



SYSTEM 03

*The*

SELF-HELP

Execution

SYSTEM

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

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MINDFORGE

## THE SELF-HELP REFUND SYSTEM

# Execution Workbook

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

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**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

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***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.*

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***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.*

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

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

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### 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):

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

### 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2   | Finish extraction. Select your 3 actions. Apply Ultra-Small Start.  | Detox Day 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3   | Schedule all 3 actions in your calendar. First loop execution.      | Loop Day 1  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4   | Second loop execution. Note any friction — don't fix yet.           | Loop Day 2  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5   | Third loop execution. Identify which action feels most natural.     | Loop Day 3  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6   | Fourth loop execution. Reduce any action still creating resistance. | Loop Day 4  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7   | Fifth loop execution. Read the identity reflection prompt.          | Loop Day 5  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**End-of-sprint reflection:**

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

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

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

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***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 |                                         |              |         |       |

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**30-day reflection:**

**WHICH ACTION HAS BECOME CLOSEST TO AUTOMATIC?**

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

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

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***You have your refund.***

**Keep the loop running.**