life Plan nonstop on a laptop, for a year, after quitting my job. Since then I've used the same structure every year, and with my own team. These are the rules that make it work.

- **Write in the present tense, as facts.** "I train four days a week," not "I will try to exercise."
- **Write everything first, then cut.** Pages are fine on the first pass. Editing comes later.
- **Check every line with your heart.** Many wants come from ego. Keep only what is truly yours.
- **Distill.** Your mission should end up in two sentences. If it doesn't fit, keep cutting.
- **Give it time.** Block one quiet hour per part. You don't have to finish in one sitting.
- **Revisit it.** Read it every week. Update it every quarter. It's a living document.

The structure

01	The commitment: a letter from you to yourself
02	Mission: who you are and what you do, today
03	Vision: the life you want in five years
04	Mind, body and spirit: the next 12 months
05	Level 10 goals: four investments for the next 12 months
06	The next two years
07	I am that which I seek
08	Relationships: give what you would like to receive
09	Your role and your business
10	Conclusion: the letter of someone who already arrived





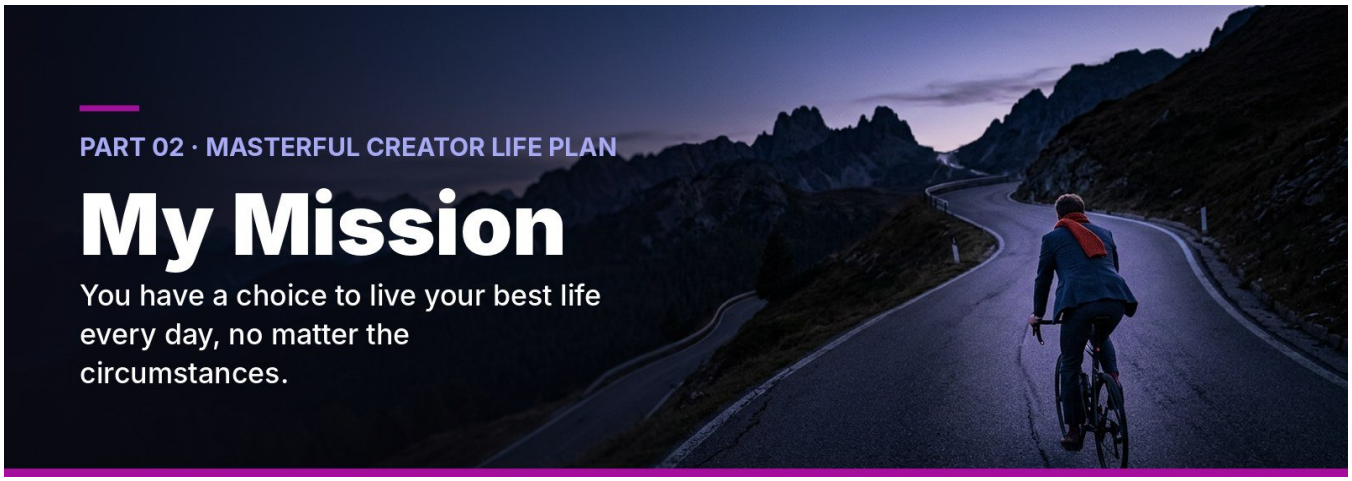
PART 01

The commitment

What is your commitment to yourself and to the life you want to live? Write it as a letter from you, to you. Sign it.

Dear …

Signature _____ **Date** _____



PART 02 · MASTERFUL CREATOR LIFE PLAN

My Mission

You have a choice to live your best life every day, no matter the circumstances.

PART 02

My mission

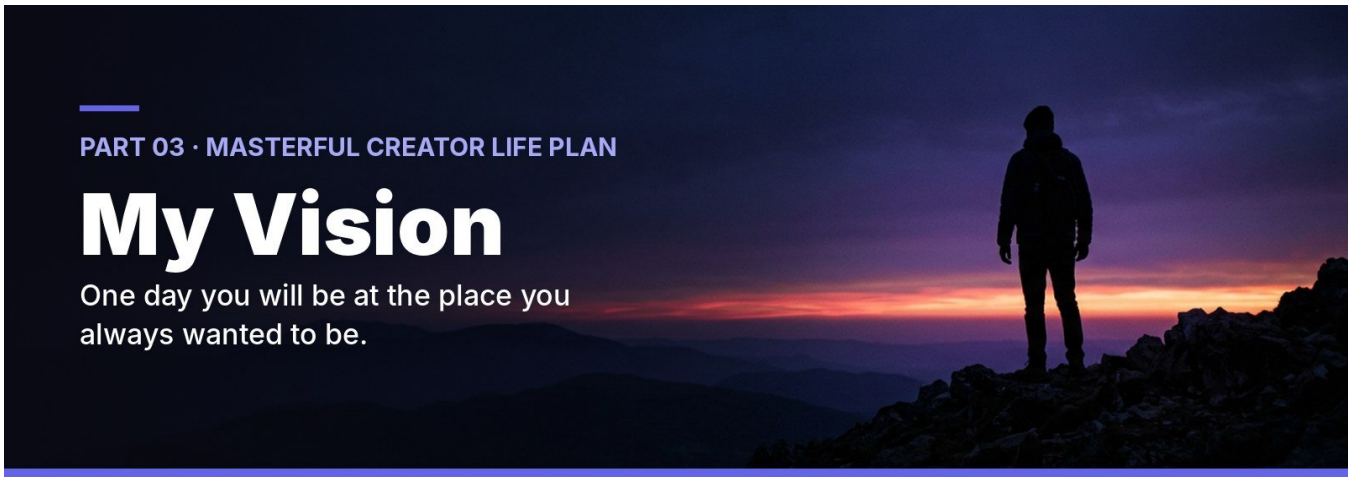
A one-page summary of what you want to achieve in your life in this present moment. What is your mission? What is your purpose?

> First pass: write everything.

Now distill it to two sentences

Cut what comes from ego. Keep what vibrates with you.

> **"I am passionate about living life to the fullest in a conscious, peaceful and happy way. I am an entrepreneur and a citizen of the world, part of a change in business that focuses on consciousness and on creating companies that help change the world."**
>
> Joe's mission, after a year of writing and cutting

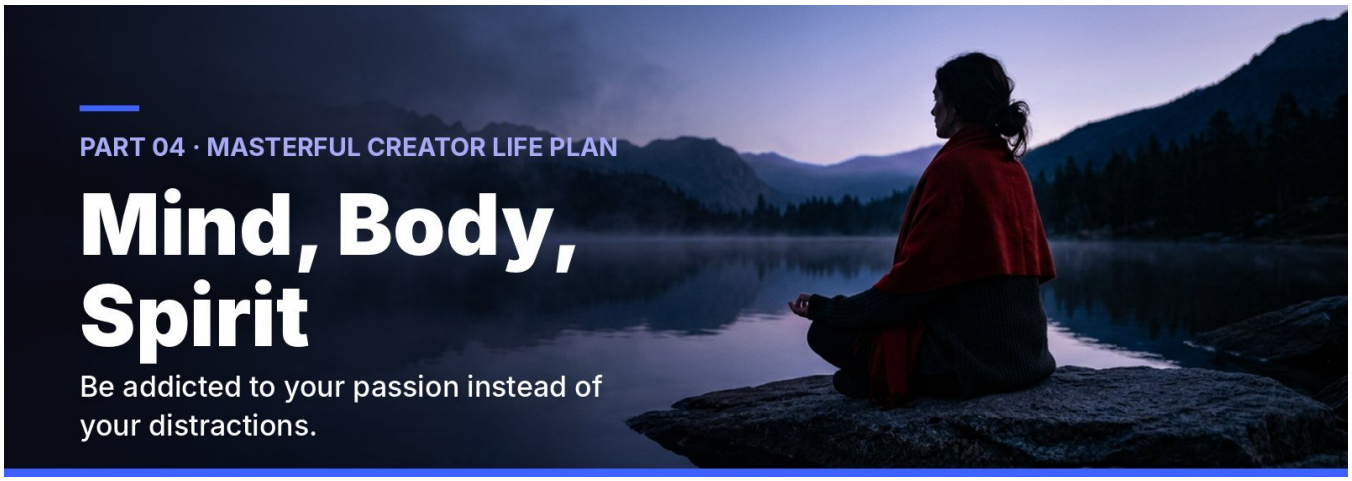


PART 03

My vision

A one-page summary of what you want your life to look like five years from now. Where do you want to be? Who are you? What does a normal week look like?

> Five years from now, I …



PART 04

Mind, body and spirit

Your goals for the next 12 months. State them as realities and facts, not in future tense.

Mind

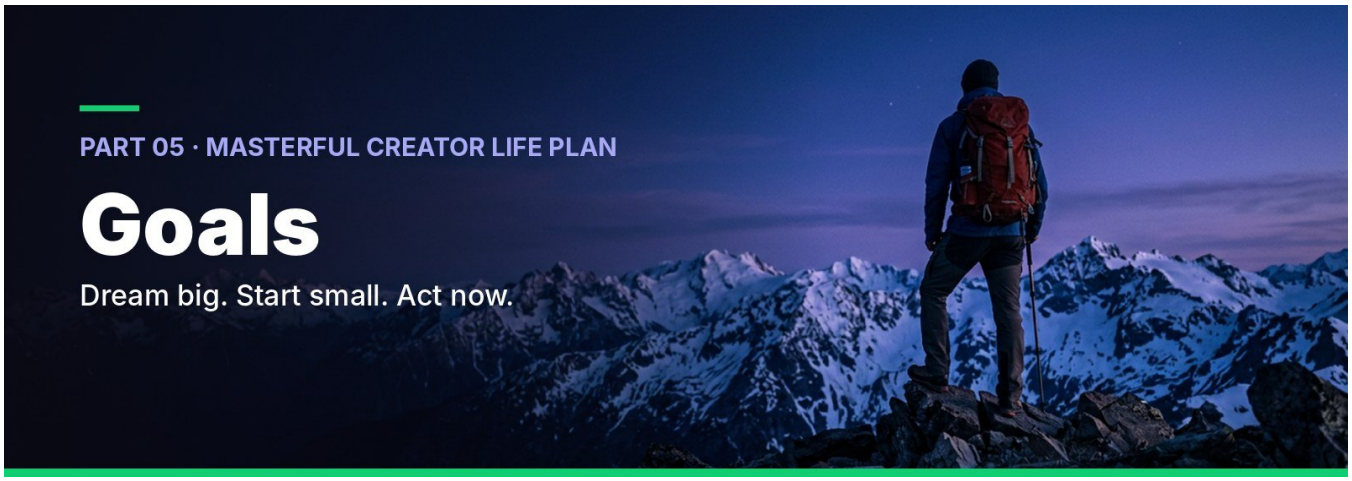
I ...

Body

I ...

Spirit

I ...



PART 05

My Level 10 goals for the next 12 months

Level 10 means the highest version of each area, not "good enough." Four investments.

1. Invest in your relationships

Friends, family, partner, team. Reciprocal: you give and you receive.

2. Invest in your health

Training, food, rest, energy. Be specific.

3. Invest in your character

Discipline, habits, what you let go of, who you are becoming.

4. Invest in your knowledge

What you will read, learn and practice. Leadership, money, skills.



PART 06 · MASTERFUL CREATOR LIFE PLAN

Two years from now

Sometimes you need to slow down to eventually go faster.

PART 06

The next two years

Zoom out. Same areas, a longer horizon. Still in the present tense.

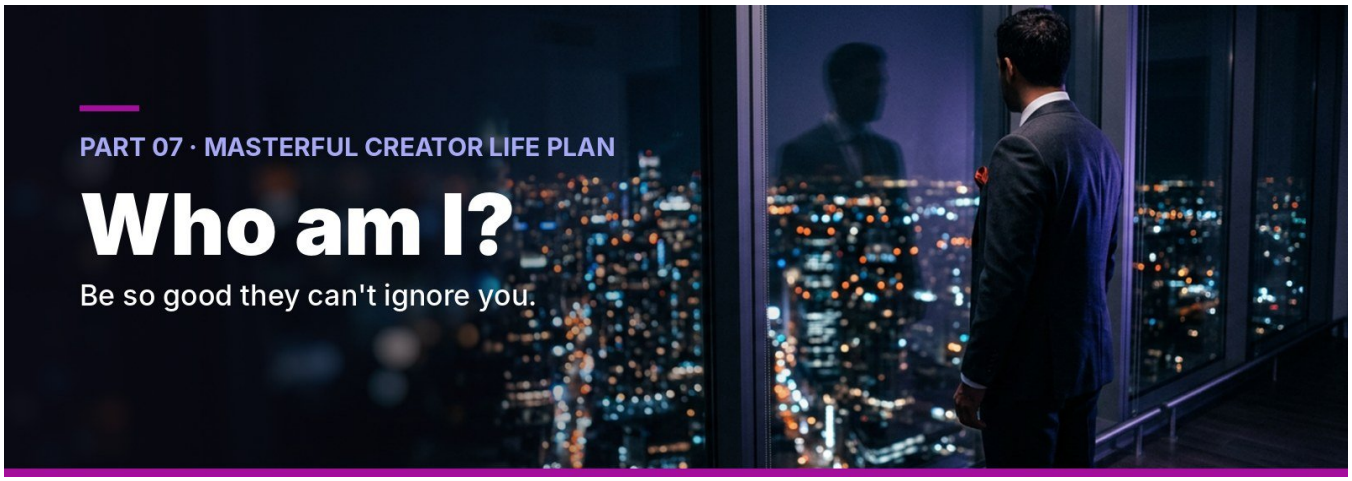
Mind, body and spirit

Relationships

Health

Character

Knowledge



PART 07

I am that which I seek

State to the universe who you are, in line with your mission and your vision. Short "I am" sentences. Read them out loud.

I am …



PART 08

Relationships

Raise your standard in every relationship. Give what you would like to receive. Write your goal for each one.

Friends

Family

Life partner

Work and team

Who are your team members, and what would you like to give them?



PART 09

My role and my business

For owners and for team members. The clearer you are, the fewer words you need.

Your company in one paragraph

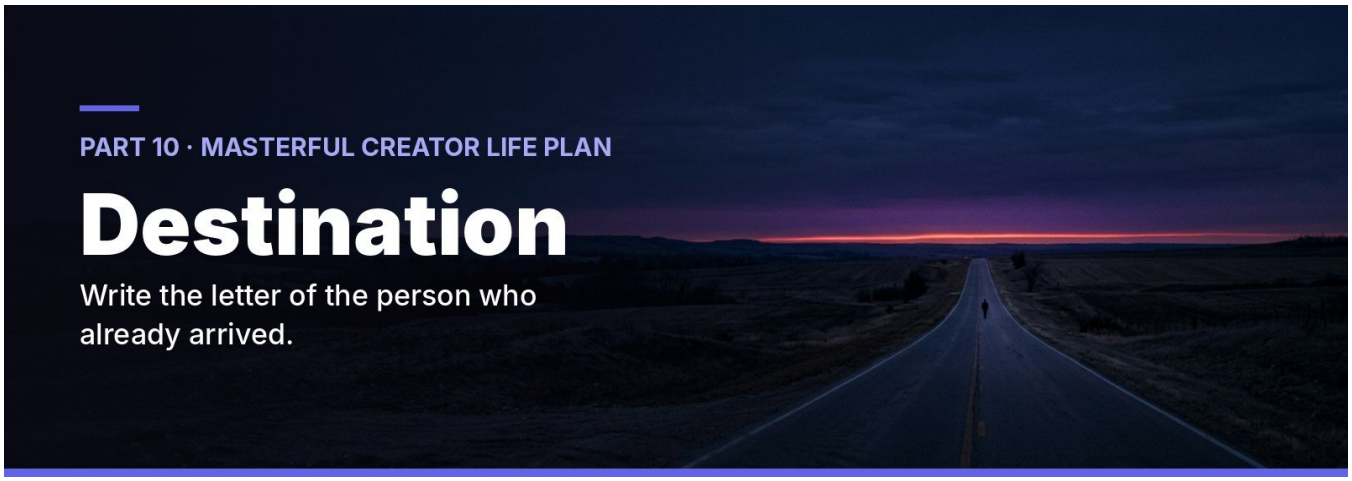
Milestones achieved to date

What success, experience or moment brought you here? What are you giving your clients and your community?

Your role in one paragraph

Your team

Name	Position	Role in the company



PART 10 · MASTERFUL CREATOR LIFE PLAN

Destination

Write the letter of the person who already arrived.

PART 10

Conclusion

Write a paragraph as if you have already achieved every goal in this plan. What would you say to yourself?

> Thank you, …

> **"Dare to dream a little dream, for all great things begin with nothing but a dream."**
>
> Joe Da Silva

WHAT COMES NEXT

You know what you want. Now build the company that serves it.

The Life Plan is Pillar 01 of the VCEO Method. The other two turn it into a company that runs without you in the room.

01 · ALIGN

The Life Plan

Your personal operating system: mind, body, time and mission aligned before the business.

02 · BUILD

The VCEO Bootcamp

Delegation maps, SOPs, KPI dashboards and your first hire.

03 · EXECUTE

Virtual Emily

Trained, bilingual remote professionals, measured on MyVirtualBPO.



Admin Emily **Customer Experience Emily** **Data Emily**

Pillar 03: hand the work that steals your time to a trained, bilingual Emily.

Your first hour with Joe is the diagnostic itself.

The EMOP Diagnostic: sixty minutes, free, scored live. You keep the scorecard template either way.

Book it at joethevceo.com →

More from the blog: virtualceolife.com

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