



SYSTEM 03

The

SELF-HELP

Execution

SYSTEM

*Turn the R.E.F.U.N.D. method into
daily action*

MINDFORGE

THE SELF-HELP REFUND SYSTEM

Execution Workbook

Your companion tool for the R.E.F.U.N.D. System

This workbook contains 6 tools:

Tool 1 — Self-Help Audit Checklist

Tool 2 — Knowledge Extraction Sheet

Tool 3 — Friction Killer

Tool 4 — Action Cards (3)

Tool 5 — 7-Day Sprint Tracker

Tool 6 — Daily Loop Record (30 days)

Name: _____

Start date: _____

*Break the learning loop.
Start executing what you already know.*

BEFORE YOU BEGIN

How to Use This Workbook

This workbook is not designed to be read. It is designed to be used. Each tool corresponds to a step in the R.E.F.U.N.D. System from the Short Action Book. Work through the tools in order, one at a time, over the course of your first seven days.

Do not skip ahead. The tools are sequenced deliberately: each one prepares you for the next. The entire workbook takes less than two hours to complete across the full seven days — most of that time is in Tool 2 (20–30 minutes) and the daily loop record entries (under 2 minutes per day).

Day 1–2: Tools 1 and 2 — Audit and Extract

Day 2–3: Tools 3 and 4 — Friction Killer and Action Cards

Day 3–7: Tools 5 and 6 — Sprint Tracker and Daily Loop Record

The workbook is evidence. Every completed entry is proof that you execute. By day 7, that proof will be undeniable.

TOOL 1**Self-Help Audit**

Complete on Day 1 — before you begin the Content Detox

Fill in the table below with an honest inventory of all the self-help content you have consumed or purchased. Do not filter or judge.

This is not a confession: it is data.

CATEGORY	APPROXIMATE COUNT / LIST
Books bought / owned (include unfinished)	
Online courses purchased	
Podcasts / channels followed regularly	
Apps downloaded for productivity / habits	
Planners, journals, or templates started	
Newsletters subscribed to	

Reflection questions:

LOOKING AT THIS LIST: WHAT HAVE YOU ACTUALLY IMPLEMENTED FROM IT?

Be specific. Not 'some things' — which things, and for how long?

WHAT IS THE TOTAL INVESTMENT (TIME + MONEY) THIS LIST REPRESENTS?

Estimate roughly — the point is awareness, not accounting.

WHAT IS ONE THING YOU KNOW FROM THIS LIST THAT YOU HAVE NEVER ACTED ON?

This will likely appear in your extraction sheet.

***This audit is not about guilt. It is about clarity.
You are not behind — you are about to use what
you already have.***

TOOL 2**Knowledge Extraction Sheet**

Complete on Day 1–2 during the Content Detox

Answer the four questions below before filling in the table. Set a timer for 5 minutes per question. Write without filtering — you can prioritize later.

QUESTION 1 — WHAT ADVICE DO I ALREADY KNOW I SHOULD BE FOLLOWING?

Think across all life areas: health, work, relationships, focus, energy, habits.

QUESTION 2 — WHAT ACTIONS HAVE I SAVED, BOOKMARKED, OR HIGHLIGHTED — AND NEVER DONE?

Check your saved posts, notes, highlights. List actions, not content titles.

QUESTION 3 — WHAT HABITS HAVE I WANTED TO START MORE THAN ONCE?

Things that appear on your lists repeatedly. Highest-leverage items.

QUESTION 4 — WHAT DO I KNOW WORKS — BUT HAVE STOPPED DOING?

Practices that worked before. Restarting is faster than starting fresh.

Now transfer your answers into the extraction table below (5–8 entries):

What advice / idea do I already know?	Source	What action does it require?	10-min version

You don't need more information. The gold is already here. Your job now is to pick three items and act on them.

TOOL 3**Friction Killer**

Complete on Day 2–3 after selecting your 3 actions

For each of your 3 chosen actions, work through the friction analysis below. The goal is to identify exactly what makes starting hard — and then remove it.

ACTION 1**THE ACTION AS WRITTEN:**

e.g. Exercise 3x per week

WHAT MAKES THIS HARD TO START?

e.g. I don't know what workout to do, the gym feels far

WHAT WOULD MAKE STARTING STUPIDLY EASY?

e.g. Put gym bag by the door the night before

MY ULTRA-SMALL START (10 MIN OR LESS):

e.g. Put on shoes and walk outside for 5 minutes

ACTION 2

THE ACTION AS WRITTEN:

e.g. Exercise 3x per week

WHAT MAKES THIS HARD TO START?

e.g. I don't know what workout to do, the gym feels far

WHAT WOULD MAKE STARTING STUPIDLY EASY?

e.g. Put gym bag by the door the night before

MY ULTRA-SMALL START (10 MIN OR LESS):

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ACTION 3

THE ACTION AS WRITTEN:

e.g. Exercise 3x per week

WHAT MAKES THIS HARD TO START?

e.g. I don't know what workout to do, the gym feels far

WHAT WOULD MAKE STARTING STUPIDLY EASY?

e.g. Put gym bag by the door the night before

MY ULTRA-SMALL START (10 MIN OR LESS):

e.g. Put on shoes and walk outside for 5 minutes

If the Ultra-Small Start still feels like effort, make it smaller. The right version feels almost embarrassingly easy. That is how you know it is correct.

TOOL 4**Your 3 Action Cards**

Complete on Day 3 — before your first loop execution

Fill in one card per action. These are your operating cards for the next 30 days. They define what you do, how you start, when you do it, and where.

Post these cards somewhere visible — your desk, your bathroom mirror, your phone lock screen. What you see daily, you do daily.

ACTION 1

MY ACTION:

Write your chosen action here

ULTRA-SMALL START (10-MIN VERSION):

The smallest version that still counts

SCHEDULED TIME (DAY + TIME):

e.g. Monday 7:15am / Wednesday 12:30pm

LOCATION / TRIGGER:

e.g. At my desk / after morning coffee

ACTION 2

MY ACTION:

Write your chosen action here

ULTRA-SMALL START (10-MIN VERSION):

The smallest version that still counts

SCHEDULED TIME (DAY + TIME):

e.g. Monday 7:15am / Wednesday 12:30pm

LOCATION / TRIGGER:

e.g. At my desk / after morning coffee

ACTION 3

MY ACTION:

Write your chosen action here

ULTRA-SMALL START (10-MIN VERSION):

The smallest version that still counts

SCHEDULED TIME (DAY + TIME):

e.g. Monday 7:15am / Wednesday 12:30pm

LOCATION / TRIGGER:

e.g. At my desk / after morning coffee

TOOL 5

7-Day Self-Help Reset Sprint

Check off each action (A1, A2, A3) at the end of every day. One checkmark = one Ultra-Small Start completed.

DAY	FOCUS	LABEL	A1	A2	A3
1	Content Detox begins. Complete the Knowledge Extraction Sheet.	Detox Day 1	☐	☐	☐
2	Finish extraction. Select your 3 actions. Apply Ultra-Small Start.	Detox Day 2	☐	☐	☐
3	Schedule all 3 actions in your calendar. First loop execution.	Loop Day 1	☐	☐	☐
4	Second loop execution. Note any friction — don't fix yet.	Loop Day 2	☐	☐	☐
5	Third loop execution. Identify which action feels most natural.	Loop Day 3	☐	☐	☐
6	Fourth loop execution. Reduce any action still creating resistance.	Loop Day 4	☐	☐	☐
7	Fifth loop execution. Read the identity reflection prompt.	Loop Day 5	☐	☐	☐

End-of-sprint reflection:

WHICH OF THE 3 ACTIONS FELT MOST NATURAL BY DAY 7?

WHICH ACTION STILL REQUIRES THE MOST EFFORT TO START? WHAT WOULD MAKE IT EASIER?

COMPLETE THIS SENTENCE: AFTER 7 DAYS OF EXECUTING, I NOW KNOW THAT I AM SOMEONE WHO...

Seven days done. The evidence is in. You are no longer a self-help consumer. Continue the loop.

TOOL 6**Daily Loop Record**

Use every day from Day 3 onward

Fill in one row per daily loop execution. You need: the action (Ultra-Small Start version), the time you started, the total minutes, and whether you completed it. Keep entries short: this is a record, not a journal.

#	ACTION DONE (ultra-small start version)	TIME STARTED	MINUTES	DONE?
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

24				
25				
26				
27				
28				
29				
30				

30-day reflection:

WHICH ACTION HAS BECOME CLOSEST TO AUTOMATIC?

**WHAT IS THE NEXT ACTION TO ADD TO YOUR THREE —
NOW THAT ONE IS BECOMING A HABIT?**

**HOW DO YOU DESCRIBE YOURSELF DIFFERENTLY NOW
COMPARED TO 30 DAYS AGO?**

You have your refund.

Keep the loop running.