

54 interactive pages dedicated to

Goal setting & motivation

Contains 24 exercises and worksheets (with clear explanations on how to use them) that will help you set clear goals, set priorities based on their impact, overcome obstacles, help build new habits, and much more!

LET'S START NOW!

Task Priority Matrix

🕒 Time: N/A

📊 Difficulty: Moderate

INTRODUCTION

About Setting Priorities

When it comes to staying focused and getting things done, one of the most important skills is prioritization. This means knowing which tasks are the most important and need to be done first. It can be difficult to stay focused when you have a lot of things to do, but it's important to remember that having too many priorities is the same as not having any.

There are a few things you can do to set priorities well. A classic solution is creating a "Priority Matrix" or "Eisenhower Priority Matrix". In order to do that, you'll need to 1) make a master list of all important tasks, 2) evaluate the current situation regularly, 3) start and keep track of tasks, 4) divide up resources based on priority, and 5) stop or delay low-priority tasks when more important ones come up.

The Goal of the Exercise

This exercise is designed to help you get a better sense of what is urgent and what is not by dividing your tasks into different categories. If you do this right, by the end you'll have a visual representation of the things that need to be done urgently, things that you can delay or delegate, and things you can eliminate altogether.

The Rules of Creating a Priority Matrix

1. The goal is not to create a matrix of "ALL THE THINGS" you need to do. The end goal is to get things done.
2. Create the priority matrix for a certain period of time (week, month, quarter, etc.)
3. You can not add new "High Priority" items once you've finished the initial matrix. This will help you stay focused on your initial tasks. You can add "Urgent" items.

How to Know What to Prioritize?

What is urgent is rarely important & what is important is rarely urgent. Of course what is urgent and what is important is often very subjective. That's why you can use the list of questions below to help you determine what is what.

1. Is "X" a higher priority compared to "Y"?
2. What will happen if I get "X" done? What will change?
3. What will happen if I don't get "X" done? What are the downsides?
4. Will "X" help me achieve my long term goals?
5. What would happen if I decide to never do "X"?
6. What task will have the highest impact if I finish it (or if I do not)?

Task Priority Matrix

🕒 Time: N/A

📊 Difficulty: Moderate

HOW DOES IT WORK?

01. Create a List of Tasks

The first step is to create a list of things you want or need to do in a certain time frame (use the worksheet on the next page) - be it one week, month or a quarter. In this first part, you can write down all of the things that come to mind. In fact, writing everything down is even encouraged as it helps you get rid of some of the mental load of having to remember everything.

02. Rank is Task for Importance & Urgency

Now that you have a list of tasks to do, you'll need to rank each one of them for how large of an impact they will have (importance) and by when you need to finish them (urgency). This will help you get clarity on what you should focus on sooner rather than later and what tasks can wait.

When you're determining an importance of a task, try to think of what the long term impact of finishing it has? Or what will happen to your long term goals if you do not prioritize it?

When determining urgency, give each task a specific date (or a range of dates) it needs to be finished by. This ranking will help you determine what you should focus on.

Also, remember that ranking your tasks is a very subjective exercise. There are no right or wrong answers. They'll final rank on your list depend on your values and what you are trying to accomplish.

03. Fill in the Priority Matrix

Now, that you've ranked all of your tasks, you can fill out the priority matrix (next pages) where you'll assign each task a slot in the matrix to determine how much of your attention each of them is worth. The ones that have the highest impact (importance) and are urgent should be a priority, while those that are not that urgent nor important can be postponed (or delegated/deleted altogether).

04. Start Taking Action

When you've finished your Priority Matrix, it's time to take action! After all, without taking action the list & matrix you just created is useless. Focus on your most important tasks and try to avoid adding any new ones to your list while you're working through a priority matrix you've already created.

Also remember that you should try to avoid multitasking. Focus uninterrupted blocks of time for working on your priority items and don't let "Urgent" items distract you from finishing them.

Task Priority Matrix

🕒 Time: N/A

📊 Difficulty: Moderate

MORE IMPORTANT >	10										
	09										
	08										
	07										
	06										
< LESS IMPORTANT	05										
	04										
	03										
	02										
	01										
		01	02	03	04	05	06	07	08	09	10
		< LESS URGENT					MORE URGENT >				

Guide:

Quadrant 1 - Items that are not urgent but have a great impact. This involves future planning and initiatives that will have a lasting impact on your life. Try to spend most of your time in this quadrant.

Q1	Q2
Q4	Q3

Quadrant 2 - Items that are urgent and important. Usually items that need your attention fast (crisis management). Try to reduce the number of these tasks.


Quadrant 3 - Items that are somewhat urgent, but less important. Aim to reduce the time you spend on these items - either delegate, batch them or eliminate what you can.

Quadrant 4 - Items that are not urgent and are less important. Try to delegate and eliminate these tasks altogether.

Extra Blank Priority Matrix:

MORE IMPORTANT >	10										
	09										
	08										
	07										
	06										
< LESS IMPORTANT	05										
	04										
	03										
	02										
	01										
		01	02	03	04	05	06	07	08	09	10
		< LESS URGENT					MORE URGENT >				

Positive Role Models

 Time: 30 Minutes

 Difficulty: Moderate

Overview

You may have heard that comparing yourself is not healthy. And you're right. It can lead to feelings of inadequacy, which in turn prevent us from taking appropriate action. But, research has shown that having a role model that embodies the success or qualities we're looking to develop in ourselves can also be an effective motivator and guide that helps us get through obstacles.

The goal of this exercise is to identify a goal and then find someone who has already achieved what you're trying to do. The goal itself can be in any aspect of your life - health, fitness, finances, personal life, prestige, etc. This will help you identify the steps you can take to emulate their success.


Identify Your Goal & Role Model


01 What is your goal? What is it that you are trying to achieve?

02 Why is this important to you?

03 Think of someone who has already achieved this goal? It can be someone you know - a friend or a family member or someone who you don't know personally (someone well known)

Positive Role Models

 Time: 30 Minutes

 Difficulty: Moderate

Analyzing Your Role Model

04 How did your role model achieve what you are trying to do? What did they have to do? What obstacles did they have to overcome?


05 What kind of a person did they have to become to achieve this? What values & beliefs did they have to adopt?


06 What kind of regular actions did they have to take and what kind of habits did they have to form?

07 Imagine, what kind of advise your role model would give you to help you reach your goals?

08 What can you learn from your role model? What and how can you adopt from them to achieve your goal?

Negative Role Models

 Time: 30 Minutes

 Difficulty: Moderate

The Goal

Research has shown that negative role models can be as effective motivators as positive ones. While you can use positive role models to draw you towards your goals and learn from other people's success, negative role models are effective in keeping you on the right course and helping you learn from their mistakes.

The goal of this exercise is to identify something you either are trying to achieve or want to avoid and then identify someone who has failed in achieving it.

Identify Your Goal & The Negative Role Model

01 What is it that you are trying to achieve or what outcome are you trying to avoid?

02 Why is this important to you?

03 Think of someone who has failed in achieving this goal or has experienced the outcome you are trying to avoid. Write down who it is and what they failed at.

Negative Role Models

🕒 Time: 30 Minutes

📊 Difficulty: Moderate

Analyzing Your Role Model

04 What did your selected negative role model do (or did not do) to fail?

05 What kind of values did they fail to live up to? What beliefs were holding them back?

06 What kind of negative habits did they form?

07 What should have they have done differently? What actions should they have taken? What habits, values and beliefs should they have worked on?

08 What is your takeaway from this exercise? What can you do differently in order not to fail?

A Goal Buddy Contract

🕒 Time: N/A

📊 Difficulty: Easy

Overview

Social pressure is often times seen as a downside of modern society. But what if instead of looking at it as a bug, you turn it into a feature? This exercise is meant to do exactly that. The goal is to find someone who you trust and respect and who you do not want to fail. Ideally, it's someone who is struggling with a goal of their own. Then, you both sign a contract to commit to achieving your goals. You can create an agreement on the rules, deadlines, penalties, and other important details using the blank form on the next page.

The Benefits

1. A goal buddy can provide support and encouragement.
2. A goal buddy can help you stay focused and on track.
3. A goal buddy can be a source of motivation when you're feeling low.
4. A goal buddy can help you celebrate your success along the way.
5. A goal buddy can give you a fresh perspective on how to overcome problems.
6. A goal buddy can give you honest feedback

Prompts

You can use the following questions to discuss both of your goals for more insight and clarity.

**What steps have you taken to progress toward your goal?
How do you feel about the progress you've made so far?**

**Is the goal harder or easier than you imagined?
What parts seem more or less difficult compared to when you started out?**

**What obstacles have you faced so far?
What's your plan to overcome them?**

**What keeps you motivated to achieve your goal?
What can I (as a goal buddy) do to keep you on track?**

Find the goal buddy contract on the next page!



Contract

🕒 Time: **N/A**

📊 Difficulty: **Easy**

This contract is made between _____ whose goal is _____
and _____ whose goal is _____ in order to help both
parties stay motivated and commit to achieving their respective objectives.

Both parties agree in the following points:

01. Responsibilities

Both parties agree that they themselves (and only them) are responsible for taking appropriate action (or actions) in order to achieve their goals.

The responsibility of the goal buddy is to 1) provide honest feedback, 2) help motivate the other party where necessary, 3) act in the best interest of the other party 4) and do everything in their power to help their goal buddy achieve their goal.

02. Deadlines:

The deadline for the goals set above is _____ while both parties agree to do regular check-ins to monitor the progression towards their goals. The check-ins will be conducted:

_____ (ex. every Tuesday on a weekly basis, 4 times a month, etc.)

03. Milestones

Both parties will have to set milestones (or actionable steps) they promise to undertake in order to achieve their goals. These actionable steps are agreed upon before signing the contract and/or during regular check-in.

(Use the "Milestone Tracker" on the next page)

04. Penalties:

If one of the parties fails to complete a milestone, then the penalty for that is:

(Use a penalty that's really motivating, while helping you move towards your end goal. Penalties can be same for both parties, or different if you are working on different types of goals)

Contract

🕒 Time: **N/A**

📊 Difficulty: **Easy**

05. Other Notes:

If there are some special conditions or points that both parties agree on (end date or conditions, etc), write them here (leave empty, if there are none)

Milestone Tracker:

MILESTONE (& GOAL BUDDY NAME)	DUE DATE	DONE?

Signature (Goal Buddy #01)

Signature (Goal Buddy #01)

Start Date of The Contract

The Goal Roadmap

🕒 Time: N/A

📊 Difficulty: Easy

INTRODUCTION

Making a change or having to work towards a certain objective can seem like a daunting task. But it doesn't have to be like that. This exercise will help you come up with small & actionable steps (milestones) that you can start taking in order to progress toward your ultimate goal. It's okay if you do not achieve your end goal during this exercise, the most important thing is that you make progress!

- Remember that the end goal of this exercise is to create positive momentum in your life. Once you see that you're able to take small steps toward the right direction that lead to positive outcomes, you'll be more motivated to carry on.
- Also, know that failing to meet some of your milestones does not make you a failure. You probably will miss some of them and that's okay. As long as you keep picking yourself up and get on the right path again, you can't fail.

Tip!

Make sure you write down a goal that's actually doable. But what is doable? Well that's something very subjective and depends on your past experiences. Ideally, you would set a goal that's just outside your reach, but you believe that you can achieve it if you put your full effort into the process.

For example, if your goal is to "get physically fit and run a triathlon", but you haven't regularly exercised for years, you might want to tone down the end goal to something like "I want to lose 5 pounds and live a more active lifestyle". This way your end goal will seem doable and you're more likely to persist on the right path. Besides, you can always set your sights on new and more ambitious goals as you achieve your previous ones.

Here's How it Work

- 01 First, you'll come up with a goal that you want to achieve that you believe is doable once you put your full effort into making it happen.
- 02 Identify small steps (milestones) that you can take to start moving toward the right direction (and ultimately reach your goal). You should only write down the first steps (no need to fill out the whole worksheet!).
- 03 Start taking actions that you wrote down as milestones.
- 04 As you go along you can write down new milestones that you're going to commit to.

The Goal Roadmap

🕒 Time: N/A

📊 Difficulty: Easy

I will take the following daily/weekly small steps:

Step 01	Date:

Step 02	Date:

Step 03	Date:

Step 04	Date:

Step 05	Date:

Step 06	Date:

Step 07	Date:

Step 08	Date:

Step 09	Date:

Step 10	Date:

Step 11	Date:

Step 12	Date:



My end goal is:

The Goal Roadmap

🕒 Time: N/A

📊 Difficulty: Easy

REFLECTIONS

Use this part of the exercise to reflect on your progress. This will help you get more clarity on what's working and what's not. Also it's a great way to create some positive psychological momentum that will keep you on the right path.

01 How do you feel about your progress so far?


02 What have you learned about yourself during this exercise? Perhaps that you can take the right actions when you feel motivated?

03 What has been the hardest thing during this exercise? What can you do to make it easier?

04 What small progress are you noticing?

Monthly Goal Roadmap

 Time: 1 Month

 Difficulty: Easy

This exercise is designed to help you break down your monthly goal into daily activities that are easy to-do. By doing this, you'll be able to overcome the mental hurdle that a seemingly unreachable goal might pose.

- Remember that the end goal of this exercise is to create positive momentum in your life. Once you see that you're able to take small steps toward the right direction that lead to positive outcomes, you'll be more motivated to carry on.
- Also, be specific about your goals. Instead of "I want to lose weight" aim for "I want to lose 4 pounds and live a more healthy lifestyle"

Here's How it Work

- 01 Write down a goal you're trying to reach. Come up with something that you believe is doable in one month once when you put your mind to it.
- 02 Using the monthly tracker (on next page), write down a small activity that you did each day to reach your goal. You can also plan a few days (or a week) ahead.
- 03 Place a check mark on every day that you were able to finish the small daily task.

Examples


For example, if your goal is to "live a more healthy lifestyle and lose 4 pounds", then your daily activities might be "going for a 15-minute walk", "riding to work on a bike", or "going for a fitness class at my local gym".

If your goal is to "earn \$500 per month more", then your daily activities might be "researching businesses I can start with little investments", "signing up for a Coursera class to learn a new skill I can use at work", "asking my boss for a raise", "list old stuff from the garage to eBay", etc.

The main idea is that you do something each day that will help you get closer to your end goal. Even if it's something small.

Monthly Goal Roadmap

 Time: 1 Month

 Difficulty: Easy

Use the following sections to define your goal.

01 What goal are you trying to achieve?

02 Why is this important to you?

03 What will happen if you're able to achieve this (or at least get closer to it)?
What will happen if you do not take any actions toward your goal?

04 Brainstorm some ideas for activities you can do to start moving towards your goal:

Track your daily progress with the monthly roadmap



[CLICK HERE TO START
5-DAY LEARNING CHALLENGE](#)

PART 02/03

GOAL SETTING & MOTIVATION


Monthly Goal Roadmap

🕒 Time: 1 Month

📊 Difficulty: Easy

01	02	03	04	05
10	09	08	07	06
11	12	13	14	15
20	19	18	17	16
21	22	23	24	25
30	29	28	27	26

How to Set Better Goals

 Time: 15 Minutes

 Difficulty: Easy

Overview

If you're like most people, you probably set goals at the beginning of every year. You sit down, think about what you want to achieve, and come up with a game plan for making it happen. But there's a problem with this traditional approach to goal-setting: it rarely works. In fact, research has shown that less than 8% of people who set New Year's resolutions actually achieve them.

When you set a goal in a traditional fashion, it will lead to a binary outcome - you're either happy you were able to achieve your goal, or you're disappointed for not reaching the desired outcome. In contrast, the mindful approach focuses you on making small progress consistently and enjoying the process.

When you're able to set goals that are focused on being aware of the process rather than focusing on the outcome, you can enjoy the smaller wins along the way which in turn will help keep you motivated.

Here's How the Mindful Approach to Goal-Setting Works:

1. Get clear on what you want and be specific

The first step is to get clear on what you want to achieve. This might seem like a no-brainer, but it's actually quite difficult for many people because they haven't taken the time to really think about it. To get clear on what you want, ask yourself some questions like:

- Why do I want to achieve this goal?
- What would achieving this goal mean for me?
- How would my life be different?
- What am I willing to do to make it happen?


2. Find your why

This involves taking some time to reflect on your values and what you want to achieve. Once you know your why, you can set goals that are aligned with your values and start taking steps towards achieving them. But how do you find your why? It starts with asking yourself some tough questions. For example:

1. What are you passionate about?
2. What makes you feel alive?
3. What do you want to be remembered for?
4. What do you want to avoid in life?
5. Who are your role models and what are they driven by?

When you take the time to reflect on these things, you'll start to get a clearer sense of what's important to you and get clarity on what's motivating you in life. Discovering your "why" is like discovering fire that will help you illuminate the course in every aspect of your life!

How to Set Better Goals

 Time: 15 Minutes

 Difficulty: Easy

3. Accept where you are right now:

The second step is to accept where you are right now—stringing popcorn along the living room floor while watching TV with your cat doesn't count as "acceptance." This step is about acknowledging your current reality without judgment or attachment. It's important not to get too caught up in shoulda/coulda/wouldas because that just keeps you stuck in the past or future and stops you from enjoying the present moment.

4. Make a plan of action:

Once you've gotten clear on what your goal is and accepted where you are right now, it's time to make a plan of action for achieving your goal. This doesn't have to be anything fancy; a simple list will do just fine (e.g., Monday: call three friends; Tuesday: buy a new pair of walking shoes; Wednesday: walk around the block). Just remember to keep your steps small and achievable so that you don't get overwhelmed or discouraged along the way. The key is to focus on consistency rather than perfectionism—it's more important that you take those small steps every day than that everything be perfect all at once."

5. Take small steps every day:

The fourth step is probably the most important one: take small steps every day towards your goal. These steps should be something that you can realistically accomplish given your current circumstances (e.g., if you're working full-time and taking care of kids, then taking an hour-long hike every day probably isn't realistic). Just remember that progress, not perfection, is key here! Furthermore, it's important not to beat yourself up if you miss a day or two (or even a week)—just pick up where you left off and keep going."

6. Let go of perfectionism:

One of the biggest reasons why people don't achieve their goals is because they're perfectionists who expect everything to be perfect all at once—this is an impossible standard to live up to! If this sounds like you, then it's time to let go of perfectionism and give yourself some grace."

7. Celebrate your successes along the way:

Finally, don't forget to celebrate your successes along the way! Whether it's something big (like reaching your weight loss goal) or small (like staying consistent with your daily walking routine), pat yourself on the back and enjoy feeling good about what you've accomplished."

The Takeaway

The traditional approach to goal-setting rarely works because it focuses on the goal itself (the eventual outcome), but goals are not achieved all of a sudden in one great leap. Rather, they take time, effort and require certain activities and steps to be taken on a regular basis. Therefore it's much more productive to focus on the actual activities that you can control, rather than the eventual outcomes.

Use the worksheet on the next page to set better goals



How to Set Better Goals

🕒 Time: 15 Minutes

📊 Difficulty: Easy

An Example of Good Goal Setting

01 What goal are you trying to achieve?

I want to lose 40 pounds, be healthier and look better

02 Why do you want to achieve it? How will your life look different when you achieve this?

I want to set a good example for my children and reduce my risk of serious illnesses so I can spend more quality time with my loved ones.

Losing weight means I can keep up with my children and be a more present parent. By choosing to be more healthy, I'll set my kids up for a healthier life through personal example.

03 What things do you need to start doing in order to move closer to your end goal?

Walking at least 30 minutes a day

Cycling to work

Going to the gym 3 times a week

Limit my junk food consumption (no fast food!)

Start cooking healthy meals with my wife and kids

04 What are some things you can measure so you know you're on track?

Keeping track of the days I went for a walk.

Keeping track of the number of times I went to gym and the reps I performed.

05 What are some of the things you can do to celebrate your progress?


Go on a date night with my wife.

Buy that new phone (or other gadget) that you've always wanted.

Take a healthy cooking class

Note! It's important that your method of celebration does not negate your original effort you've made to achieve your goal. So if your goal is about dieting, choose celebrations that are non food related or help you cement your new habits.

How to Set Better Goals

 Time: 15 Minutes

 Difficulty: Easy

01 What goal are you trying to achieve?


02 Why do you want to achieve it? How will your life look different when you achieve this?

03 What things do you need to start doing in order to move closer to your end goal?

04 What are some things you can measure so you know you're on track?

05 What are some of the things you can do to celebrate your progress?

Motivational Awareness

 Time: 5 Minutes

 Difficulty: Easy

Becoming aware and keeping track of your thoughts and motivations throughout the day can help you get a better understanding of what is it that is stimulating you to act in a certain way and why you're doing the things you're doing.

Do to this exercise, take 5 minutes throughout the day to write down your thoughts and reflect on the activities you are performing. These activities can be anything, but it's great if they're something you do on a regular basis (i.e. working out, going to work, playing with kids, etc.)

Observation 01	Date:
What activity am I doing?	
Why am I doing this? What's motivating me?	
What's the long term outcome if I keep regularly doing this?	

Observation 02	Date:
What activity am I doing?	
Why am I doing this? What's motivating me?	
What's the long term outcome if I keep regularly doing this?	

Motivational Awareness

 Time: 5 Minutes

 Difficulty: Easy

Observation 03

Date:

What activity am I doing?

Why am I doing this? What's motivating me?

What's the long term outcome if I keep regularly doing this?

Observation 04

Date:

What activity am I doing?

Why am I doing this? What's motivating me?

What's the long term outcome if I keep regularly doing this?

Observation 05

Date:

What activity am I doing?

Why am I doing this? What's motivating me?

What's the long term outcome if I keep regularly doing this?

The Outcome Matrix

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate

Overview

The truth is that success is never 100% guaranteed. The good news is that neither is failure. Only thing we can do is focus on what is in our control and take the next necessary steps to move forward. This exercise will help you understand the four basic potential outcomes for your goals based on what you decide to do next. It's also designed to give you some clarity on the worst possible outcomes (failure to achieve your goals) and whether they're really that bad. See the example below and fill out the worksheet on the next page.

Example Goal:	
Get a promotion at work	
Scenario 01	Scenario 02
<p>I try but fail to achieve the original goal, but I enjoy the journey</p> <p>I work hard for years, but on the day of the promotion test, you I don't do as well as I had hoped. I'm disappointed that I didn't reach my goal, but I'm proud of myself for making it as far as I did. I also learned new skills along the way. So now, if I decide to leave the company, I'll have a much better chance of getting the position I'm looking for.</p>	<p>I try & achieve my original goal</p> <p>Alternatively, I could set the same goal of getting a promotion and this time I actually succeed. I'd feel an incredible sense of accomplishment and pride. I also gained new experiences and skills along the way that make my future promotions even more likely.</p>
Scenario 03	Scenario 04
<p>I don't achieve my goal because I don't even try, I save myself from the embarrassment</p> <p>Or, maybe I never attempt to get the promotion because I'm are afraid of putting myself out there and feeling inadequate. In this case, I never give myself a chance to reach my goal and find out what I'm capable of.</p>	<p>I don't try and I do not achieve my goal, I will always wonder "what if"</p> <p>Finally, there is the possibility that I don't try to get the promotion and I never achieve the goal. However, it's likely that the feeling of "what if" will always accompany me wherever you go. I will always wonder what could have been if I had just given it a shot.</p>

The Outcome Matrix

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate

My Goal:

Scenario 01

I try but fail to achieve the original goal. Still, I enjoy the journey and learn something new along the way

Scenario 02

I try & I'm able to achieve my original goal

Scenario 03

I don't achieve my goal because I don't even try, I save myself from the embarrassment

Scenario 04

I don't try and I do not achieve my goal, I will always wonder "what if"

Reflect:

What's the worst case scenario for you? What will you do (specific actions) to avoid that scenario?

Escaping The Comfort Zone

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

This exercise will help you

- Identify where the borders of your personal comfort zone lie
- Realize that fear and personal growth go hand in hand
- Realize that having fears and making mistakes is normal
- Reflect on what you're missing out on by staying in your comfort zone
- Reflect on what actions can you take to get into the growth zone

Comfort Zone

Most of us are familiar with the concept of a comfort zone. This is the zone where we feel safe and secure, doing things that we know well and that require little effort. Our comfort zone can be a great place to stay, but it can also prevent us from trying new things and expanding our horizons.

Fear Zone

The fear zone is the opposite of the comfort zone. This is the place where we feel scared or uncertain, facing challenges that are outside of our usual experience. Stepping into the fear zone can be daunting, but it can also lead to growth and learning, because if you're able to push yourself past the fear zone, that's where the magic starts to happen.

Learning Zone

The learning zone is somewhere between the comfort zone and the fear zone. Here, we are pushing ourselves to try new things, and may feel inadequate or uncomfortable. This is often the best place to be when trying to learn something new or develop a new skill. You just have to be mindful that it's okay to feel fear and uncertainty when you're learning something new. In fact, these feelings can be your internal signal that you're on the path of growth.

Growth Zone

Once you're able to push yourself to stay in the learning zone for prolonged periods of time, you start to reach into the growth zone. This is where your fears will abide and you feel like you have clear vision forward. What seemed impossible before will now seem very doable.

Visual info graphic of comfort-, fear-, learning- and growth zone

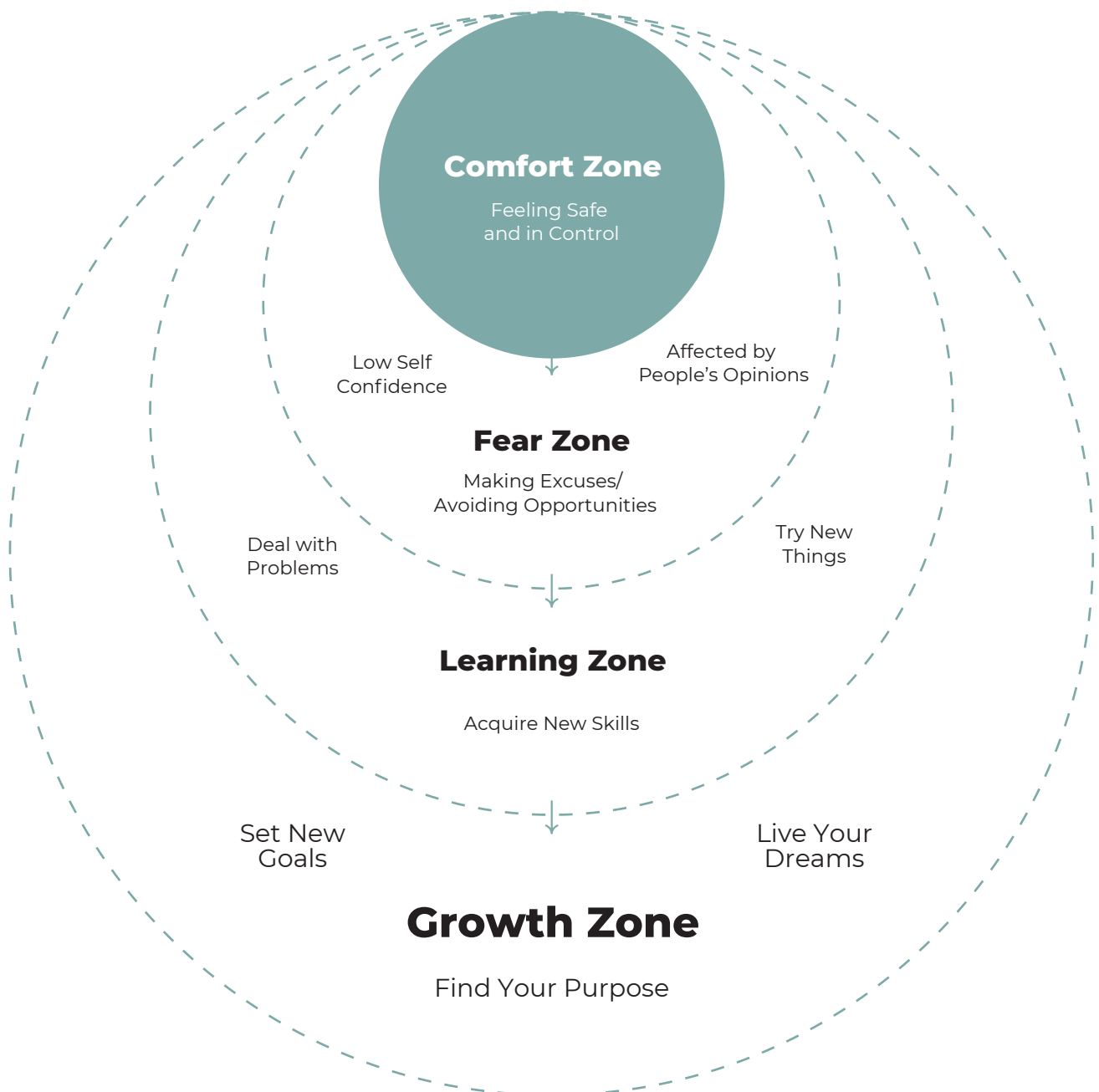


Escaping The Comfort Zone

🕒 Time: 30+ Minutes


📊 Difficulty: Moderate

Notice how the comfort and fear zone are the smallest circles. This is a great visual representation of how staying in your comfort zone limits your future outlook. Also note how growth zone still encompasses fear & comfort zone. This means that even in growth zone, you'll still experience fears, it's just that your comfort zone will start to expand as you spend more and more time in the learning- and growth zones.



Use the worksheet on the next page to reflect on your own comfort zone →

Escaping The Comfort Zone

 Time: 30+ Minutes

 Difficulty: Moderate

01 What are some of the things in your life that you'd like to do but feel uncomfortable doing?

Ex. Starting a new career, starting to work out at the local gym, asking someone out, giving a presentation or speaking in public, going to an event where you don't know anybody

02 What fears are holding you back? What kind of thoughts does doing this bring into mind? What do you think will happen or you will experience if you do it anyway?

03 What are you missing out on by letting your thoughts and fears hold you back? (for example, you can list experiences and skills)

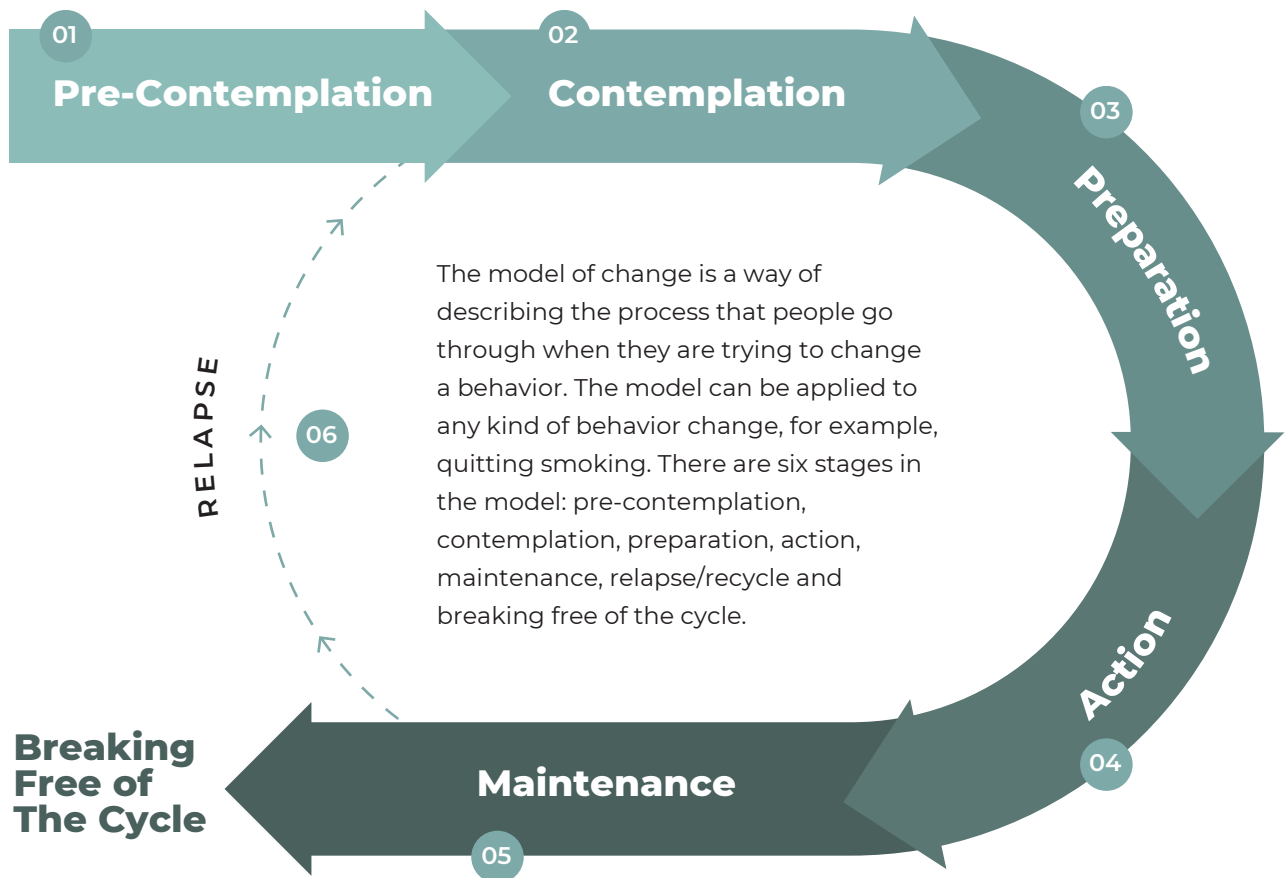
04 What would happen in your life if you decided not to listen your fears and do the things that are making you uncomfortable? What kind of a person would you then be? What would you be able to achieve?

05 What small steps could you start taking to make yourself face your fears? If you were to embrace the discomfort and do it anyways, what would you do?

The Model of Change

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate



Breaking free of the cycle occurs, when you do not need to apply any effort to maintain the new mode of action or habits. They come naturally to you and falling back to old habits is very unlikely.

01. Pre-Contemplation

Pre-contemplation is the stage when you are not yet aware that you have a problem or that you need to change your behavior.

03. Preparation

Preparation is the stage when you see that change is possible and start making plans and weighing options.

05. Maintenance

This is the stage where the new behaviour has become a habit and requires less effort compared to the beginning.

02. Contemplation

Contemplation is the stage when you become aware of the problem and start to think about changing your behavior.

04. Action

In this stage, you take concrete steps to make the change happen. You will also see the first positive outcomes.

06. Relapse

It's normal to sometimes relapse back into the old habits. Then it's important to start again right at where you left off. Relapse is never permanent if you get back on track.

The Model of Change

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

In this exercise you'll get some clarity about where you stand in this model of change and if you're ready to commit to making changes.

01 What habit you'd like to change or how you'd like to improve your current situation?

02 Why do you want to make this change? How would this affect your life and the life of the people around you for the better?

03 What happens if you do not follow through with this change? How will your life look like in the future? How does this affect the people you love?

04 How confident are you that you're able to create this new habit/change your circumstances?

The Model of Change

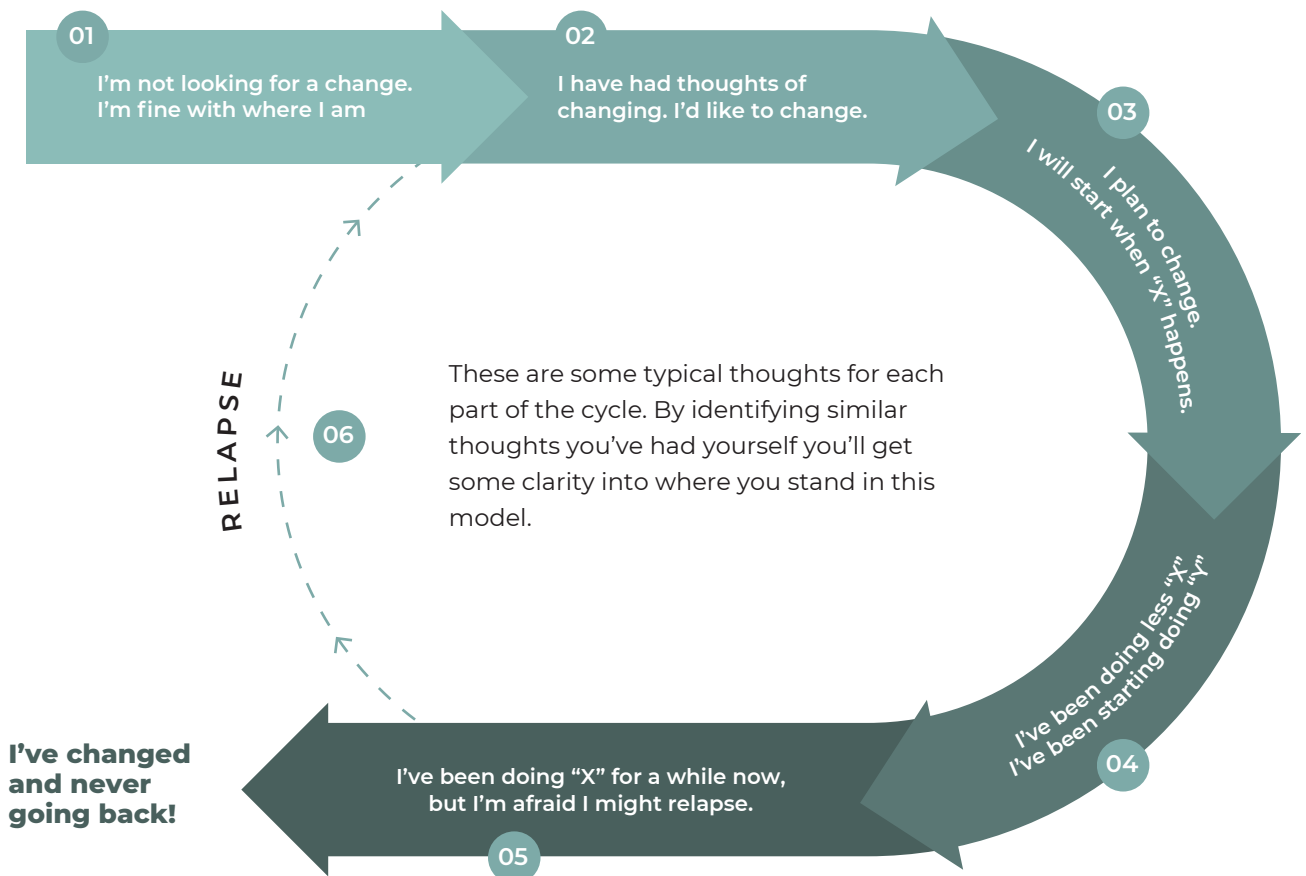
🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

05 Looking at chart below, what kind of similar thoughts do you currently have the most?

Note! It's normal to have thoughts from multiple parts of the model at the same time.

06 What preparations or actions have you taken to change your habits or circumstances?
How have you made progress so far in general?



The Model of Change

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

07

Have you ever relapsed back into your old habits? If yes, what happened? What was the catalyst?

08

What can you do in the future to stay on the right path? What can you use as a motivation?

09

Based on the chart on the previous page, in which stage do you feel you spend most of your time in?

Note! You can be in different phases on different days and that's okay. What matters is where you subjectively feel you spend the most time in.

10

What's holding you back from breaking free of the cycle? What steps can you take to overcome these obstacles? How have other people overcome these same things?

Self Contract

🕒 Time: 10+ Minutes

📊 Difficulty: Easy

We often times know the things that we should be doing in order to achieve our goals, but fall flat when it comes to execution. In this exercise you'll be signing a simple contract with yourself and commit to taking certain actions regularly in order to achieve your goal.

Please note that this self contract works the best if it's done for some smaller goal that you can finish in a week (or month). The goal is to make the commitment and start taking actions which will result in positive outcomes so you can build momentum.

Also, make sure your set your goal to be something you can control. For example, instead of "losing 5 pounds" you can use "I commit to going to the gym 3 times a week and working out at least 1 hour at a time".

I (your name), _____,

am signing this contract with myself that I will (your goal here):

by (date here) _____,

I'm doing this, because (your motivations here)

If I will not do this, I will (what's the punishment?)

If I do fulfill my commitment I will reward myself by/with:

Your Signature

Start Date of The Contract

Evoking Change

CHANGE CONVERSATION CHEAT-SHEET

🕒 Time: N/A

📊 Difficulty: **Advanced**

When it comes to trying to persuade someone to change their behavior, there are a number of different approaches that can be taken. However, not all approaches are equally effective. In order to increase the likelihood that someone will be receptive to change talk, there are a few specific things that can be done.

This guide outlines ten conversational strategies that you can use in a professional setting to get your client to open up to the possibility of change. These strategies are meant to be used by practitioners with their clients.

01 **Ask suggestive/evocative questions**

01. Why do you want to make this change? (Understand the desire)
02. How would you like for things to be different? (Understand the desire)
03. How important is this goal to you on the scale of 1-10? (Understand importance)
04. If you change nothing, what are the long term consequences? (Understand importance)
05. How would you go about making this change? (Suggest possibility of change)
06. What would you do to make this change happen? (Suggest possibility of change)
07. If you asked someone who has already achieved what you are trying to do, what advice do you think they would give you on how to do it? (Suggest possibility of change)

02 **Ask for elaborations**

Ask the client to elaborate on some of their questions. For example if they said “That they would like to change, but don’t know where to start” the you could as “What do you think is holding you back?”

You can also use questions such as:

1. In what ways do you think “X” is affecting “Y”?
2. How do you imagine this happening?
3. Tell me more about “X”

03 **Ask for examples**

When a change theme emerges, ask the client for specific examples.


You can use questions like:

1. Can you give me an example of “X”?
2. When was the last time “X” happened?

Evoking Change

CHANGE CONVERSATION CHEAT-SHEET

 Time: N/A

 Difficulty: **Advanced**

04 Ask the client to look back

Ask the client what was going on in his or her life before the current worry came up.

You can use questions like:

1. How were things before this became a problem?
2. How were things better then?
3. Was there some event that caused the current worry to emerge?

05 Ask the client to look forward

This is the part where you can ask the client about their view on the future. You can use hypothetical questions that help them to imagine a future where they've overcome their current problem. You can use questions like:

1. If just 6 months from now, you had overcome this problem, how would things be different?
2. How do you see your future unfolding?
3. How would you like your life to be different?
4. How does your current worry affect your future if you do not overcome it?

06 Identify the extremes

Ask the client to imagine the worst and best case scenarios - how they would feel and look like.

You can use questions like:

1. What are the worst things that can happen if you don't make a change?
2. What are the best things that might happen if you do make this change?

07 Use scale questions

Use questions that ask the client to identify various aspects of their problem on a scale of one to ten. You can use questions such as:

1. How important is this issue for you on the scale of one to ten?
2. Why are you at that number? Why not higher or lower?
3. On a scale of one to ten, how confident are you that you can achieve this? (Why?)

08 Explore the values

Ask about the guiding values of your client. This will help you (and your client) to get better clarity on how changing their behaviour (or reaching this new goal) fits in with their current values and if they need to upgrade their value system first. You can use questions such as:

1. What do you want in life?
2. How does "X" fit in with your current values?
3. How does "X" conflict with your current values?

Evoking Change

CHANGE CONVERSATION CHEAT-SHEET

🕒 Time: N/A

📊 Difficulty: **Advanced**

09 **Come alongside**

Purposefully side with the negative side of not making a change. For example if the client wants to quit smoking then you could say something like “Perhaps smoking is so important to you that you don’t want to give it up, no matter the long term consequences?”

Use the following frameworks:

1. Perhaps “X” is so important to you that you don’t want to give it up, no matter the cost?
2. Maybe you don’t really want to give up “X” even when you know the long term negative effects?

10 **Ask for pros and cons**

Ask how the client feels about changing, both pros and cons. Ask suggestive questions that would prefer change over not changing. For example:

1. Do you see any pros in not changing? If yes, what are they?
2. Are they worth sacrificing your long term goals?
3. What are the downsides right now and in the coming years if you do not make this change right now?

Simple Goal Setting Worksheet

🕒 Time: 10 Minutes

📊 Difficulty: Easy

This exercise is designed to help you answer the most critical questions about your goals and get some clarity on the next steps forward.

01 What's your goal or outcome you're looking for?



02 Why do you want to achieve this? How does achieving this change your life?



03 What will happen in the future (one to ten years) if you do not at least work toward achieving this goal?



04 What steps (actions) must you take in order to move closer to you goal?



05 What have other people done to achieve the same goal?

Should into Must

🕒 Time: 10 Minutes

📊 Difficulty: Easy

Most of us always know what we should do. But “should” rarely gets it actually done. This exercise is inspired by Tony Robbin’s work of turning your “shoulds” into “musts”. This exercise will add a sense of urgency and meaning to all of your “shoulds” - basically making FOMO (fear of missing out) work for you and creating a strong “why” for each “should” to add an emotional boost so you would take action.

“The difference between ‘must’ and ‘should’ is the life you want and the life you have.” We don’t get what we want. We get what we have to have. When something is a must, you find a way.” - Tony Robbins

01 I should:		
02 How will your life look like in the future (1 to 10 years) if you start doing what you should?	03 How will your life look like in the future (1 to 10 years) if you don’t start doing what you should?	
04 What excuses have I had in the past to postponing this “should”?	05 What steps can you take to overcome the things that are holding you back?	
06 Why is this “should” really important to me?		
3 Reasons why this “should” is actually a must (based on the inputs above)		
01	02	03

Building New Habits

🕒 Time: 10 Minutes

📊 Difficulty: Easy

It's not what you do one time, but what you do on a consistent basis - daily, weekly, monthly and yearly that has the most profound impact on your life. This is a worksheet to identify your goal **and using that as your north star to brainstorm some habits that you must either stop doing, keep doing to start doing in order to reach your goal.**

01 My desired goal or outcome:



To achieve this, I will need to

Stop doing:

Do less:

Keep doing:

Start doing:

Do more:

Habit Stacking Exercise

 Time: 10 Minutes

 Difficulty: Easy

A great way to build new good habits is to hook new habits to something you're already doing regularly (old habits). This way your old habits will remind you to do your new habits and they'll be more likely to stick. In addition you can give yourself a positive reward after doing a new habit to make them stick more quickly. Just don't make the reward contradict with the new habit - ie. eating a chocolate bar (reward) after eating a healthy meal or going for a run (new habit). That will obviously not work at all.

EXAMPLE

After:	Already established habit: Brushing my teeth in the morning
I will:	New habit you're trying to build: I will go for a walk for 30 minutes
Reward:	Reward you'll give yourself afterwards: Get a hot cup of coffee

HABIT 01

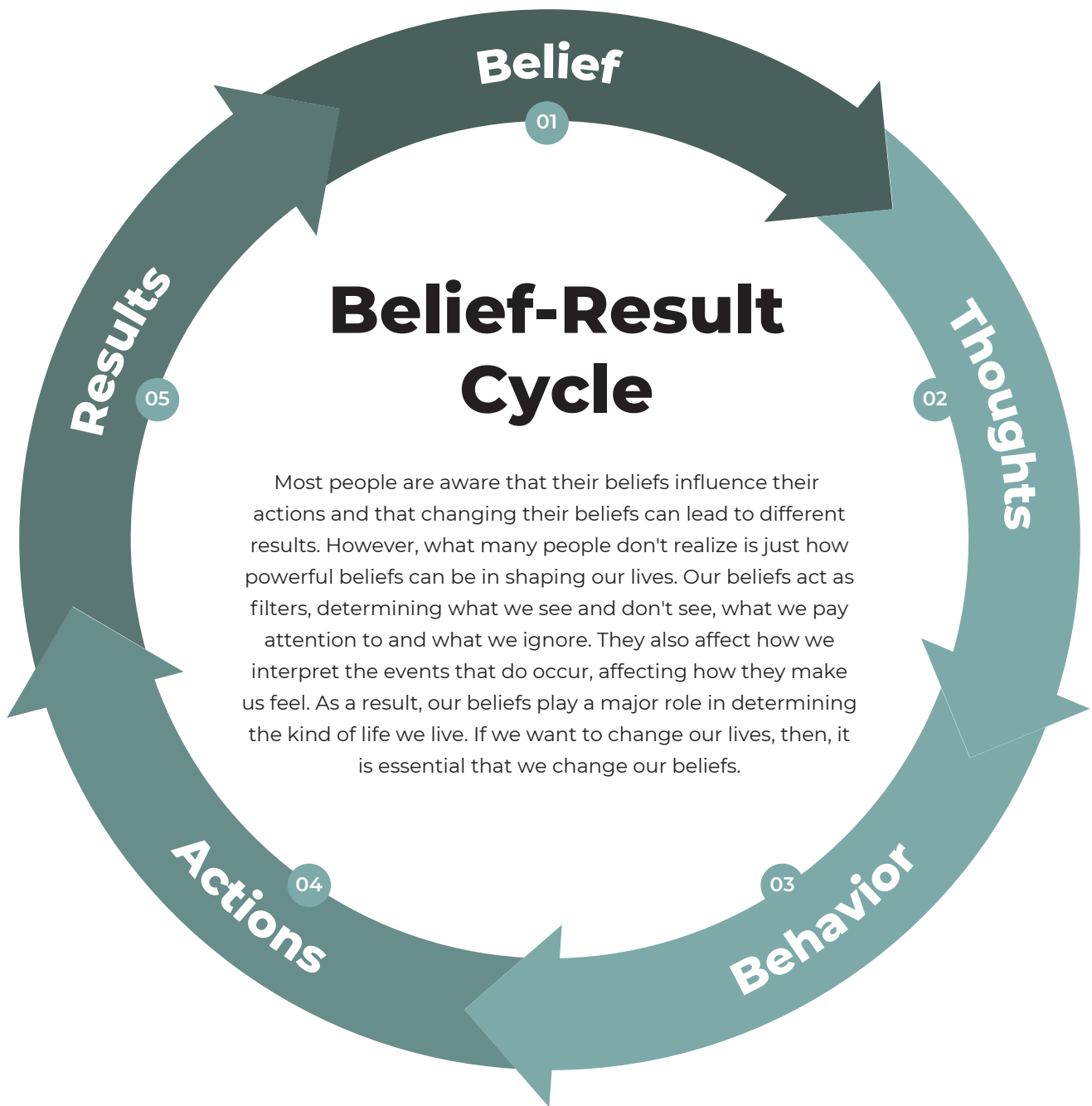
After:	Already established habit:
I will:	New habit you're trying to build:
Reward:	Reward you'll give yourself afterwards:

HABIT 02

After:	Already established habit:
I will:	New habit you're trying to build:
Reward:	Reward you'll give yourself afterwards:

[CLICK HERE TO START 5-DAY LEARNING CHALLENGE](#)

GOAL SETTING & MOTIVATION



“

“If you always do what you always did, you'll always get what you always got”

Henry Ford

Belief-Result Cycle

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate

Note that this since it's a cycle, you can change any part of the loop to start seeing different results. However starting by changing your actions & behaviour seems to be the easiest (and fastest) way to change your beliefs. That's because while "thinking differently" or reframing your beliefs might work (and it will work if done consistently), there are still several steps between your beliefs and the results you get. Therefore starting by altering your behaviour and actions is the most practical option for lasting results (and you have direct control over both).


Also note that when you get started by altering your behaviour & actions, you're going to have to actively question your beliefs and thoughts. In fact, starting to question your limiting beliefs is exactly the purpose of this exercise.


01 If you had a magic wand that would grant you any wish, how would your ideal life look like?

02 What's holding you back? Why haven't you been able to achieve this so far?

03 Based on the previous answer, what beliefs and thoughts do you notice? When did you start to believe them? What evidence do you have for and against each one?

Belief-Result Cycle

 Time: 15+ Minutes

 Difficulty: Moderate

04

If you keep these thoughts and beliefs how will they hold you back in the coming years? What kind of things will you not do because of these beliefs?

05

If you're being honest with yourself, what real actions have you taken so far to get the results that you've looking for?

06

If you look at people who have already achieved what you're trying to do, what kind of consistent steps have they taken to achieve their goals?

07

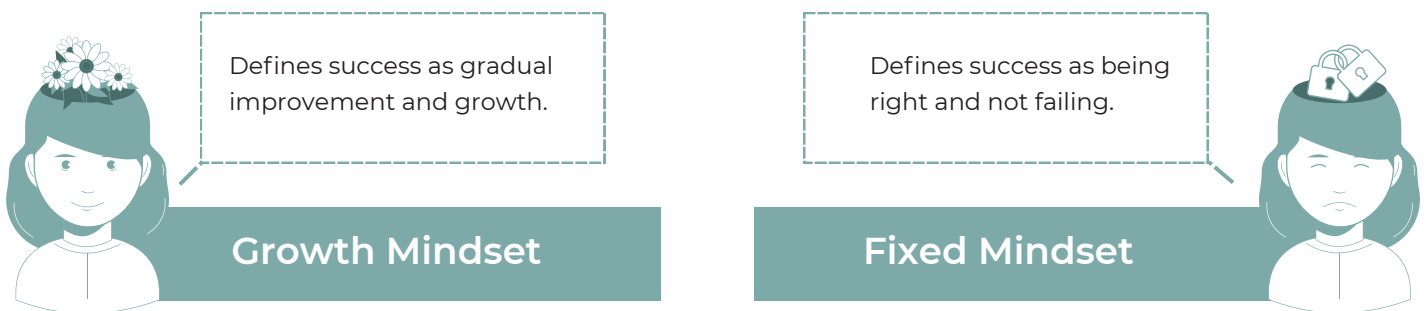
Write down 10 things you can start doing in order to get closer to the results you're looking for?

Fixed vs. Growth Mindset

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate

Often times making progress with some problem starts with a simple shift in mindset. According to researcher Carol Dweck, there are two types of mindsets - fixed mindset and growth mindset. The former means that you believe that some quality or trait (intelligence for example) is innate and you have what you were given by nature. The essence of the latter however is that you can improve on any quality as long as you put in the effort. Therefore with growth mindset you're much more likely to take action and actually get something done. Below are some examples of growth vs fixed mindset.



Growth Mindset		Fixed Mindset
Embraces challenges. Looks for challenges for self-growth. Sees failure as a part of the process.	CHALLENGES	Gives up when gets challenged. Avoids challenges to avoid failure.
Focuses on getting gradually better. Believes in constantly learning new skills. Sees failures as temporary setbacks.	SKILLS	Believes that he/she is good at something or not. Has excuses why he/she cant learn something new (ex. "I'm too old" or "It's in my genes")
Sees obstacles as inevitable part of the process. Knows that all problems have solutions.	OBSTACLES	Gives up in the face of an obstacle. Sees an obstacle as the limit of own abilities.
Is inspired by the success of others. Tries to learn from their success.	SUCCESS OF OTHERS	Sees the success of others as threat. Thinks it's unfair that others are succeeding while he/she is not.
Sees effort as the main ingredient for success.	EFFORT	Does not feel motivated to put in the extra effort.

Fixed vs. Growth Mindset

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate

Use the following worksheet to define your own thoughts and beliefs in each category. Then brainstorm some ideas on how you could reframe them to be more growth oriented.

	My current beliefs & mindset	How can I reframe it to be more growth oriented ?
CHALLENGES		
SKILLS		
OBSTACLES		
SUCCESS OF OTHERS		
EFFORT		

Reframing Beliefs

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate

If you believe that you're not good enough, you'll never reach your full potential. If you believe that you're not worthy of love, you'll never find true happiness. So, if you want to create lasting change in your life, it's important to identify and release your limiting beliefs. But how do you uncover these beliefs? Here are some powerful questions to ask yourself:

Questions to help you uncover limiting beliefs

- What do I believe about myself?
- What do I believe about others?
- What do I believe about the world around me?
- What do I believe is possible for me?
- What do I believe is impossible for me?
- What do I believe is my greatest strength?
- What do I believe is my biggest weakness?
- What do I believe is holding me back from reaching my full potential?

01 A belief that is holding me back:	A new more productive belief:
02 A belief that is holding me back:	A new more productive belief:
03 A belief that is holding me back:	A new more productive belief:

Smart Goal Map

🕒 Time: 15+ Minutes

📊 Difficulty: Moderate


When it comes to setting and achieving goals, having a clear and concise plan is essential. That's where the SMART goal map comes in. SMART stands for specific, measurable, attainable, relevant, and time-bound. In other words, a SMART goal is one that is clearly defined and can be tracked and measured over time. Use the sections below to fill out your own SMART goal map.


S	Make it Specific	01 What outcome do you want to achieve?
M	Make it Measurable	02 How can you measure your progress? What activities can you track?
A	Make it Attainable	03 What steps do you have to take to accomplish this goal?
R	Make it Relevant	04 Why is this goal important to you? Why now?
T	Make it Timely	05 By when will you accomplish your goal? How does the timeline look?

[CLICK HERE TO START 5-DAY LEARNING CHALLENGE](#)

GOAL SETTING & MOTIVATION

Yearly Vision Map

 Time: 15+ Minutes

 Difficulty: **Moderate**

Take some quiet time to reflect on what you'd like to work on during the next 12 months. Describe what your ideal life would look like and write down your initial thoughts on the steps you will need to take to get there. Use extra notepaper if you run out of space! You may think that you don't need to write it down, but writing it down makes it more real and creates a commitment that compels you to move forward to achieve your goals. Also, it's common to overestimate what we can achieve in short amounts of time (days/weeks), while we often underestimate the amount we can achieve over the long term (months/years).

Career:	Finance:
Relationships:	Love:
Personal Growth:	Health & Fitness:
Recreation & Fun:	Spirituality:

Start With “Why?”

 Time: N/A

 Difficulty: Easy

Why start with the “why”?

Setting goals is an important step in any journey towards success. But too often, people focus on the "what" of their goals without taking the time to ask the more important question of "why." Why are you pursuing this goal? What is your motivation? Answering these questions can be difficult, but it's worth the effort. Without a clear understanding of your motives, it will be easy to lose sight of your goals when faced with challenges. Simon Sinek, author of *Start With Why*, explains that true inspiration comes from understanding not only what we do, but why we do it. When we can connect to the deeper meaning behind our actions, we are more likely to stick with them even when things get tough.

How to find your “why”?

There's no single formula for finding your "why," but there are some questions that can help you get started. First, think about what you're passionate about. What activities make you lose track of time? What topics do you enjoy researching and learning about? Once you have a general idea of your interests, start thinking about how you can use them to make a difference in the world. For example, if you're passionate about environmentalism, you might want to work on policy change or start a sustainability-focused business. If you're passionate about education, you might want to become a teacher or tutor. Once you have a few ideas, it's time to start doing some research. Talk to people who are already working in your field of interest and see what they have to say about their "why." Read articles, books, and blog posts about your chosen topic. The more information you gather, the clearer your "why" will become.

Goal setting based on your “why”

When you know your “why”, you can be much more clear on “what” you want or need to do. And once you know your long term goals, you can start breaking down the journey into more actionable steps and priorities. For instance, if your goal is to write a book, one milestone might be writing 1,000 words in a day. Or if your goal is to learn a new language, one milestone might be learning 10 new words each day.

Use the planners on the next pages to set your shorter term priorities based on your longer term goals. Note that you can only set up to 3 priorities per week/month. That's because when everything is a priority, then nothing actually is.

The important thing is that you take the time to really think about what's important to you and what you need to do in order to achieve your goals. Putting together a plan and taking action on it will help make those goals feel more attainable – and ultimately, help make you happier and more fulfilled!

Weekly Priority Planner

🕒 Time: **N/A**

📊 Difficulty: **Easy**

What are my long term goals & why are they important to me?

My weekly priorities:

Why am I focusing on them?

01



02



03



Potential distractions:

How to avoid them?



Monthly Priority Planner

🕒 Time: N/A

📊 Difficulty: Easy

What are my long term goals & why are they important to me?

My monthly priorities:

Why am I focusing on them?

01



02



03



Potential distractions:

How to avoid them?



Monthly Habit Tracker

🕒 Time: N/A

📊 Difficulty: Easy

	Reading	Yoga	Mindfulness Minutes	Work Out	Walking	Work	Journal			
01	●		●		●					
02										
03			●							
04	●									
05			●		●					
06										
07	●		●							
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