



# CHANGE YOUR LIFE

*Today is just the beginning*



DESIGN AND LIVE YOUR IDEAL LIFE

BRENDAN BAKER

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*“Don’t ask yourself what the world needs, ask yourself what makes you come alive. And then go and do that. Because what the world needs is people who are alive.”*

*– Howard Thurman*



# Welcome!

*“The consequences of today are determined by the actions of the past. To change your future, alter your decisions today.” – Anonymous*

**Welcome to Change Your Life, your guide for helping you *create* and *live* the best version of your life!**



I am so glad that you have acted and decided to grab this course.

Unfortunately, most people in this world seemingly drift through life without any clear direction or purpose in where they want to go and what they want to achieve.

Most people fall into the trap of letting society guide them down a particular path that may or may not be aligned to what they genuinely want to do.

The fact that you are here now, reading this already tells me that you are one of the few individuals who knows that the life you live is *within your hands*.

You have shown this by already acting, grabbing this course, and starting to read it. This course is all about *action*. Small steps can lead to huge change.

If you have one take-away from this course, always remember the “3 C’s”:

*“It’s about the **choices** you make and the **chances** you take that creates great **change** in your life.”*

## Why Change Your Life?

One thing I want to ask you up-front is *why do you want to change your life? What is the burning platform? What does the change in your life look like?*

There is a reason that you are here right now. Perhaps it is due to some difficult circumstances in your life that you are currently trying to overcome. Or perhaps it is that you are simply searching for the tools and resources to help you stay on track to reach your goals. Whatever it is, I want you to think about the core reason that you are here right now, going through this course.

This will help you to get your mind into the right headspace for tackling the areas that are most important to you.

Throughout this course, keep asking yourself this question. This will help you ensure that the goals you set for yourself and the action plans you create progress you towards where you want to go. But do not worry, there is a whole topic dedicated to helping you determine where you want to go.

I will keep reminding you of the above question as you progress, to keep you focused on what matters most to you.

## How to Use This Course

When going through the modules and topics of the Change Your Life course, I suggest breaking it down into 'bite-sized' chunks over a period of time and to not try rushing through it all in one or two days.

With 21 modules over 5 topics, this is a lot to cover.

To ensure you get the most out of each module, reflect on your life *deeply*, understand *what matters most* to you and develop goals and action plans that are *relevant*. It is important that you give each module considerable *thinking time*.

This course will take about 3 to 4 weeks to go through. It is best used when you complete one module per day to allow for deep thinking time and reflection. At the end of each topic (roughly 4-5 modules in each) I suggest you also take a day to reflect on what you have covered so far in the course. Repetition and consistently going over your information will help embed the information into your conscious and lead to sustained change in thinking and behaviour.

This is *your* book. It is your **life book** to say the least. Once you have completed this course you will have a book filled with your own notes about yourself, your passions, your goals, your actions and more. It is something to keep close-by that you can refer to and update regularly.

## Final Thoughts

When it comes to change, most people “set and forget” their goals. Remember, you have the *choice to act* and do the things you want to do.

This course will help you by guiding you, supporting you and providing the tools necessary for you to get clear, get motivated, and get started on what is most important to you in your life. Furthermore, you are provided tools to help you stay on track and ensure you continue to work towards and achieve your goals. That is my half of the equation and my promise to you.

The other half of the equation is you. This course is your course. Honestly, you will get out of it what you put into it. It comes down to acting and diligently implementing the strategies and actions that you develop for yourself.

This course *will* change your life.

I’m excited 😊

*Are you ready?*

Let’s get into it!

A handwritten signature in blue ink, appearing to read "B. Baker".

Brendan

**P.S.** By the way, if you ever have any questions on this course or if you have any feedback, please do not hesitate to contact me directly at [brendan@startofhappiness.com](mailto:brendan@startofhappiness.com)

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Not much.” – Jim Rohn*

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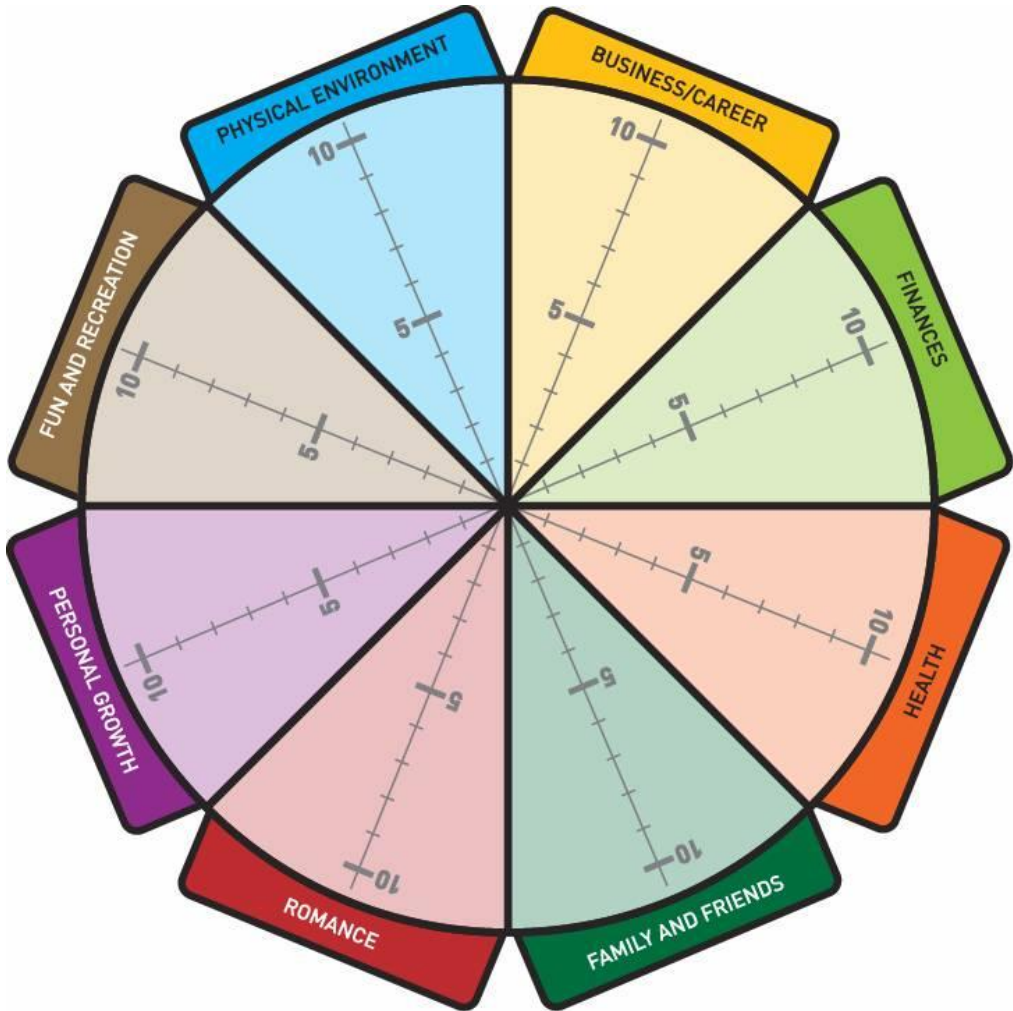
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Where Am I  
Now?

# Wheel of Life - A Self-Assessment Tool

*“I’ve learned that you can’t have everything and do everything at the same time.” - Oprah Winfrey*



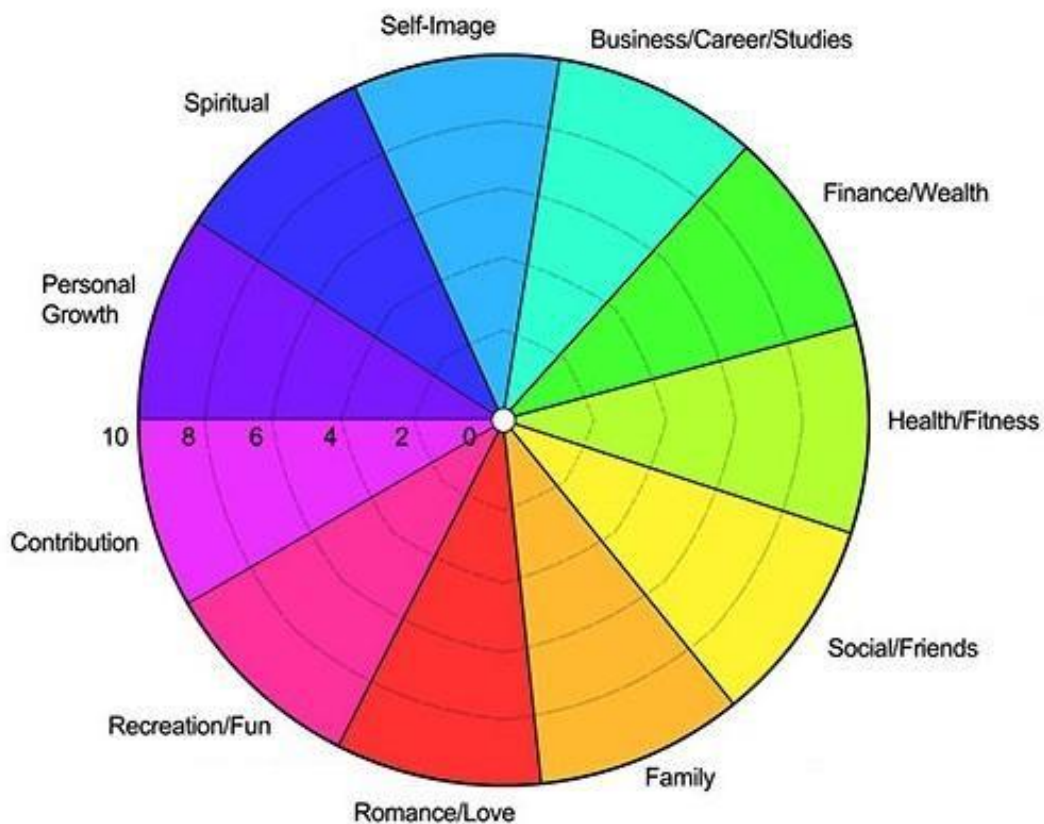
## Welcome to your Wheel of Life!

As a starting point for making this the moment that you change your life, the Wheel of Life is the perfect tool to begin your journey. Using this tool, you will be able to reflect and gain some insight into the *balance* of your life and how satisfied you are in life's different areas. Following on from this self-reflection, you can utilise the tool to further delve into *why* your wheel of life looks the way it does, *what* you would like it to look like, and further *how* you can make this happen.

## The Building Blocks of the Wheel

Essentially, the Wheel of Life is divided into different areas or categories that are important to you. It is a circle that is split into major categories of life including Business/Career, Finances, Health, Family & Friends, Romance, Personal Growth, Fun & Recreation, and Physical Environment. There is a scoring system behind using the Wheel, where you simply reflect and rate your satisfaction levels out of 10, where 1 is closest to the centre of the circle and 10 is at the edge of the circle. The wheel of life template I provide is colour-coded to simplify it and make it aesthetically pleasing... feel free to change this as you wish!

Note that the categories on the Wheel are a suggestion. You will find that with the default template will be able to score yourself in most key areas in your life. However, before you rush into it and complete the Wheel, you may like to put some thought into whether there are any other categories or specific areas you would like get an understanding of, such as Spirituality or Contribution to Society. Perhaps you may want to have Family & Friends as two separate categories to understand each more specifically. Below is an example of what your Wheel of Life may look like.



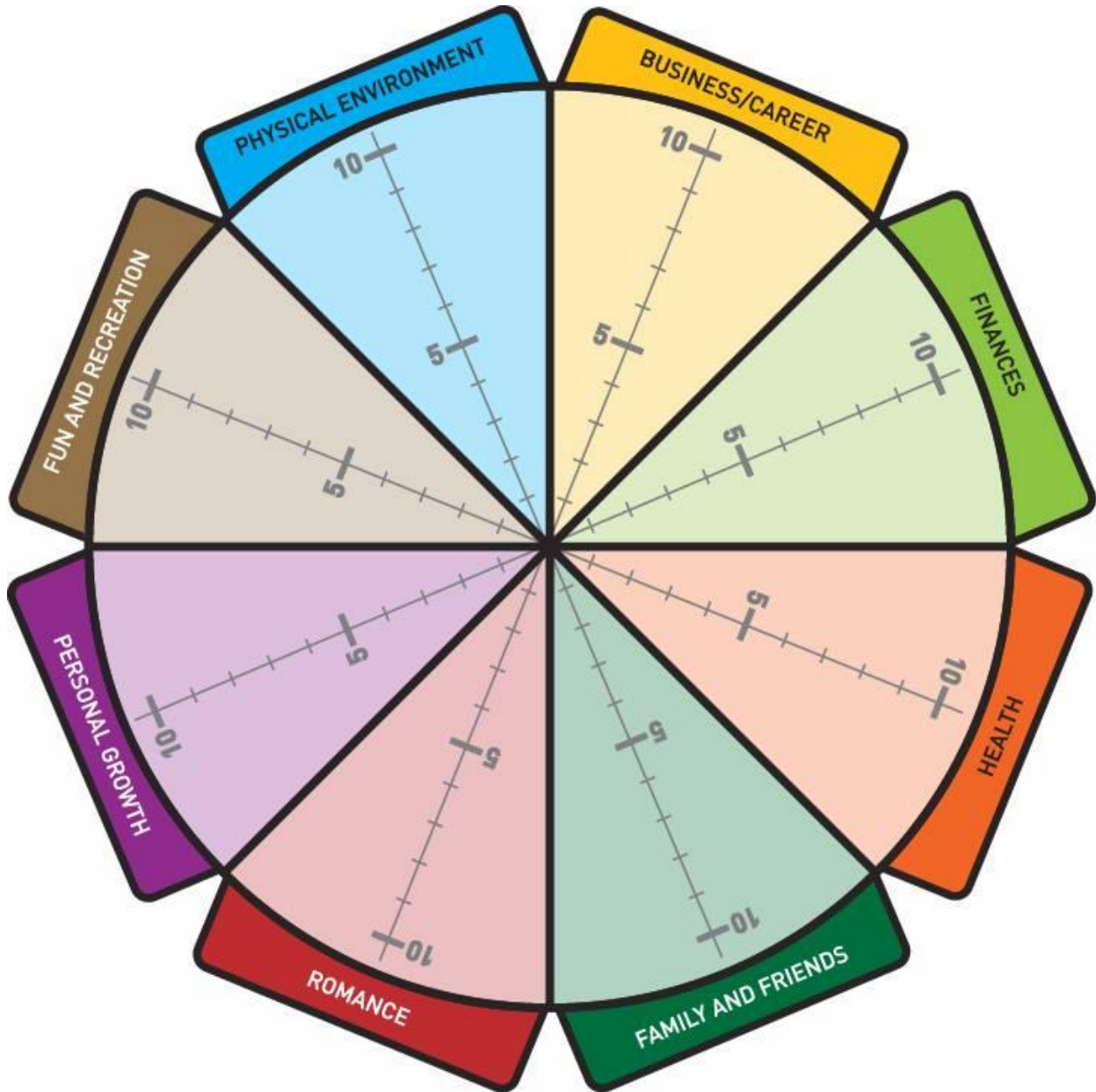
Remember, this is about *you* understanding what is most important for you and how well you are balanced across all of life's different areas.

One of the biggest benefits of the Wheel of Life is the pictorial representation it gives of your satisfaction with life. When your Wheel is completed, it will give you a spider-like diagram or 'inner-circle' of your satisfaction levels and allows you to quickly and easily identify any gaps between where you are now and where you want to be.

Now that you understand the building blocks of the Wheel, let's go ahead and actually do it!

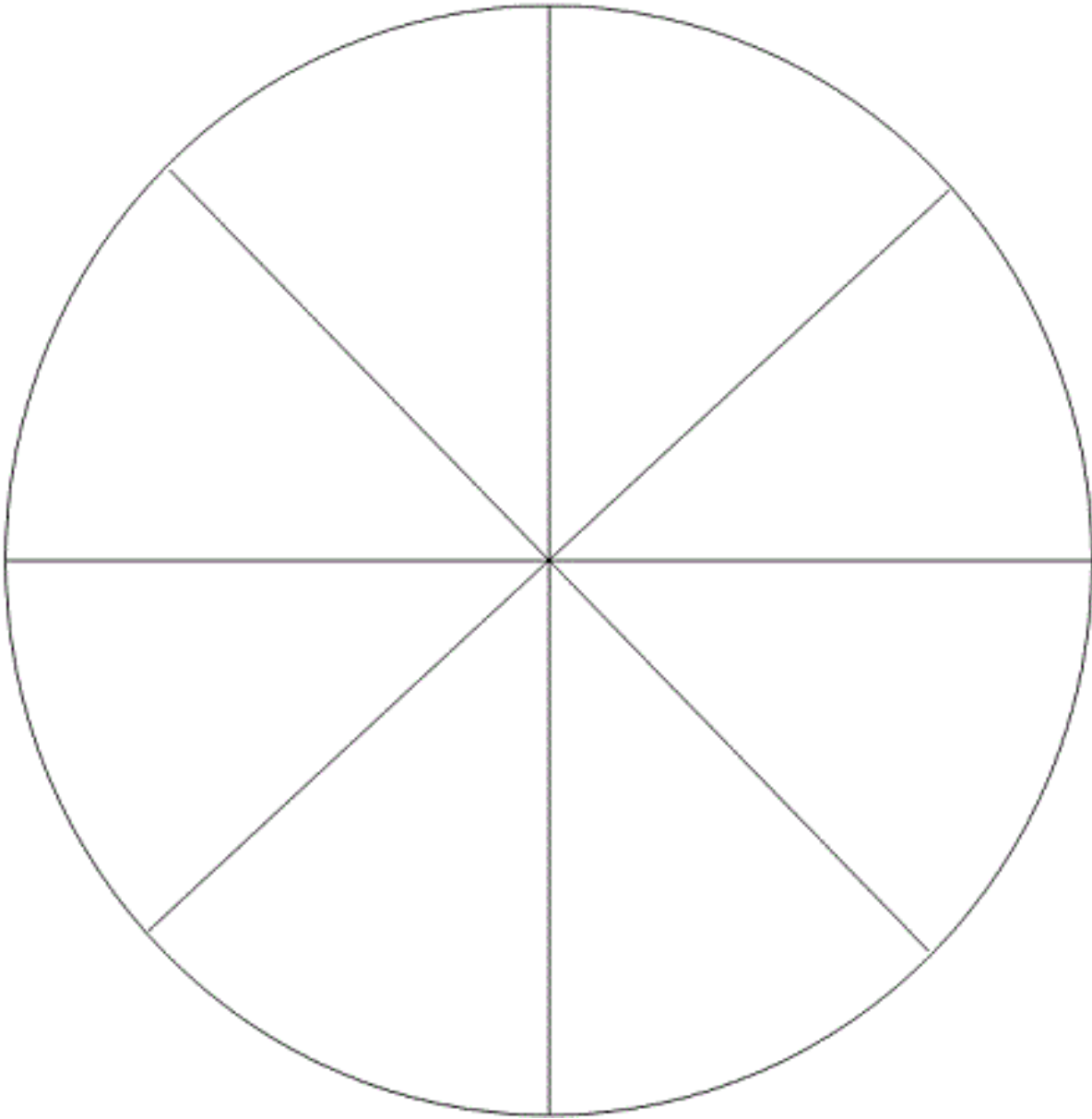
## Step 1 - Setup

Use one of the below Wheels as a template, or simply draw your own on a piece of paper.



Date: \_\_\_\_\_

# My Wheel of Life



Date: \_\_\_\_\_

## Step 2 – Complete the Wheel

Ask yourself the question *“how satisfied am I in this particular area?”* against each of the different categories you have on your Wheel. Use the scale of 1 to 10, where 1 is completely unsatisfied and 10 is completely satisfied.

Put yourself in a place with no distractions and reflect on your life. Use your gut feel and do not dwell on it – this should be a very quick exercise. We will delve deeper into the wheel in Step 3.

To help you with this exercise I have provided some thought prompters.

**Business, Career & Studies:** Is your career where you want it to be by now? Are you heading in the right direction?

**Finance & Wealth:** Are you earning enough income to satisfy your current needs? Are you financial setup for future growth in wealth?

**Health & Fitness:** How physically healthy are you? Are you satisfied with your level of fitness? Are you satisfied with your diet?

**Social & Friends:** Are your friends supportive of you? Are you engaging friends and socializing to your satisfaction levels?

**Family:** Is your family supportive of you? Are you supportive of your family?

**Love:** Do you feel loved? How often are you expressing love to others?

**Recreation & Fun:** Are you enjoying your life and making it fun? Are you satisfied with the level of activity that you do?

**Contribution:** How would others rate your contribution to society or them as individuals?

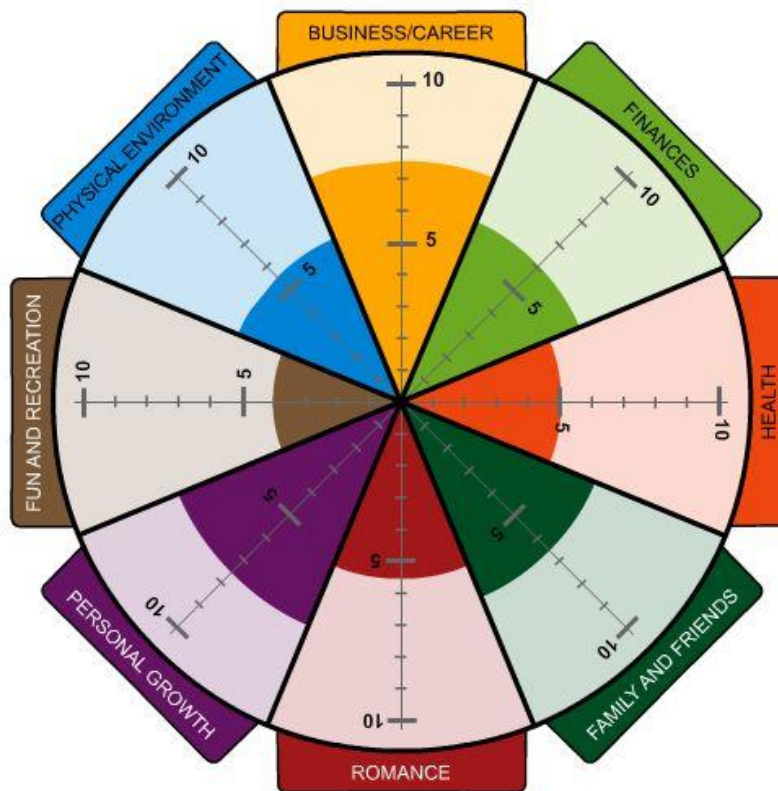
**Personal Growth:** How focused are you on personal growth? Are you satisfied with your direction? Are you trying new experiences and seeking to learn?

**Spiritual:** How connected are you to the inner and outer world? Are you satisfied with your relationship with your spiritual being?

**Self-Image:** Do you think of your abilities highly? Do you respect and love yourself? Do you appreciate yourself?

### Step 3 - Reflect

You should now have a completed Wheel of Life. It may look something like the below.



Take a moment to appreciate your Wheel of Life.

What does it look like?

Are there any surprises to you?

## Understanding Your Scores

If you have scores of 8 to 10 for any of the categories, congratulations! You are very satisfied in this area. It is important you maintain what you are doing to ensure you remain satisfied in this area, however, do not overlook that there may be areas for improvement. This is important to ensure you are not limiting your potential for even further growth and satisfaction in this area.

If you have scores of 5 to 7 for any of the categories, you are reasonably satisfied in this area but there is opportunity to explore ideas to move this up the scale.

If you have scores of 0 to 4 for any of the categories, you are not very satisfied in this area and you will need to explore ways of enhancing your satisfaction here. No need to get down about these scores though, as scores of 0 to 4 are full of opportunity!

I find this quite exciting when someone has a lower score as often the individual has not fully explored opportunities that are available to them. It is also the area where the individual can grow the most and get the most value!

## Action

Looking at the shape of your wheel is not enough. You need to gain an understanding as to *“why”* your wheel looks the way it does to help you determine where you need to be spending your time and energy moving forward.

Take 10 minutes to answer the following questions:

Why did you score yourself in each category the way you did?

<b>Category</b>	<b>Score (0-10)</b>	<b><u>Why did I score it this way?</u></b>
<i>Business/Career/Studies</i>		
<i>Finance &amp; Wealth</i>		
<i>Health &amp; Fitness</i>		
<i>Social &amp; Friends</i>		
<i>Family</i>		
<i>Romance &amp; Love</i>		
<i>Personal Growth</i>		
<i>Fun &amp; Recreation</i>		
<i>Physical Environment</i>		
<i>Contribution</i>		
<i>Spiritual</i>		
<i>Self-Image</i>		

What is my ideal score for each category to achieve in the next month, 3 months, 6 months, one year?

<b>Category</b>	<b>1 Month</b>	<b>3 Months</b>	<b>6 Months</b>	<b>1 Year</b>
<i>Business/Career/Studies</i>				
<i>Finance &amp; Wealth</i>				
<i>Health &amp; Fitness</i>				
<i>Social &amp; Friends</i>				
<i>Family</i>				
<i>Romance &amp; Love</i>				
<i>Personal Growth</i>				
<i>Fun &amp; Recreation</i>				
<i>Physical Environment</i>				
<i>Contribution</i>				
<i>Spiritual</i>				
<i>Self-Image</i>				

*Where are my biggest gaps in satisfaction levels?*

*Which area of my life do I primarily want to focus on to enhance my satisfaction levels?*

An important thing to remember is that this is *your* Wheel of life. Is your current wheel crooked or is it balanced? What happens when you try to move forward, and you have a crooked wheel? How efficient and effective are you going to be in life if you cannot move forward in a balanced way? It is quite easy to become extremely satisfied in one area, but at what cost? For example, you can spend all your time and energy working on your career and make some fantastic progress.

Perhaps you will even become extremely satisfied with your finances and wealth. However, what may happen to your relationships? Your health and wellbeing? Are you having fun along the way?

The key is to find the balance and that is the beauty of the Wheel. To do this, you want to *grow* your Wheel, not balance your Wheel by trading off in some areas of your life. It is about moving forward, challenging yourself and pushing your boundaries to *expand* your Wheel and make it *bigger* while maintaining a *balance*.

## Put the Wheel in Motion!

Based on the above, it is time to put the wheel in motion! (How is that for a pun??)

You now have a visual snapshot of how satisfied you are in different areas of your life.

Commit yourself to acting *NOW*.

Now that it is fresh in your mind, write 3 quick goals or actions you will take to help you restore balance to your life or enhance your life in the area(s) you feel most strongly about.

These could be as big as starting a new venture to help with your finances, or as small as calling a friend more regularly. Whatever you are most passionate about after looking at your Wheel of Life and while it is fresh in your mind, write your 3 points of action down *now!*

Use the template on the next page to guide you.

# My Immediate Action Plan

*Action #1*

*I will complete Action #1 by (date):* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Action #2*

*I will complete Action #2 by (date):* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Action #2*

*I will complete Action #3 by (date):* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Next Steps

### **Congratulations!**

You have just completed the first module of the Change Your Life course.

Keep your Wheel of Life close by in a place that you can easily refer to often.

Track your progress!

The Wheel provides a snapshot in time of your satisfaction levels and, ultimately, happiness. Complete the Wheel on a regular basis so you can easily track your progress. I recommend once a month, depending on what your goals are and when you have aimed to achieve them.

In addition, if you are going through a particular tough time in your life, it is another way of helping you quickly get visibility of what areas of your life you are dismissing or spending less time in. On the flip-side, if you are finding you are going through a period of extreme happiness and fulfilment, I would also recommend completing a Wheel of Life at this point in time as it will indicate to you where you are spending most of your time and what it is that is making you truly happy. By understanding this, this will help you in determining what you genuinely want to do with your life and help you experience sustained happiness.

In the next module you will delve deeper into understanding “where are you now” by doing some deep heart and soul reflection.

# Reflections on Your Life

*“Reflection enables us to evaluate experience, learn from mistakes, repeat successes, revise and plan”*

*– Sherry Swain*



This course is packed full of awesome tools, guides, and resources to help you make this the moment that you change your life for the better. However, before we jump straight into exactly what you will be doing moving forward, it is beneficial to take some time out and reflect on *how things have been going*.

Have you ever practiced reflection? And SERIOUSLY practiced reflection? We reflect everyday through sharing stories with family and friends and through remembering activities we have done in our past. However, we rarely take the time out to SERIOUSLY practice reflection. When we make it a conscious effort to reflect, we experience several benefits.

## The Benefits of Consciously Reflecting on Life

- Reflection can transform your experience into genuine learning. It can help you gain a more complete understanding of your values, your goals and what you believe in.
- Reflection can help you connect the activities you have done in your life to outcomes achieved, helping you determine whether you are making the right decisions or not.
- Reflection can help you develop higher-level thinking and problem-solving ability, something that you are going to be needing for the rest of this course and to make this the moment you change your life.
- Reflection raises your self-awareness, helping you understand more about yourself and your reactions to the world.
- Reflection can relax you, helping you become calmer and help you think more clearly and deeply.
- Reflection can help develop your questioning attitude and enable you to see things from a new perspective.

- Reflection can help you identify areas for change and improvement.
- Reflection can help you apply what you have learned from one situation to another, also enabling you to react more positively and constructively to new challenges.
- Reflection can help you remain committed to your goals, your vision and your purpose, something you will be needing throughout the year and the rest of your life.
- Ultimately, reflection enables us to evaluate experience, learn from mistakes, repeat successes, revise, and plan.

Reflection is a form of meta-cognition or “thinking about thinking”. You need to be able to understand your actions, your behaviours, and how you think, to be able to set an appropriate vision and goal.

Spending time reflecting on your goals, your progress, and your life is an essential habit to get into to ensure absolute success. This habit will ensure you are continually learning, continually focused, and continually progressing towards your goals. You are going to be able to start practicing this now by reflecting on the year that was.

*“It is not sufficient simply to have an experience in order to learn. Without reflecting upon this experience it may quickly be forgotten, or its learning potential lost. It is from the feelings and thoughts emerging from this reflection that generalisations or concepts can be generated. And it is generalisations that allow new situations to be tackled effectively.”*

*Gibbs, G. (1988) Learning by Doing: A Guide to Teaching and Learning Methods London, UK: Further Education Unit.*

## **Action**

Ensure you are in a comfortable space and away from any distractions. Potentially you may even want to get outside, away from your home, away from your work, and find a place where you can completely set your mind free and reflect.

Read through the below and answer the questions in the templates provided.

Close your eyes and cast your mind back to this day last year. You have since experienced 365 days.

Reflecting on the past 12 months, answer the below questions openly, thoughtfully, and honestly.

# Reflections on My Life

What have been the **10 best experiences** I have had? **Why** were these my best experiences and how did they make me **feel**?

<i>Experience</i>	<i>Why</i>	<i>How did it make me feel?</i>

<i>Experience</i>	<i>Why</i>	<i>How did it make me feel?</i>

*Who else was involved in the above experiences? Is there a common theme?*

*What other common themes do you notice in the above experiences?*

*Looking back over the previous year, what was my **biggest achievement** or accomplishment and why?*

*How did I feel when I achieved the above? Who else was involved and who supported me?*

*If I were to do this (or something similar) again moving forward, what would I do differently?*

*What are 10 things that I am incredibly grateful for that have been in my life in the past 12 months?*

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

*What were my **New Years Resolutions** at the start of this year?*

--

*Was I successful in achieving them? Why or why not?*

*What would I do differently moving forward if I had similar resolutions?*

*Who has been my biggest support over the past 12 months and why/how?*

*How can I show my appreciation for this support and ensure this support continues moving forward?*

*Thinking of my **career/uni/college/work**, what have been my major achievements over the past 12 months?*

*How has the above helped me progress towards where I want to go with my life and career?*

*What are three things I need to do differently moving forward to help progress me towards where I want to go in my career?*

1.
2.
3.

What has made me **upset, stressed, anxious or fearful** in the past 12 months?  
Why?

How did I overcome this feeling? What can I do differently moving forward to minimise these feelings?

Who or what has **inspired me** in the last 12 months and why?

Who or what has positively **challenged me** in the last 12 months and why?

Who or what has **held me back and prohibited me** from achieving my goals in the past 12 months?

What was the most **time-wasting** habit or activity I did during the last 12 months? What can I do differently moving forward to minimise or eliminate this?

How have I grown **emotionally** in the past 12 months?

How have I grown **spiritually** in the past 12 months?

How have I grown **financially** in the past 12 months?

--

How have I grown **physically** in the past 12 months?

--

What **hidden strength** did I uncover in the past 12 months?

--

What are **three words** that can sum-up or describe my past 12 months?

1.
2.
3.

*What are the 3 most significant things I have learned in the past 12 months?*

1.
2.
3.

*What would I do differently moving forward and why?*

--

## Next Steps

Now that you have gone through the exercise of reflection, you should have a better understanding of what you are proud of, what makes you happy, who is your support network, what is holding you back and where your strengths lie.

You will now also have a better understanding of what you can do differently moving forward to help you progress towards where it is that you want to go in your life (more on that in upcoming modules).

Use the information you have captured here to help you plan for the next year and beyond.

Reflection is a skill. I highly recommend that as you progress through the Academy that you reflect on what you have learned at the end of each module. Reflecting on a consistent basis will help you remember the information in the longer-term.

Now that you have done some deep reflection and completed your Wheel of Life, you should be starting to formulate a good picture of 'Where Am I Now'.

The next step in the process is to truly understand your motivators and your drivers for doing what you do. Let's take a look at understanding and eliciting your values.

# Understanding Your Values

*“It's not hard to make decisions when you know what your values are.” – Roy Disney*



If I were to ask you what are your values, would you know what they are? And more importantly, would you know how to utilise them?

When it comes to Changing Your Life, understanding your values is a fundamental building block. Your values influence your behaviours, your choices, and your emotions. Your values influence your habits, your lifestyle, and your social experiences. Your values are your motivators and give you purpose for getting up in the morning. When asked the above question, most responses I hear are pretty vague, people have to think them through or people just say things that they *think* are their values or that they *want* their values to be as they are seen as desirable traits to have.

But are the values that you *want* to have really your values?

This section will help you understand what values are, the benefits of understanding your values, and then you will go through a process of eliciting your values to help you in your goal setting and decision-making.

## Values explained

So, what are values?

Values are such a broad topic and cannot really be summed up in a single sentence but let me try anyway: ***your values represent what is most important to you.***

As mentioned above, they are the driving force behind why you get up in the morning, the choices you make and why you behave the way you do.

Examples of values are success, honesty, belonging and health.

Some people suggest that other activities such as reading, swimming, or socialising are values, however these would be symptoms of your values. For example, if you feel reading is a value, it is probably more accurate to assume that your actual value is learning, or relaxing or something of a similar nature. Think about the actual reason as to what it that led you to read? Like swimming, is this truly your value or is it that you value health, wellbeing, or success? Perhaps you socialise while swimming and your true value is friendship. These are the reasons that made you choose to go swimming.

Understanding exactly what it is that you value is the perfect starting point for understanding yourself and understanding your motivators.

## Benefits of understanding your values

If you want to gain tremendous clarity in your life, in your decisions, understand what matters most to you, and ultimately live a happy and successful life, then understanding your values is fundamental.

Ultimately, by understanding your values you will be able to *prioritise* effectively, make *consistent* decisions and *act* in a way that leads you to success and happiness in the areas you pursue.

Why does this matter? For three primary reasons:

- 1) Time is the most limited resource
- 2) Our decisions are often inconsistent with our goals
- 3) You want to achieve success and happiness

Firstly, time is a limited resource. The fact that you are reading this suggests to me that you want to *maximize your life*, an outcome of maximizing your time. Understanding your values and *prioritizing* helps you achieve this. Your decisions will be more aligned to what you want to do, ultimately helping you to spend your time and energy in a more effective way.

Secondly, the decisions you make are far more *consistent* when you understand your values. When you know what is most important to you, you can prioritise and make consistent decisions to progress you towards your goals. Consistent decision-making aligned to your values helps you progress at a much faster rate towards where you want to go.

Thirdly, you are on a journey of making this the moment that you change your life for the better. If you want to achieve success and happiness, understanding your values is a sure-fire way of gaining tremendous focus and clarity of your goals. Through clear prioritization and consistent decisions, you will get there, *faster*. It is hands-down the most important thing you need to understand. Without understanding your values, you really do not know who you are.

## When you are not in harmony with your values

*"Happiness is when what you think, what you say, and what you do are in harmony."*

*-Mahatma Gandhi*

We now know that understanding your values can help lead you to better decision-making through clearer prioritisation and consistency, leading to better use of time. Through these actions, understanding your values leads to more success and more happiness.

When you make choices that are aligned with your values, you experience harmony, a feeling that leads to satisfaction and happiness. Re-read that quote above by Mahatma Gandhi, the preeminent leader of India who inspired movements for non-violence, civil rights, and freedom across the world. This quote sums up how the heart, mind, body, and soul work in unison. The heart is what represents your values, the things that are most important to you.

But what happens when we are not aligned with our values?

When other parts of our being are not aligned to our values (eg we make a different choice or we take a different path) we experience disharmony which can lead to feelings of frustration, confusion, guilt, emptiness or unhappiness.

Let us look at an example. Some readers may value their health. If this is a strong value for you then how do you feel after going to a birthday afternoon tea and instead of opting for the healthier options, you realise that you have stuffed yourself with sweet slices, fluffy cupcakes, sugar-coated lollies and soft-drinks. I am quite sure you would be feeling a strong sense of guilt, perhaps angry with yourself about your choice. You immediately get a sense that something is "wrong". You are experiencing disharmony – a conflict between your values and

your behaviour. This feeling would differ depending on how strong you value your health.

Taking another example. Let us say you value fairness. How would you feel if you had one gift to giveaway between two people who needed it most? It would be an extremely tough choice for you because no matter your decision, one person will miss out. You will experience feelings of uneasiness as this goes against your values.

When you experience disharmony between your values and your behaviours, subconsciously you will automatically take action to correct the situation and rectify your feelings. The person who ate themselves silly at the birthday party might make the decision to hit the gym and sweat even harder during their next session or set themselves up on a new diet. This will realign their decisions and actions with their values. The person who gave the gift to one person may go out of their way to do something for the other person to ensure harmony between their values and actions.

Have you ever had that feeling when you are feeling down, and you really have no idea why? There is a good chance it is because you have done something that is not aligned to your values.

The more clarity you have of your values the more rapidly you can identify why you are experiencing disharmony and realign yourself to feelings of happiness. Ultimately, understanding your values helps you make choices to experience congruency, success, and happiness.

*Do you ever get the feeling of disharmony?*

*Do you recognise this feeling when it occurs?*

*What do you do that ensures your actions and behaviours are in line with your values?*

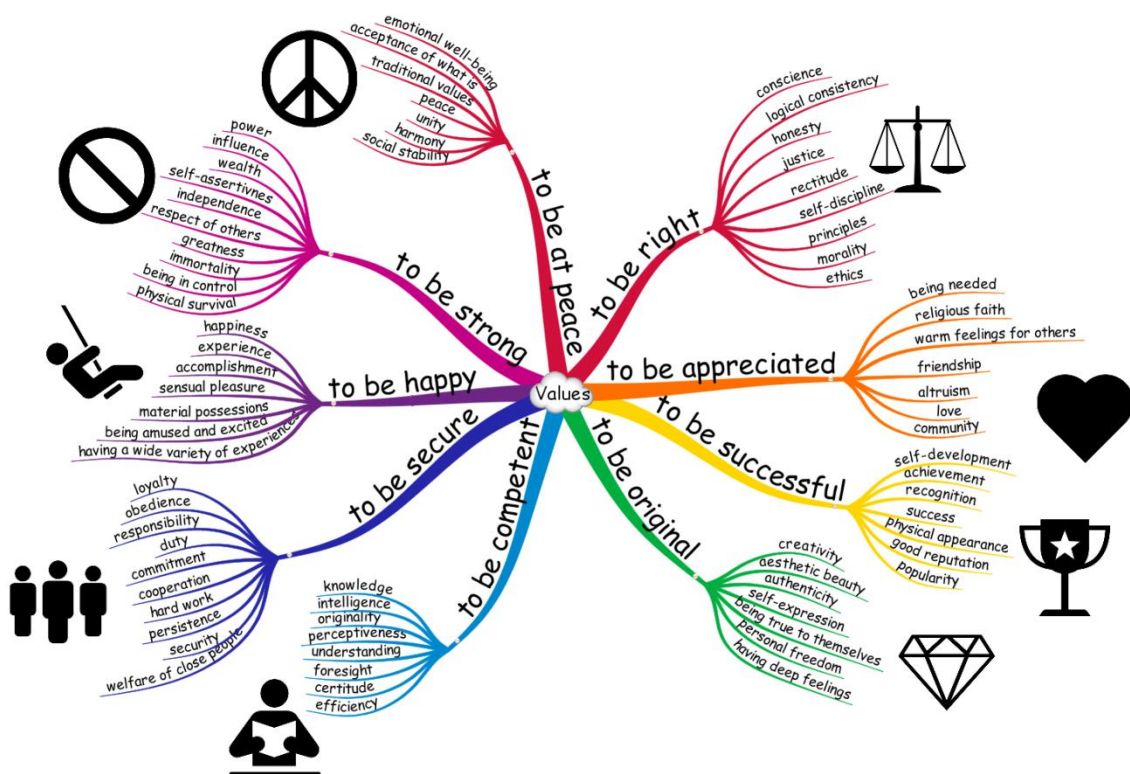
Take the time to think through the above questions before continuing onto eliciting your values.

# Eliciting Your Values

“What lies behind us and what lies before us are tiny matters compared to what lies within us” – Ralph Waldo Emerson

You have now learned what values are, what benefits you can achieve from gaining clarity of them, and what you experience when you make choices that are not aligned with your values.

Now you will go through the exercise of eliciting your values. You will gain clarity of what is most important to you in life, and then you will explore how you can take action to make the most from this.



## Eliciting Your Values

Ok, so let's do it!

It is time for you to build your values hierarchy.

To do this properly, I suggest allowing yourself enough time where you do not have to be anywhere in the next couple of hours. I also suggest being in a quiet location with no distractions, or perhaps in an environment you find inspirational (such as somewhere outdoors in nature) so you can do some deep self-reflection.

Read over this whole section first so you understand the process and then when you are ready, find your space and act.

Some people find it hard to do self-reflection and spend time evaluating their lives, but if you've decided that now is the time to change your life, then I think you are already one-step ahead of the game and you are taking the right steps. I will make it as simple as possible for you.

### Round 1

- 1) Get yourself a pen or pencil, find a comfortable place away from distractions, turn to the next page and get ready for step 2*
  
- 2) In the middle of the next page you will see the words 'What is Important to Me In My Life?'.... that's right, we're mind-mapping!*
  
- 3) Answer that question!*

Think deep. Think hard. Think of what makes you happy. Think of your life gone by and the experiences you have had. Think of what motivates you to get out of bed in the morning. Think of what inspires you.

Write, write, write absolutely everything that comes to your mind. If you are thinking of long sentences, try encapsulating them in a single word. For example, if you are thinking that you want to have a successful career and make it to the top of your Organisation, simply write “success”, or “career”, or “successful career”. Also, ask yourself the question *why?* If you take “successful career” as an example, you might find that your true value is “money”, “power”, or “social status”.

Remember, these are *your* values, not what everyone else *thinks* are your values or *suggests* your values should be.

Make sure what you are writing down makes sense for you and that you truly feel some passion as you are writing them down.

Once you start coming to a bit of a halt and you feel you have exhausted all the areas that you feel are important to you, turn to the following page and read the comprehensive list of values and see if there are others that light a spark or jump out at you that you can add to your list.

What is  
important to  
me in my life?

## Comprehensive List of Values (A-E)

This is a long list of values, but it is certainly not exhaustive. So perhaps there are additional values that you have already thought of or that you are prompted to think of which I encourage you to use!

Abundance	Amusement	Bravery	Congruency	Curiosity	Dreaming
Acceptance	Anticipation	Brilliance	Connection	Daring	Drive
Accessibility	Appreciation	Buoyancy	Consciousness	Decisiveness	Duty
Accomplishment	Approachability	Calmness	Conservation	Decorum	Dynamism
Accountability	Approval Art	Camaraderie	Consistency	Deference	Eagerness
Accuracy	Articulate	Candour	Contentment	Delight	Ease
Achievement	Artistry	Capability	Continuity	Dependability	Economy
Acknowledgement	Assertiveness	Care	Contribution	Depth	Ecstasy
Activeness	Assurance	Carefulness	Control	Desire	Education
Adaptability	Attentiveness	Celebrity	Conviction	Determination	Effectiveness
Adoration	Attractiveness	Certainty	Conviviality	Devotion	Efficiency
Adroitness	Audacity	Challenge	Coolness	Devoutness	Elation
Advancement	Availability	Change	Cooperation	Dexterity	Elegance
Adventure	Awareness	Charity	Cordiality	Dignity	Empathy
Affection	Awe	Charm	Correctness	Diligence	Encouragement
Affluence	Balance	Chastity	Country	Direction	Endurance
Aggressiveness	Beauty	Competition	Courage	Directness	Energy
Agility	Being the best	Completion	Courtesy	Discipline	Enjoyment
Alertness	Belonging	Composure	Craftiness	Discovery	Entertainment
Altruism	Benevolence	Concentration	Creativity	Discretion	Enthusiasm
Amazement	Bliss	Confidence	Credibility	Diversity	Environmentalism
Ambition	Boldness	Conformity	Cunning	Dominance	Ethics

## Comprehensive List of Values (E-P)

Euphoria	Firmness	Heart	Intensity	Loyalty	Organization
Excellence	Fitness	Helpfulness	Intimacy	Majesty	Originality
Excitement	Flexibility	Heroism	Intrepidness	Making a difference	Outdoors
Exhilaration	Flow	Holiness	Introspection	Marriage	Outlandishness
Expectancy	Fluency	Honesty	Introversion	Mastery	Outrageousness
Expediency	Focus	Honour	Intuition	Maturity	Partnership
Experience	Fortitude	Hopefulness	Intuitiveness	Meaning	Patience
Expertise	Frankness	Hospitality	Inventiveness	Meekness	Passion
Exploration	Freedom	Humility	Investing	Mellowness	Peace
Expressiveness	Friendliness	Humour	Involvement	Meticulousness	Perceptiveness
Extravagance	Friendship	Hygiene	Joy	Mindfulness	Perfection
Extroversion	Frugality	Imagination	Judiciousness	Modesty	Perkiness
Exuberance	Fun	Impact	Justice	Motivation	Perseverance
Fairness	Gallantry	Impartiality	Keeness	Mysteriousness	Persistence
Faith	Generosity	Independence	Kindness	Nature	Persuasiveness
Fame	Gentility	Individuality	Knowledge	Neatness	Philanthropy
Family	Giving	Industry	Leadership	Nerve	Piety
Fascination	Grace	Influence	Learning	Nonconformity	Playfulness
Fashion	Gratitude	Ingenuity	Liberation	Obedience	Pleasantness
Fearlessness	Gregariousness	Inquisitiveness	Liberty	Open-mindedness	Pleasure
Ferocity	Growth	Insightfulness	Lightness	Openness	Poise
Fidelity	Guidance	Inspiration	Liveliness	Optimism	Polish
Fierceness	Happiness	Integrity	Logic	Order	Popularity
Financial independence	Harmony	Intellect	Longevity		Potency
	Health	Intelligence	Love		Power

## Comprehensive List of Values (P-Z)

Practicality	Reputation	Sensuality	Stillness	Unflappability	Worthiness
Pragmatism	Resilience	Serenity	Strength	Uniqueness	Youthfulness
Precision	Resolution	Service	Structure	Unity	Zeal
Preparedness	Resolve	Sexiness	Success	Usefulness	
Presence	Resourcefulness	Sexuality	Support	Utility	
Pride	Respect	Sharing	Supremacy	Valour	
Privacy	Responsibility	Shrewdness	Surprise	Variety	
Proactivity	Rest	Significance	Sympathy	Victory	
Professionalism	Restraint	Silence	Synergy	Vigour	
Prosperity	Reverence	Silliness	Teaching	Virtue	
Prudence	Richness	Simplicity	Teamwork	Vision	
Punctuality	Rigor	Sincerity	Temperance	Vitality	
Purity	Sacredness	Skilfulness	Thankfulness	Vivacity	
Rationality	Sacrifice	Solidarity	Thoroughness	Volunteering	
Realism	Sagacity	Solitude	Thoughtfulness	Warm-heartedness	
Reason	Saintliness	Sophistication	Thrift	Warmth	
Reasonableness	Sanguinity	Soundness	Tidiness	Watchfulness	
Recognition	Satisfaction	Speed	Timeliness	Wealth	
Recreation	Science	Spirit	Traditionalism	Wilfulness	
Refinement	Security	Spirituality	Tranquillity	Willingness	
Reflection	Self-control	Spontaneity	Transcendence	Winning	
Relaxation	Selflessness	Spunk	Trust	Wisdom	
Reliability	Self-reliance	Stability	Trustworthiness	Wittiness	
Relief	Self-respect	Status	Truth	Wonder	
Religiousness	Sensitivity	Stealth	Understanding		

## Round 2

You will now have a comprehensive map of values that are true to you. Perhaps you wrote 10, perhaps you wrote 20, perhaps you wrote 100! Now is the harder part. You want to ensure that you elicit the values that are *MOST* important to you.

Your goal is to now get your comprehensive list of values down to a concise list of YOUR TOP 10 VALUES.

Read over your map of values that you have created, one by one going through them. As you read each one, what do you feel or experience? If you are not experiencing a sense of excitement or passion or you are unsure or a bit hesitant when reading over one, then it is probably lesser of a value to you. For those that you read over and you get a tingling feeling, a buzz, or it makes you feel positive in some way, then these would be your highest values.

*Ask yourself is this **TRULY** your value or is it simply a desirable trait?*

***Why** is this important to you?*

***When** you have you displayed these values?*

*Does it **motivate** you?*

*Does it make you feel **happy**?*

*Do you **truly live** this value?*

Elicit and decide on your Top 10 values of what is most important to you. Write your Top 10 on the following page.

## My Top 10 Values (unranked)

	<i>My Values</i>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## Round 3

Now that you have your concise list of values that resemble what is important in your life, how does this make you feel? When you look at them does it “feel right”? Does it inspire and motivate you? Does it resemble you and where you want to go?

We are now going to take it one-step further.

Now that you have your list of values that are most important to you, you are now going to *rank* them. You want to understand what it is that matters *MOST* to you.

Once again, take the time and go through the exercise of reading over your list and sensing which ones are the ones that give you the buzz or spark and rank your values 1 through 10.

If you are finding it tough to determine which value is more important to you, try creating a scenario or situation between the two values. For example, if you are struggling to determine which value is more important between Learning and Fitness, ask yourself the question "on most occasions, what would I rather be doing, reading a book or going to the gym?".

Write your final, ranked list on the following page. This is the one-page you should really want to keep close-by moving forward.

# My Top 10 Values

*“Find people who share your values,  
and you'll conquer the world together.”  
– John Ratzenberger*

	<i>My Values</i>
<i>1.</i>	
<i>2.</i>	
<i>3.</i>	
<i>4.</i>	
<i>5.</i>	
<i>6.</i>	
<i>7.</i>	
<i>8.</i>	
<i>9.</i>	
<i>10.</i>	

## Complete!

### Congratulations!

You now have a concisely ranked list of the things that matter most in your life.

How does it make you feel when you read over this list? Does it feel right and give you a sense of who you are?

*"Show me your list of values and I will be able to tell you who you are." – Brendan Baker*

As we have explored on the previous pages, your values define who you are. Let's take a look at the below list of values from someone.

1. Wealth
2. Career
3. Learning
4. Determination
5. Fitness
6. Honesty
7. Individuality
8. Fun
9. Friendships
10. Family

Just from this list you can get a picture for what this kind of person may be like. Their strongest motivators are to have a successful career and enhance their wealth which is where they would spend most of their time and energy.

When it comes to going to the gym or going out and socialising, this person still values these, however if presented with an opportunity of creating wealth or going out with friends, they may choose the former. This of course isn't to say that on every single occasion they would choose this, as this is still within the Top 10 most important areas of life for this person, however if they were to ignore their top values on more occasions than not, they would experience disharmony which we explored previously.

Let's now take another example. What if we simply flip that list of values on its head? We would end up with the following order of values.

1. Family
2. Friendships
3. Fun
4. Individuality
5. Honesty
6. Fitness
7. Determination
8. Learning
9. Career
10. Wealth

What does this list of values tell you about this person? They still value the same things... however they value these things *differently*.

This person would absolutely love spending time and having fun with family and friends with open and honest relationships. They still value having wealth and a successful career, however if their career would be at the detriment of relationships, what do you think they would do?

How well are you currently living your values?

When you read through them, do you feel you are satisfying what is most important to you? I suggest you compare your values with your Wheel of Life to see if the things that matter most are currently being satisfied. Also, when you look at your values, how does this compare to your reflections on your life (module 2)?

Understanding your values and combining this with your Wheel of Life gives you a good picture of what is most important to you and whether you feel as those these areas are being completely fulfilled.

## Understanding Your Values and Taking Action

Now that you have your list of values, representing what is most important to you in life, let's explore a little deeper into how you can utilise this knowledge.

### 1) Making decisions

Understanding your values helps you to *prioritise* your time as well as helps you to make *consistent* decisions.

Now that you know what is most important to you in your life, you will be more consciously aware of what it is that makes you happy and where you want to get to.

As you are now more consciously aware, your decisions will be more consistent and in-line with your values. What does this mean? Ultimately, you will be able to make decisions on a more regular basis that lead you to being more happy and your consistent decisions will also help you achieve success in the areas that you pursue, and importantly, get you there *faster*.

Knowing your values is the first building block for setting goals for your life.

## 2) Achieving Harmony

We explored the concept of harmony and what happens when your actions or behaviours are not in harmony with your values. Now that you are more consciously aware of what is important to you, you can make choices and act in a way that is aligned to your values.

You will understand more clearly now when you have feelings of guilt, frustration, anger, disappointment and what has brought these feelings on. More importantly, you will be more conscious to be able to bring yourself back into a state of harmony and behave in ways that are aligned to your values.

Achieving harmony is essential for happiness and reaching peak performance in life, something that you will need to ensure you remain committed and aligned to your goals.

## 3) Planning Your Life

Now that you have a clear understanding of what is most important to you, you can start to explore ideas of where you want to be heading in life. Your values are your driving force for what gets you up in the morning.

Every day when you wake up, you want to be completely motivated and driven and return to your bed at night knowing that you gave the day 110%, don't you?

Now that your values are clearly defined, we will start to explore where you want to be and how consciously making decisions can get you there.

Going through this exercise is often a wake-up call for many. One of the most common things I hear when people go through this exercise is that they realise that what they are currently doing is not aligned to their values. For example, a lady who I recently suggested go through this process came to realise that her strongest value was the term challenging. This enveloped many things for her,

including her passion for learning, development and giving everything 100%. What she came to realise was that her day-job was so out of line with what was most important to her in life... she had been in her role for three years and with her company for five years and she was not being challenged in a way she desired.

What did she do?

She threw herself in the deep-end, quit her job, and started a business aligned to another one of her values - fitness!

How has she gone? Absolutely fantastic! She thrives on the challenge of running her own business. This is what gets her up in the morning! And her whole life is now based on two of her highest values – challenge and fitness. She can now consciously make decisions that are aligned to the things that are most important to her.

# Where Am I Now? - Summary

You should now have a solid understanding of where you are now.

You have developed and completed your own Wheel of Life, helping you gain an insight into where you are currently spending your time and energy and how satisfied you are in life's different areas.

You have completed a deep reflection on your life and identified key learnings and what you want to bring into your life moving forward.

You have now elicited your Top 10 values and ranked them – giving you clarity as to what is most important to you in your life. This will allow you to consciously make consistent decisions, make better use of your time, and help you live a more purposeful life.

Before progressing to the next module, take some time out to reflect over what you have learned about yourself.

## Next Step

Next you will be guided on where you want to be.



Where Do I  
Want to Be?

# Passion & Purpose

*“Don’t worry about what the world needs. Ask what makes you come alive and do that, because what the world needs is people who have come alive.”*

*- Howard Thurman*



Do you wake up super-excited each morning to face the day? Do you sometimes wake up at 4am with amazing ideas that you cannot wait to start working on?

If you are living out your passion daily, then this could be the case. However, did you know that 80% of people spend their life doing work they do not like? Do not let yourself be one of the 80%. Join the 20% of people that are enthusiastic, motivated, and energized to participate in their daily lives.

This can be hard for many people, but the fact that you are reading this already puts you ahead of the game. You will go through the exercises of determining what your passions are, what your real purpose in life is and develop plans for progressing towards them.

Finding your passion and your purpose are always interesting talking points. Yet many people do not actually spend the time to think about the question. Living out your passion and purpose daily helps you engage fully with the world. If you are passionate, you will become more energized, more motivated, more engaging, and perform at a higher level.

Understanding your passions and finding your purpose is fundamental to being able to lead an extremely successful *AND* happy life. Many people are successful, but at the expense of being happy. Living out your passions and living a life with purpose ensures that you will not only perform well in your chosen field, leading to great success, but that you will also enjoy doing what you do, leading to sustained happiness.

*What would you do if you had unlimited resources, unlimited time, unlimited money and unlimited networks?*

*Where would you be?*

*Who would you be with?*

*What would you be doing?*

*How do you want to spend the rest of your life?*

Take a moment to think about the above questions.

Today you are going to start taking the journey towards being one of the 20% of people that enjoy a life doing what they want. If you are already one of the 20%, then you will be able to fine-tune your passions and sharpen your needle to point in the right direction.

## Eliciting your Passion and Purpose

Find a quiet location, away from distractions, potentially outside and somewhere you can set your mind free and start to think deeply.

First things first, you need to clear your mind. If you want to truly find your purpose in life you firstly must empty your mind of all the things that you have been taught should be your purpose in life.

- 1) Think through everything that you have been taught regarding things that should be your purpose in life. Ask yourself why society wants you to pursue these dreams. If you were to pursue this path, would it truly make you happy? **(10mins)**
- 2) Look over and reflect on the tasks from the first section of this guidebook. Spend some time remembering the reasons why you wrote your answers. This will help you examine your life currently and get your mind into the right mental state of deep thinking. **(10mins)**
- 3) Read through and answer the 'Discover Your Life Purpose' questions on the following pages. Think these through openly and honestly and ensure you write an answer to each of the questions.

Take your time in doing this as this is **YOUR LIFE**. This may be the first time you have taken the time out to truly deep dive into your life. It can be exhausting and hard work. Sometimes you may not have an answer. If this is the case, simply move on and come back to the question when you do have the answer.

## Discover Your Life Purpose

Answer the below questions as fully and honestly as possible. Do not be pressured to write what you think society expects you to write. This is *YOUR* life.

### Tips:

- 1) **Write anything and everything** that comes to mind. You can fine-tune as you go along.
- 2) **Think BIG**, think of no limitations, do not even consider challenges or obstacles at this stage
- 3) **Use the previous exercises** of understanding your values, your wheel of life and your reflection on your life to help guide your thinking.

*What are you most passionate about?*

*What are you doing when you are experiencing your happiest and most energising moments? Who are you with? Where are you?*

*What are you doing when you are experiencing your happiest and most energising moments? Who are you with? Where are you?*

*What are your biggest strengths? What are you known for being good at? What do people ask for your help with?*

*If you won \$500million in the lottery tomorrow, what would you be doing in 6 months from now? 5 years from now? 20 years from now?*

*Who inspires you? What is it about them that inspires you?*

*What were you doing when you were last in an absolute state of 'flow'? In the 'zone'? Lost track of time?*

*What would you do if you knew with 100% certainty that you could not fail?*

*What do you love helping people with? What contribution can you give to the world?*

*What's your favourite book? Favourite magazine? Favourite section of the library? Why are you drawn to these?*

*If there was no such thing as money in this world, but jobs or roles still existed, what would you do happily for free?*

*What do you want people to say at your funeral about who you were and what you achieved?*

*What do you want your legacy to be? What will people remember you for?*

*When was the last time you woke up in the night, excited and passionate with ideas? What were those ideas and what were your thoughts?*

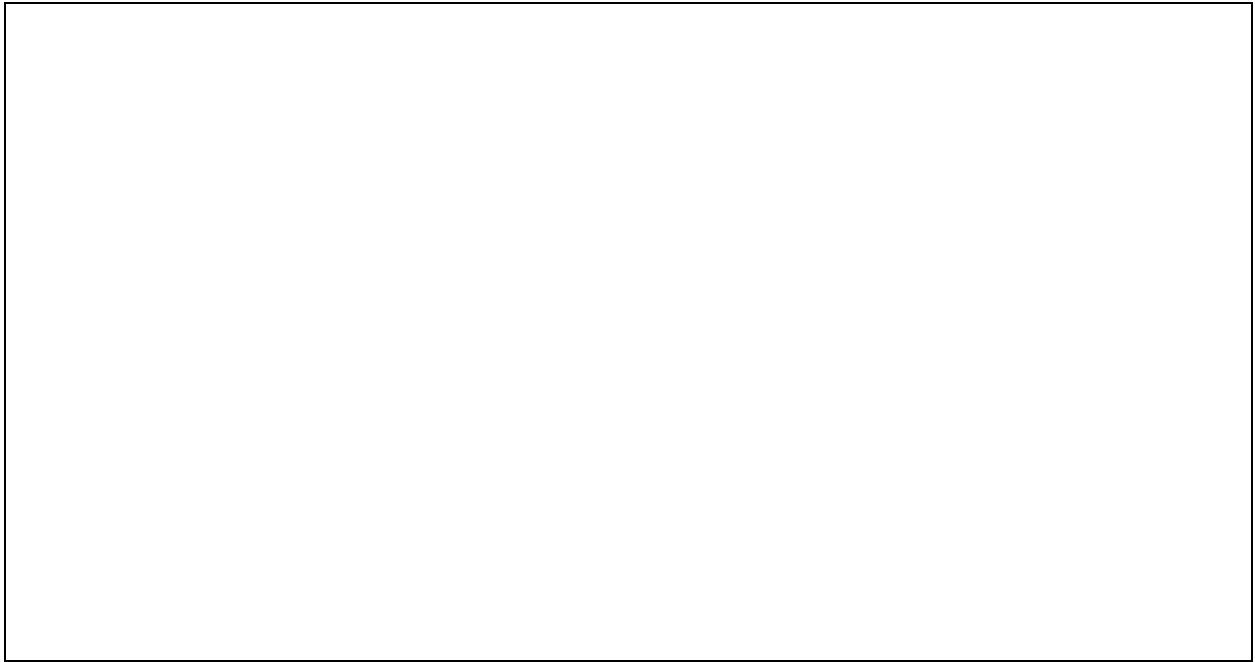
*Describe what your ideal day is. Can you do this every day without getting bored? What can you do every day, passionately, for the rest of your life?*

Now, describe your ideal life. Taking what you have learned from the questions on the previous pages, write down in one or two paragraphs what your ideal life would look like. What would you be doing with your time if you had unlimited resources? Unlimited time? Unlimited money? Unlimited networks? And you KNEW you could not fail.

What is the meaning behind your ideal life? Ask yourself *WHY* that is the most important thing to you? Your WHY is your driving force in life. Your WHY is your purpose in life. Your WHY gives you energy, motivation, clarity and creates unstoppable passion to achieve your ideal life.

# My Ideal Life and My WHY

## My Ideal Life



## WHY this is important to me



You should now have a clear picture of what you are truly passionate about, what you want to achieve in your life and what your ideal life looks like. If not, please go back through the exercise above and think through your answers more honestly and clearly.

Let's now take it a step further. How does your ideal life translate into your life purpose? Summarise your ideal life and your why statement and translate that into an impactful and meaningful *purpose statement*. Your purpose statement should be just once sentence and no more than one paragraph.

As an example, below is my purpose statement:

**To help as many people as I can to achieve their full potential in life and for me to be able to leave this world in peace. I will do this by living fully, honestly, and compassionately and continuously strive for reaching my own highest potential in all areas of life.**

## My Purpose Statement

If you do not get a passionate or energetic or overwhelming feeling inside of you when you read this statement, then you have got it wrong. Take more time out to reflect on your life and where you want to go. Repeat the action steps listed above. If you haven't quite got there and need some help, speak with a close member of family or a close friend and get their input, but don't let them *convince* you of something you know not to be true.

Read over your answers to your ideal life and your purpose statement. You should be feeling the passion! Write your Ideal Life and Purpose Statement on another piece of paper, paint in on a picture, type it into your phone, pin it up on your wall. This is something that should be visible to you each day to remind you of what it is that you are pursuing.

Before we get started in action planning and goal setting, we are going to embed your ideal life and your purpose statement. You must live and breathe this for it to come alive in your life. Writing it down once and referring to it ever so often is just not good enough. Hence, we will now look at creating your vision and inspiration board.

# Vision & Inspiration Board

*“Everything is always created twice, first in your mind and then in reality.” – Stephen Covey*



You should now have a clear understanding of where you want to go in your life and how you want to be spending your time and energy. To help you in achieving this, you are going to create a Vision & Inspiration Board. Vision and inspiration boards are a powerful tool in helping you create and realise your success.

This is super-fun, so get ready to be creative! But firstly, I want to tell you a little bit about the vision and inspiration board.

## What is a Vision & Inspiration Board?

A vision board and inspiration board is simple. Typically, it is a poster board on which you paste or collage images that you've either torn out from various magazines or that you have found online.

Sight is our strongest and most well-developed sense. When you surround yourself with images of what you want in life, who you want to be like, who you want to be with, what you want to have and whatever else you decide to put on your board, you subconsciously make choices that lead you to those things that you desire.

*“You move towards what it is that you think about the most.” – Brendan Baker*

Vision and inspiration boards add clarity to your desires and provide instant feeling and meaning of your ideal life. They help you remain focused on what it is that you are trying to achieve. It lifts words off a page (such as your Ideal Life and Purpose Statement) and brings them to life - into your life.

## Examples of Vision & Inspiration Boards

Below are several examples of what Vision & Inspiration Boards can look like, including my very own which I produced back in 2011.

Each vision and inspiration board is unique and identifies your particular ideal life, passions and purpose.



Example 2 – Using the power of words



Image: <http://thefirstresort.com.au>

*Example 4*



Image: <http://thefirstresort.com.au>

*Example 5 – Completed using the power of the computer and internet*

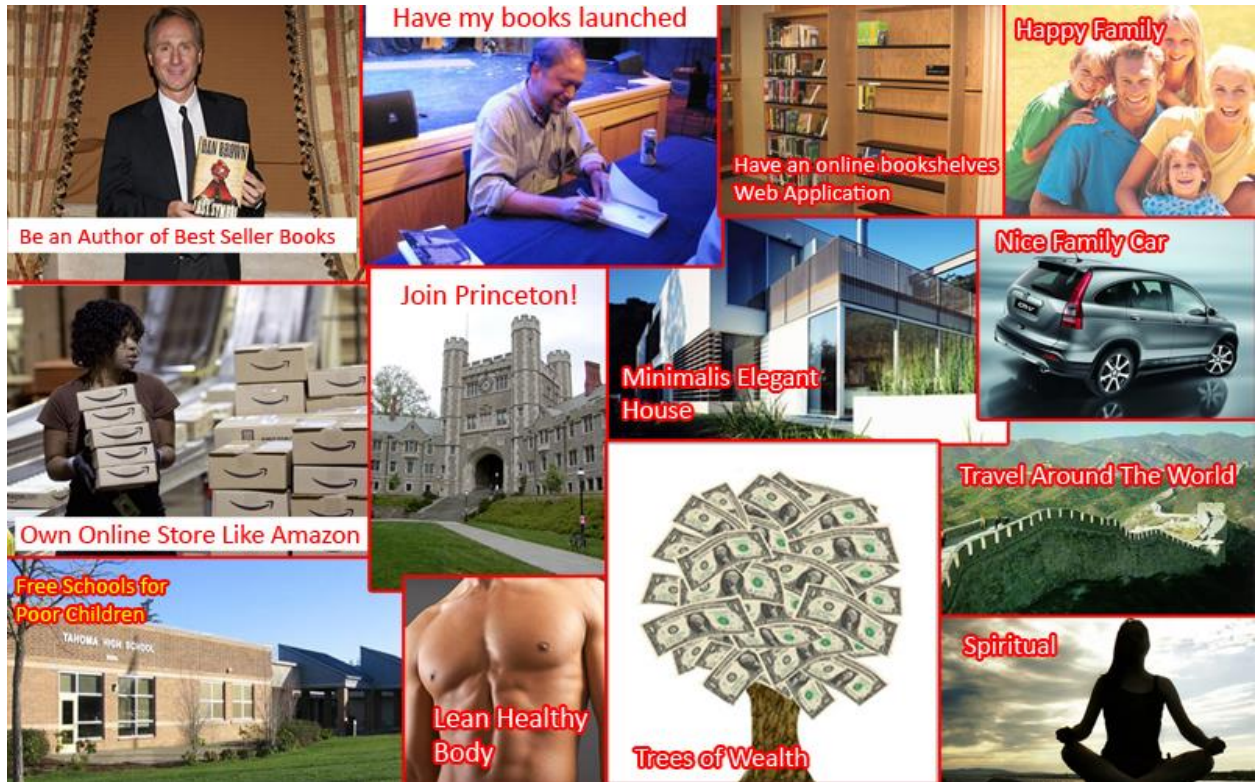


Image : <http://thefirstresort.com.au>

*Example 6 – My very own vision & inspiration board (2011)*



## About my vision & inspiration board

How good is my vision & inspiration board! Every time I look at it, I get excited and energized!

You are probably thinking it is not that great, and that doesn't bother me! You are not supposed to get inspired or motivated by my vision & inspiration board, because it resembles me, my life, and my purpose. What you will have after going through this exercise is a vision & inspiration board that means something to *you*.

But for now, let me explain my board.

One of the first things you will notice is that my vision & inspiration board is in a book. I participated in a course in 2011 which helped shape and define my life,

not dissimilar to what this course is about. As part of this, 2 pages were left blank in the course book, ready for me to place my life, passion, and purpose in a visual format. I found some magazines, cut them apart and created this in about 45 minutes. This book has remained beside my bed for nearly a decade, and I refer to it daily. I have since created other vision boards that I also look at.

You will notice the words I have on my board:

***Ask the Experts*** – I want to reach the top of my game and become THE go to person, the expert. I want to be the most honest and trusted resource for people to go to.

***The Inspiration of Our Nation*** – Along with an image of an Olympic cyclist, I admire the traits of Olympians and they inspire me. I continually practice implementing the same traits as Olympians (such as dedication, commitment, habit creation, nutrition, and fitness) and embed these traits to benefit my life and to inspire others.

***Growth*** – I am passionate about personal growth and building a life centered around this.

***Yoga*** – Although I do not actually practice yoga, I am passionate about balance in life, being able to relax and taking control of the mind.

***Leader of the Pack*** – I am continually looking at ways of developing my leadership skills to be able to help others throughout life.

***Get Paid*** – I want to be able to make a healthy living do what I am passionate about.

***Property*** – As an investment, property is attractive to me and I want to build a lucrative property portfolio. However, this is not just limited to property. It also encapsulates other investment options for me such as shares and precious metal.

If you then look at the images I have, many of them reflect the above words and have the same meaning. This is **key** to reinforcement of what you genuinely want.

If you have too many things going on in your vision & inspiration board, it means that you are not targeting specifically enough what it is that you genuinely want. Your vision & inspiration board should reflect your ideal life and purpose statement tightly.

By looking at my vision & inspiration board, you should have a clear understanding of what is important in my life and what I am trying to achieve. It can be summed up by:

1. *Growth* – Personal and in Others
2. *Leadership & Inspiration* – Standing up for what I believe in and taking action to live the life I want and helping others have the same
3. *Health & Wellness* – Active, healthy and a deep understanding of the mind
4. *Money* – Being able to make a living doing what I love
5. *Property* – Live in an amazing home and build an investment portfolio.

## Now it is Your Turn!

There are two basic ways that you can create your vision & inspiration board.

- 1) Magazine cut-outs and paste onto a sheet to pin up
- 2) Use images on the computer and print out when complete

They both have their advantages and disadvantages, but really, it is all about what suits you.

I find that using magazines is more engaging and you can cut/tear in different shapes which adds to the effect (rather than a lot of straight-edged images). In addition, creating something physically with your hands helps you use another of your senses to embed what it is in your life. There is something about having physical images sticking on top of one another that is more attractive to me.

On the other hand, the benefit of using the computer is you have a larger pool of images to pull from, you can create text and image effects and you can edit and change it readily and easily.

## Steps to Creating Your Vision & Inspiration Board

- 1) Decide whether you want to create your vision and inspiration board using magazine cut-outs or on the computer. If you are using magazines, ensure you have a *lot* of them and a *variety* of different types. You want to ensure that you have plenty of images or words to choose from and that it reflects your ideal life, passions, and purpose. Also, the larger the better. I would recommend A3 as a good size. There is a template on the following page that you can use if you want to store it inside this guidebook. **(5mins)**
- 2) Spend 5 minutes reading over your ideal life, passions, and purpose statement. You want these to be crystal clear in your mind as you are creating your vision & inspiration board. You will be making these *come alive*. **(10mins)**
- 3) Go! Start looking through the magazines and finding images or words that resonate with your ideal life, passions, or purpose. Cut these out but do not start pasting them yet. If you're using the computer, try using [google images](#) or [flickr](#) to find photos that you think are suitable. Feel free to also include your own personal photos!
- 4) Once you have all your images, start to arrange them in a way that you feel is most appropriate. You will most likely find that you have too many images. Choose the ones that best resonate with you and have the most meaning.

- 5) Glue them onto your sheet or lock them into position on the computer.
- 6) OPTIONAL: Leave space right in the centre of the board for a photo of yourself. Place a happy photo of yourself smack-bang in the middle to help embed the fact that this is *your* life.
- 7) Look over your vision & inspiration board. It should be extremely powerful and bring up feelings of passion in you. If you do not get these feelings, then you may need to try find a few new images that resonate more strongly with you.
- 8) Pin up your vision & inspiration board in a central location where you will be able to easily view it daily. Somewhere near your bed is ideal, where you can look at it before going to sleep and see it when you first wake up each morning!

## Complete!

Congratulations, you have just completed your vision and inspiration board. This is something that will motivate, energise and inspire you towards your dreams. If you look at this 365 times over the next 12 months do you think will be motivated? Most definitely! There is no doubt that you will start progressing towards your biggest life goals.

To embed your ideal life, passions, and purpose even further, we are now going to ensure you have a role model to inspire you.

# My Vision & Inspiration Board

## Finding a Role Model

*“As I grow older, I pay less attention to what men say, I just watch what they do.” – Andrew Carnegie*



You should now know with some clarity what you want to do with your life. You now have meaning, and you have purpose behind what it is that you do. You have created a Vision and Inspiration Board to help you focus your time and energy in places where it matters most.

To help you gain an understanding of what it takes to be successful in the areas that you pursue and what characteristics are necessary, you are now going to identify a role model who you can look to. Having a role model helps you gain an understanding of what it is that they do that makes them successful.

A role model is simply someone that you admire and respect that has done what it is that you want to achieve. If you can model their behaviour, you will be moving in the right direction for changing your life.

Modelling the behaviour, thoughts and attitudes of successful people has been shown to help a person become more successful.

## The Benefits of Having a Role Model

There are several benefits of having role model. Generally, modelling the behaviour, thoughts and attitudes of successful people has been shown to help a person become more successful.

Who doesn't want to become more successful? The fact that you are reading this proves to me that you're already one step ahead of the game and ready to take your life to the next level. Identifying a role model and modelling their behaviour is a sure-fire way of getting the results you want, *faster*.

Moreover, there are several other specific benefits of having a role model.

## Role Models Inspire Us

Role models have been there and done that. They are doing what it is that we want to be doing. They make our dreams and visions a reality. They prove to us that it can be done.

By inspiring us through what it is that they are achieving, you will be more fueled with energy to be able to move in the direction you want to go.

## **Role Models Show Us What's Required**

What are the specific character traits or behaviours that are needed to be successful in what it is that you are pursuing?

By looking at the traits of a role model, you will quickly identify what it is that has made them successful. Can you learn these traits? Where can you go or who can you speak with for developing these traits and behaviours? Role models show us what is required and what it takes to make them successful.

## **Role Models Show Us the Path**

Role models have done exactly what it is that you need to do. They know the path. They have walked that path. They may know of better or more advanced paths.

Having a role model helps you identify what steps you need to take and in what direction to be able to get to where it is that you want to go.

## **Role Models Have Made Mistakes**

The good thing is everyone makes mistakes. Including role models. Why is this a benefit to you? You can learn from their mistakes.

There is no need for you to embark on your goal where you keep tripping up over yourself. Your role model has been down the path before, and they have already made the mistakes. Look to your role model to learn what mistakes they have made and how they have overcome them.

This makes your life so much easier. Minimise your chances of making a mistake by learning from the mistakes of others before you.

## Role Models Are Willing to Help

Most people on this planet are more than willing to help one another. People that have been successful in their area of pursuit are more likely than not to be happy and willing to help others make progress towards reaching the same goal. It is a way of 'giving back' to the world.

If you have a role model that you can physically connect to and talk to, then you will be able to get guidance quickly and easily from their experience.

Having a role model that you can speak with also helps you bounce around your ideas, helps with your planning, and ultimately helps you progress towards your goals faster.

## Choosing a Role Model

Time to choose who your role model is going to be!

Keep in mind that if you know of someone that you can connect with and talk to on a regular basis, this is ideal. The benefits are enhanced when you can speak with your role model and gain further insight and clarity into what it is that they have done and what they have learned.

In saying that, you may not know of someone personally that has been successful in the areas that you want to be successful in. If this is the case, look more broadly and identify someone famous, or someone that you respect and admire that you know has become successful in what it is that you want to do.

## Action

Find yourself some space in a quiet area. Again, read over your ideal life, passions, and purpose statement. Spend a couple of minutes looking at your Vision & Inspiration Board. You want these to be crystal clear in your mind as you are identifying your role models.

Answer the following questions to help you determine who the best role model for you is and what you can learn from them.

*List 5 people who have achieved or been successful in what it is that you want to do:*

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

*What are the common characteristics, behaviours, attitudes, beliefs, or traits amongst these people?*

*Out of the characteristics, behaviours, attitudes, beliefs, or traits listed above, what do you have and what are you strong in?*

*Out of the characteristics, behaviours, attitudes, beliefs, or traits listed above, what don't you have and how will you learn this?*

*Identifying your role model: Out of the 5 people listed above, who is it that you respect and admire most?*

Role Model: \_\_\_\_\_

*Why? What have they done differently? What is it about them that inspires you?*

*Describe how you will continually learn from your role model? Will you speak with them regularly? Read their books? Get in contact with them?*

You have now identified your role model(s) and have described above how you will learn from them. If you do not know about your role model's history or how they have got to where they are, RESEARCH them! Find out absolutely everything you can about your role model.

- What path did they take?
- What mistakes did they make?
- Who are they friends with?
- Who are their most important connections?
- What experiences have they had?
- What difficulties did they face?
- How did they overcome these difficulties?
- How do they describe success?
- What does their life look like now?

Keep your role model front of mind. Your role model is your guide to directing you on the right path. Your role model is an inspiration for doing what it is that you are doing. Start to model the attitudes, behaviours and characteristics of your role model.

This is the beginning of your new life.

# Where Do I Want to Be? - Summary

You should now have a solid understanding of where you want to be.

You have taken the time to gain clarity around what you are truly passionate about. You have described what your ideal life looks like as well as *why* this is important to you. You have summarised this by creating your purpose statement.

To support this and make it more real and tangible, you have created a vision and inspiration board that you can refer to daily.

You have also identified a role model who you can start to learn more about and get an understanding of what they are doing or what they have done that has made them successful in the areas you pursue.

This is all long-term visualisation and planning. Now it is time to look at how you are going to achieve your ideal life by breaking this down into smaller, measurable goals.

## Next Step

Next you will be guided on how you will get there.



How Will I  
Get There?

# How Will I Get There?

*“The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goals to reach.” – Benjamin Mays*



You have now examined your life and have a good understanding of where you currently stand. You have elicited your values and you know where you are currently spending your time and energy.

You have now gone through a process of identifying your passions, your purpose and what your ideal life looks like.

You have developed a Vision & Inspiration Board to help you visualise and bring to life what it is that you want to get out of your life. You have identified someone who has walked the path of where you want to go.

Now it is time for you to start looking at your immediate action plan. It is time to start focusing on the year ahead.

This is what you have been waiting for. Getting to the detail of planning your best life.

Doing this part alone is useless without doing the prior exercises. To be able to point your needle in the right direction and ensure you are spending your time and energy on the right things, you need to have the clarity of your current situation as well as what your longer-term objectives are in life.

You should now have a solid understanding of where you want to go with your life and how you want to spend your time and energy.

We are going to go through four sections that will help you map out the next 12 months of your life. The 4 sections we will cover are:

1. Set Your Yearly Outcomes
2. Set Your Yearly Goals
3. Develop a Strategy
4. Create an Action Plan

## Yearly Outcomes

This section will help you discover what exactly your world will look and feel like in 12 months' time. When it hits 365 days from now, how will you be spending your time and energy? Who will be in your networks? How will you spend your day?

## Yearly Goal Setting

This section will enable you write specific, measurable, and timely goals of what you are going to achieve by the end of the year. A key component here is to ensure that your yearly goals are aligned to your values, your passions, your purpose statement, and your ideal life.

## Strategy

This section will help you understand the gap that exists between where you are now and where you want to be in 12 months' time. We will also go through an exercise of helping you gain clarity around how to bridge the gap.

## Action Planning

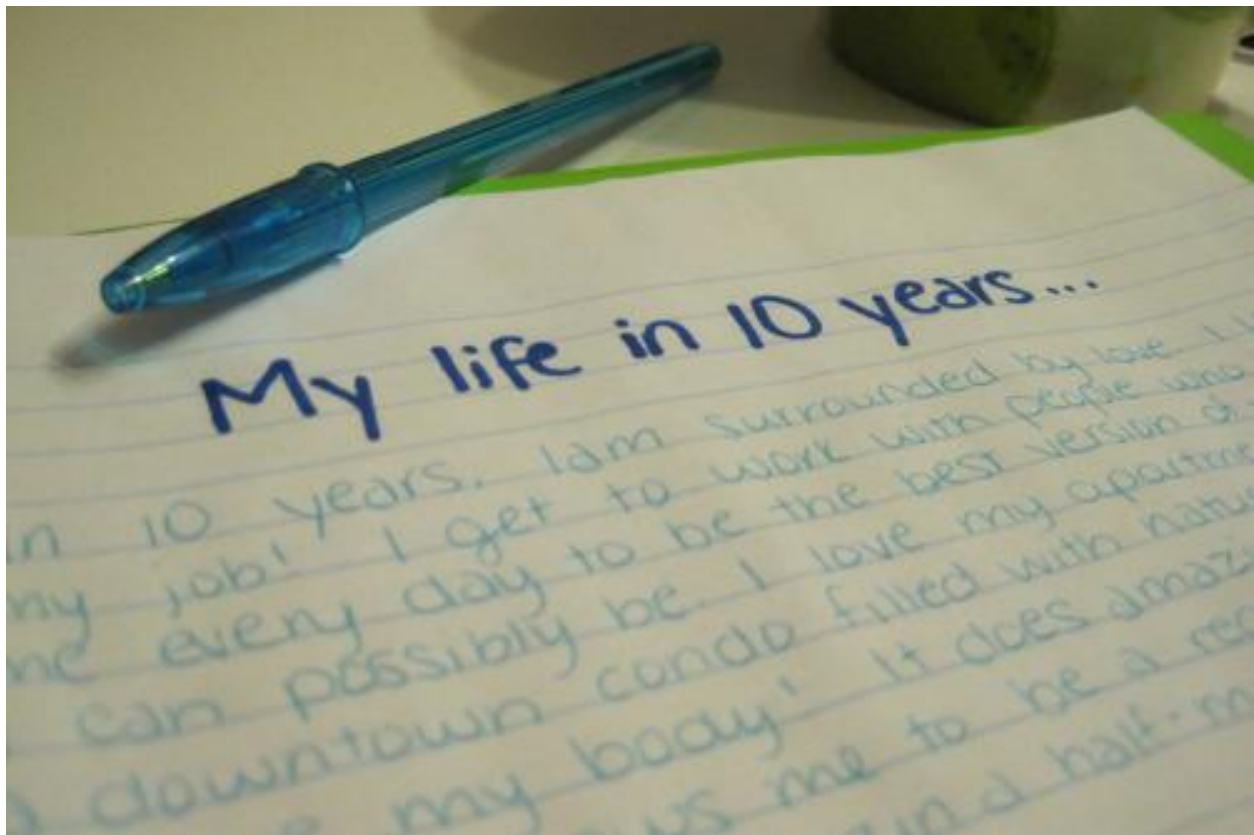
This section is the nuts and bolts of your year! You will determine the specific steps and actions required to ensure you change your life in the next 12 months. This is your guide, your written path, your 'map' for the year.

Are you ready to change your life?

Let's do it!

## Set Your Yearly Outcomes

*“Your life does not get better by chance, it gets better by change.” – Jim Rohn*



This section will help you discover what exactly your world will look and feel like 12 months from now. When it hits this day next year, how will you be spending your time and energy? Who will be in your networks? How will you spend your day?

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To have it fresh in your mind, re-write your purpose statement and ideal life below. Did you know that writing something repetitively and consistently not only helps you remember it, but it helps embed its significance and enhances your focus on it? You can *never* write your ideal life or your purpose statement too often!

The next page is dedicated to you doing this.

## My Purpose Statement

## My Ideal Life

I Will Be Living This Daily By the Following Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Now that you have your ideal life visualised and front of mind, let's start to explore what your world will look and feel like at the end of the year.

Firstly, you need to set yourself a target of when you want to be living your ideal life. This needs to be a realistic target. Of course, you may be wanting to live your ideal life today or tomorrow, but that may not be possible. This is the year that you put hard work into changing your life to ensure that you are progressing towards living your ideal life sooner rather than later.

## Action

1. On the previous page where you wrote your ideal life, there is space at the bottom to put your target date of when you aim to be living your ideal life. Thinking seriously, realistically but also optimistically, write the date of when you aim to be living your ideal life in the space provided.
2. Now, we need to break this down into reasonable size steps. On the following page, describe what your life will look like 5 years from now, 3 years from now and 1 year from now.

If you believe you can be living your ideal life within this timeframe, then that is awesome! Feel free to simply re-write your ideal life in the '5 years from now' space or when you realistically believe this to happen.

3. Specifically focusing on what your life will look like 1 year from now, answer the questions on the page after next.

## What My Life Will Look Like

5 Years from Now	3 Years from Now	1 Year from Now

# 1 Year from Now

<i>Where will I be?</i>	
<i>What will I be doing?</i>	
<i>Who will I be with?</i>	
<i>What new connections will I have?</i>	
<i>What habits have I embedded?</i>	
<i>What experiences have I had?</i>	
<i>What income am I earning?</i>	
<i>How would I feel?</i>	

## Summarising

Going through the above exercise and breaking down your ideal life into your ideal year is the first step in understanding exactly what you want to achieve as well as exactly what is realistic to achieve in the next 12 months.

To summarise, write exactly what you see your *average day* looking like by the end of the year. Incorporate all the elements above into what you genuinely believe you want to be doing on your average day by the end of the year.

Ensure it is specific, detailed, stretching, and realistic.

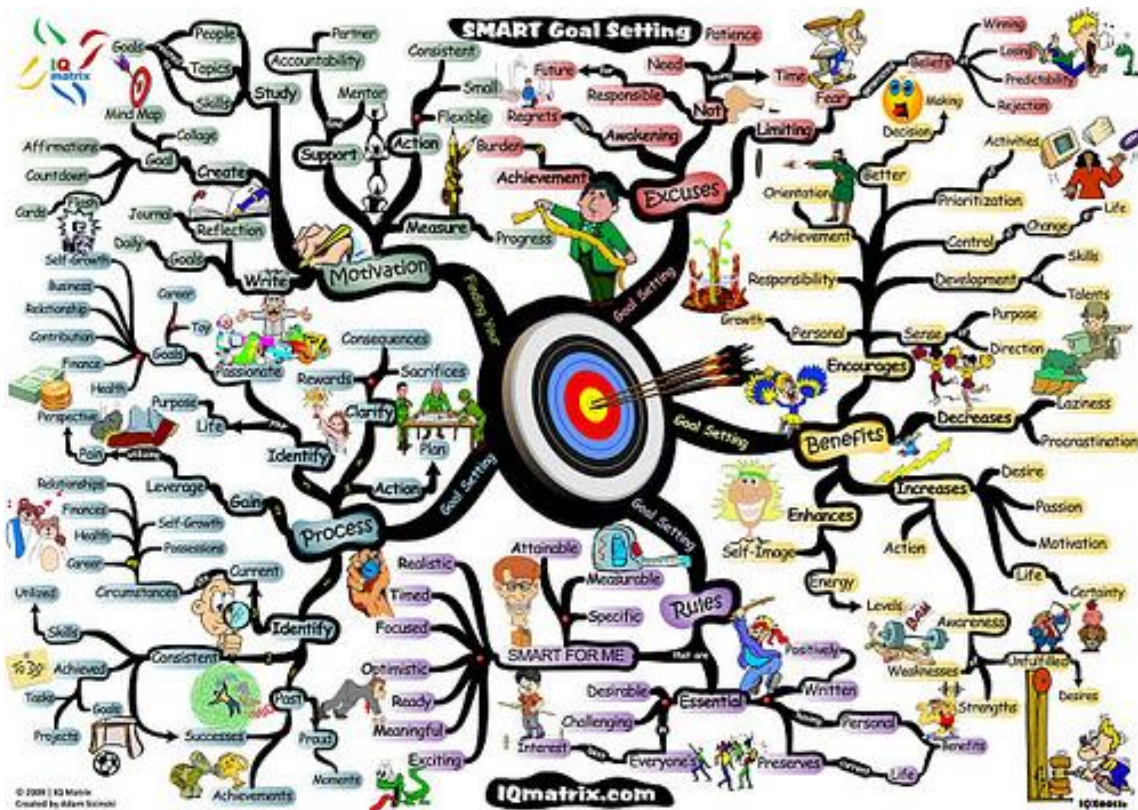
Remember, your average day *should* be different to what it is today. This is the year that you are going to be changing your life. So, think big, think bold, think optimistic, but also think realistic.

<p><i>What does my average day look like 1 year from now?</i></p>	
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Now that you have a clear focus and understanding of what your world will look and feel like daily one year from now, let's now get specific and start setting some goals!

# Set Your Yearly Goals

“People with clear, written goals, accomplish far more in a shorter period of time than people without them could ever imagine.” – Anonymous



This section will enable you write specific, measurable, and timely goals of what you are going to achieve in the next 12 months. A key component here is to ensure that your yearly goals are aligned to your values, your passions, your purpose statement, and your ideal life.

Now that you have a clear understanding of your outcomes for the next year and what your world will look and feel like, it is time to put these into specific and measurable goals.

*Did you know that 3% of Harvard MBA graduates make ten times as much as the other 97% combined?*

A study was conducted in the 1970s and 1980s that investigated the success of these Harvard MBA graduates. In 1979, interviewers asked these graduates a simple question:

*“Have you set clear, written goals for your future and made plans to accomplish them?”*

The results revealed that:

- 84% had no specific goals at all
- 13% had goals but they were *not committed to paper*
- **3% had clear, written goals and plans to accomplish them**

Following up on the success of these same Harvard MBA graduates, in 1989 the researchers investigated the incomes earned in the class.

- The 13% of the class who had goals were earning, on average, **twice as much as the 84 percent who had no goals at all.**
- Even more staggering – the three percent who had clear, written goals were earning, on average, **ten times as much as the other 97 percent put together.**

(Source: from the book [What They Don't Teach You in the Harvard Business School](#), *by Mark McCormack*)

Goals give you something to focus on that will impact your life positively. Goals give you a measure of success to help you determine if you are achieving what you want to be achieving. Goals help you put your time and energy into the things that matter most to you.

Goals are **SMART**.

If you have ever done goal setting before, no doubt about it that you would have heard of the SMART principle to goal setting. It is the most widely known and commonly used practice used for goal setting. Why? Because it is simple, and *it works*.

## SMART Goal Setting

For a goal to be tangible, something to be brought to life, something that is actionable and something that is measurable and achievable, it needs to be SMART.

SMART is an acronym for Specific, Measurable, Achievable, Relevant and Time-bound.

If your goal has all of the elements of SMART, then you can be sure that you are placing yourself in a much more powerful position to change your life this year.

### Specific

Your goals for the next 12 months need to be specific. Your goal can not be as simple as 'lose weight'. That does not give you any indication of what success would look like if you were to achieve it. Is losing 1kg success? Is losing 10kg success? Or to change your life do you need to lose 50kg to see success?

Think of your average day in 12 months' time and determine what specifically you need to achieve.

## Measurable

You need to know when success will come and be able to determine how far away you are. How do you know when to finish a marathon if there is no measure in place? Do you just keep running until you cannot run anymore? You need to ensure that your goal is measurable.

Ensuring your goal is measurable also enables you to track your progress towards it. Seeing yourself move towards where it is that you want to go can be highly energizing and motivating. By having a measurable goal, it can also help you determine when you are not getting the results you desired and allow you to reflect and revise your strategy or plan to achieve it.

## Achievable

There is no point shooting for the moon when you do not have a spacecraft to get you there. Similarly, there is no point aiming to become the CEO of a multinational company by the end of the year when you are currently working as a junior analyst. You can shoot for the moon and for the CEO role in your 'ideal life' and you will no doubt get there. But your goal for the next year must be *realistic* and *achievable*.

Look over your outcomes that you have created for yourself in the above module. Are they realistic and achievable to accomplish within 12 months? Ensure your goals are stretching, but do not make them so far out of your reach it becomes demotivating. If you want to set more stretching targets, I encourage you to also write 3-year, 5-year and 10-year goals. But for now, we are focusing on the next 12 months.

## Relevant

Your goal needs to be aligned to your 'ideal life'. It needs to be aligned to your values. It needs to resonate with meaning and purpose. If your goal is not aligned to all of these, then you need to ask yourself the question of 'why' is this your goal?

Having relevant goals ensures you are spending your time and energy focusing on the things that matter most to you in your life and that will have the biggest impact in your life.

## Time-bound

Intricately linked to your goal needing to be measurable, your goal needs to have a time allocated to it. How long is it going to take you to achieve your goal?

Your goals do not all have to be 'by the 31<sup>st</sup> December 20XX'. If you want to lose 10kg of weight, why not aim to have this complete by July instead of December? Why not 3 weeks from now? 3 months from now?

The key thing is that all your goals have a specific time and measure in place to allow you to determine if you are on track towards achieving your goal.

## Combining the Elements

When the elements of SMART are combined you are left with a simple, but effective goal that you can quickly and easily refer to each day.

Examples of SMART goals:

Non-SMART	SMART Goals
I want to lose weight	"I will lose 20 kilograms of weight by the 31st December, 20XX."
I want to start a business	"I will have coached 3 clients by July, 20XX with positive feedback from each."
I want to make more money	"I will earn at least \$400 per month in capital gains by investing in the right shares and achieve this by August, 20XX."
I want to be more productive	"I will review my goals and schedule my activities daily and review my achievements each night before going to sleep."
I want to be happier	"Before going to sleep each night, I will think over the events of the day and write down 3 things I am grateful for and 3 things that I did that that day that have helped me move towards my ideal life."

Look at the above examples of SMART goals versus non-SMART goals. Can you notice any other differences other than making them more specific, measurable, achievable, relevant, and time-bound?

A key difference is how each of the goals are framed.

On the left, non-smart goals are worded in a way such as 'I want' or 'I aim to' or 'I hope'. On the right, however, SMART goals are worded in a way where you are telling yourself already that you will achieve them. Start your SMART goals with the verb '*I will*' to help build absolutely focus and belief that you will get there.

## What is your WHY

When setting goals, it is important to also ask yourself 'why is this important to me'.

Your why is what gives you the energy and motivation to do what it is you are doing. Your why is what drives your passion and belief.

You discovered your why when you uncovered your ideal life. It is now time to also break down your why into your specific goals.

## Action

Now it's your turn!

Time to get specific, measurable, set achievable and relevant goals and ensure that they are time-bound.

1. Ensure you have your yearly outcomes clearly visible in your mind and on the page you wrote them on previously.

2. To be able to achieve these outcomes, ask yourself what are the SMART goals that you need to set? Ask yourself WHY this goal is important to you. Use the template provided to set your SMART goals.
3. Print out a copy of the template for each of your SMART goals and complete one for each goal.

I would encourage you to have at least 3 SMART goals, but no more than 8. If you have more than 8 goals, then you may risk spreading your time and energy too thin across each of your goals. Think through which goals matter MOST for the next 12 months.

- Which ones will have the biggest impact on your life?
- Which will have the biggest impact for your future?
- Which goals do you need to achieve before other goals can be attained?
- Which ones will give you the most energy and motivation and build momentum for you?

# My Goal

<b>My Goal:</b>	
-----------------	--

<b><u>Why</u> I want to achieve this:</b>	
---	--

<b>Specific:</b> <i>What specifically will I achieve?</i>	
<b>Measurable:</b> <i>How will I measure it?</i>	
<b>Achievable:</b> <i>Is it achievable?</i>	
<b>Relevant:</b> <i>Is it relevant to my ideal life?</i>	
<b>Time-Bound:</b> <i>By when I will achieve it?</i>	

## Develop Your Strategy

*“The best way to predict your future is to create it.”  
– Abraham Lincoln*



This section will help you understand the gap that exists between where you are now and where you want to be in 12 months' time. We will also go through an exercise of helping you gain clarity around how to bridge the gap.

---

You should now have a truly clear understanding of what your life will look and feel like in 12 months' time. You will now also have set SMART goals, your compass showing the direction of where you want to go. Now it is time to understand the gap that exists and what strategies you need to have in place to ensure you can make your goals a reality.

## Understanding the Gap

The first thing you need to do is understand the gap that currently exists between where you are now and what your goals are for the next 12 months.

Do you have clarity on your current level of knowledge? Your current skills and abilities? Your current attitude? Your current networks? Your current resources?

## Action

Complete the template on the following page to help you develop a truly clear understanding about what gap currently exists between where you are now and each of your goals for the year.

1. Write each of your goals in one of the boxes in the right-hand column
2. Write your current state in the middle column – do you currently have what it takes to be able to achieve each of your goals?
3. Use the items on the left to help guide your thinking, but do not be limited to just these thought-prompters as they may or may not be relevant for you depending on what your goal is.

	<b>Current State</b>	<b>Goal</b>
<i>KNOWLEDGE</i>		
<i>SKILL &amp; ABILITY</i>		
<i>ATTITUDE</i>		
<i>NETWORKS</i>		
<i>RESOURCES</i>		
<i>OTHER</i>		

	<b>Current State</b>	<b>Goal</b>
<i>KNOWLEDGE</i>		
<i>SKILL &amp; ABILITY</i>		
<i>ATTITUDE</i>		
<i>NETWORKS</i>		
<i>RESOURCES</i>		
<i>OTHER</i>		

	<b>Current State</b>	<b>Goal</b>
<i>KNOWLEDGE</i>		
<i>SKILL &amp; ABILITY</i>		
<i>ATTITUDE</i>		
<i>NETWORKS</i>		
<i>RESOURCES</i>		
<i>OTHER</i>		

	<b>Current State</b>	<b>Goal</b>
<i>KNOWLEDGE</i>		
<i>SKILL &amp; ABILITY</i>		
<i>ATTITUDE</i>		
<i>NETWORKS</i>		
<i>RESOURCES</i>		
<i>OTHER</i>		

	<b>Current State</b>	<b>Goal</b>
<i>KNOWLEDGE</i>		
<i>SKILL &amp; ABILITY</i>		
<i>ATTITUDE</i>		
<i>NETWORKS</i>		
<i>RESOURCES</i>		
<i>OTHER</i>		

## Bridging the Gap (*the Strategy*)

Now that you have clear goals for the year and you have clarity of what gap currently exists between your goal and where you are now, let's go through an exercise of determining the strategy to help you ensure success.

An endpoint is great, but without an actual map or plan on how to get there, you can waste valuable time and energy.

Your strategy is your overarching game-plan for achieving your goals.

Your strategy includes elements such as:

- What resources can assist you in reaching your goals?
- What tool are you going to use to track your progress?
- How often, when, and where are you going to review your progress?
- How are you going to reward yourself?
- Who can support you in achieving your goals?
- Who (other than yourself) can keep you accountable for your goals?
- How can you alter your environment to help you achieve your goals?
- What are some of the obstacles you may face in reaching your goals?
- How can you maintain focus, motivation, and momentum?
- How will you overcome these obstacles?

### Action

Now that we have an overview of what the strategy looks like, let's now go ahead and actually answer those questions!

This is a fundamental step in being able to see your vision come to life. It is a fundamental step in building belief that there is a way. It is a fundamental step in ensuring that this is the year that you change your life.

# My Strategy

What resources can assist me in reaching my goals?	
What tool am I going to use to track my progress?	
How often, when, and where am I going to review my progress?	
How am I going to reward myself?	
Who can support me in achieving my goals?	
Who (other than myself) can keep me accountable for my goals?	
How can I alter my environment to help me achieve my goals?	
What are some of the obstacles I may face in reaching my goals?	
How will I overcome these obstacles?	
How can I maintain focus, motivation, and momentum?	
What other strategies can I put in place?	

# Create My Action Plan

*“Everything is always created twice, first in your mind and then in reality.” – Stephen Covey*



This section is the nuts and bolts of your year! You will determine the specific steps and actions required to ensure you change your life in the next 12 months. This is your guide, your written path, your ‘map’ for the year.

---

## Let's get specific!

Time to ensure you have a fully functional plan in place to ensure that this year is the year that you change your life.

You now have a clear set goals for what you are going to achieve in the next 12 months. You have developed an overarching strategy to help and support you in getting there. Now we can get to action planning, where you will become specific with your plan.

To do this, you need to bring your outcomes, your SMART goals, and your strategy together.

Your action plan is your one-pager that you can use to plan each of your goals and map out exactly what tasks and activities need to take place and by when.

For this process, you will need to break down your goal into smaller 'action' sized steps. This may be as simple as 'send an email to Joe Blow' or it might be as big as 'launch my product'. It all depends on how big your end goal is for the next 12 months and how many steps are involved.

If you take the example of 'launch my product', there would be several steps that take place prior to this. You need to be as specific as possible. This is *your plan*. The more time and effort you can put into this process and map your way through the year, the more effective and more efficient you will be in achieving your goals.

Work through every step you can reasonably think of to help you progress towards what it is that you want to do. Think of what resources you will need and when. Who will you need to engage with and by when? What specific actions do you need to take, in chronological order, to ensure you will reach your goal?

This is your opportunity to **WRITE YOUR PATH**.

By completing this exercise, you will finish with a 'map'. A clear guide in helping you change your life. The best part about it? *You* are the one creating it. You are creating your life.

## Action

There are two templates that can be used.

1. One-pager – if your goal has only a few actions that need to be taken
2. Two-pager – if your goal has a larger number of actions that need to be taken

The general rule is, the more specific you are the more effective your plan.

- Break your goals into bite-sized steps.
- Be specific with your timelines.
- Link your strategies to each of your goals.
- Make it happen and have some fun with it!

# My Action Plan

**My Goal:**

**Specific strategies that support this goal** (eg resources, support, tools, rewards):

Action	By When	Status

**Notes:**

# My Action Plan

**My Goal:**

**Specific strategies that support this goal** (eg resources, support, tools, rewards):

Action	By When	Status

Action	By When	Status

<b>Notes:</b>	
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## Take a step-back

Now that you have completed your action plan, take a step back and have a look at what you have created.

How does it feel when you read this? Is this a clear, actionable plan that is realistic for you to implement in the next 12 months?

If you undertake all the actions listed, will you achieve your goal? Is there anything missing?

Now check over your strategy. Are there things that have come up while writing your action plan that you may need to create a strategy for? For example, are there obstacles you may need to overcome? Are there relationships you need to develop?

You now have your map. You have just created a clear pathway for you to be able to start progressing towards the life you want to live.

Now is the even harder part... implementing the plan and making it come alive!

But it is also the most exciting and fun part!

# How Will I Get There? - Summary

## Congratulations!

To get this far, you are pretty much ready to *ROCK THIS YEAR* and make it the year that you change your life!

You now have SMART goals to focus you for the year. They are Specific, they are Measurable, they are Achievable, they are Relevant to your longer-term goals and you have ensured they are Time-bound.

You know what your life will look and feel like by the end of the year.

You have put strategies in place to help you ensure you stay on track and progress towards your goals.

The best part? You have a specific action plan, a guide, your map for making the next year a year of awesomeness!

## Next Step

Next you will be guided on how to act and ensure maximum performance.



Action  
&  
Performance

## Now's the Time for Action

*“The secret of getting ahead is getting started”  
– Mark Twain*



You should now be in a solid place!

With a vision for your life, a clear understanding of your values and where you currently stand and an action plan that has laid the path for you to change your life this year, now it is time to get out into the real world and make this a reality!

## You are in Control

You are the pilot of your own plane. Your destination has been set and you have been given a map. Now it is time for you to step into the cockpit of your plane and take control. It is time for you to start heading down the runway, pick up speed and take-off.

How are you going to take-off and start flying if you do not start building some momentum today?

Today is the best day to start building that momentum. Point your plane in the direction of where you are heading, turn all your engines on, start to focus, pull down on the throttle and feel the wheels start to move.

Make one thing for certain. Do not wait until tomorrow to start. Tomorrow may mean the weather is not as good. Tomorrow may mean that you wake up ill. Tomorrow will mean that you are already 24 hours behind in being able to reach your goals for the year.

There are only 365 days in a year, why waste any one of them? If you can do something every single day that progresses you towards your goals, imagine where you would be in a week? In a month? In 6 months? In a year? In 10 years?

How would your life change?

This is your moment.

## Action

Plan out your first week of activity for building momentum in changing your life. Schedule times in your diary to focus your time and energy on working on your goals. Do this for the next 7 days. Embed this as a habit and do this weekly. And more importantly, you need to stick to it.

1. Ensure you have your Action Plan next to you.
2. Looking over each of your goals and your specific actions, which of them can you do in the next week to start building momentum? Are there smaller tasks/activities that are not on your Action Plan that can help you progress towards them? Try schedule at least one action per goal to complete this week.
3. Complete the following 'weekly plan' template to help you start building momentum for the next 7 days. If you use a calendar more frequently on your computer, in your phone or in a diary, ensure you add the activities scheduled in your weekly plan to this so they become part of your everyday life.

I like to take an hour each Sunday night and complete this template. I then revisit it each day to track my progress.

What I have come to learn is that progress is all about taking small steps but taking them is essential.

I love the concept of the *change muscle*. It is like going to the gym and working out. Change is the same. It takes consistency in seeing results. But 5 minutes working on your change muscle each day can lead to a massive amount of change in a year. In fact, that would amass to over 30 hours of continuous work on your pursuits.

What happens if you up that to 15 minutes per day? 30 minutes? One hour per day?

There is no time like today to start building your change muscle.

# My Weekly Plan

Day	Time	Activity	Goal	Support / Resources	Complete
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Notes:

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## Expanding Your Comfort Zone

*“If you do today what you have always done, then tomorrow you will get what you have always gotten.” – Tony Robbins*



Now that you are about to embark on a path of change, there is no doubt that you are going to be stepping outside of your comfort zone.

Now, you are probably living in your comfort zone, as we all do. However, it's realizing when you are in your comfort zone and then taking action to step outside of your comfort zone that distinguishes between those individuals that continually learn, develop and stretch themselves, ultimately leading to a more successful and fulfilling life, compared to those that don't.

This module is to help you understand how to expand your comfort zone and the key things to watch for to ensure you do not become complacent.

## What is Your Comfort Zone?

When you are in your comfort zone, you are in a mental state which is anxiety-neutral and your behaviours are normally free of any risk. You behave in a predictable way that will give you a level of performance that is standard for you. Because there is no risk in your behaviour, you have no anxiety and therefore you feel comfortable doing what it is you are doing. When you are acting within your comfort zone, you're learning, and development opportunities are limited as you are likely to be doing something that you are already comfortable in doing.

Try this analogy. If you have a rubber band near you, go get it and open it up so you can start moving your fingers around inside of it.

Here, there is no pressure, and the movement is extremely easy. The rubber band is relaxed, like when you are acting within your comfort zone. But what happens when you stretch the rubber band? The rubber band tenses, the same as when you move out of your comfort zone. You start to experience fear, anxiety, or stress. The rubber band is elastic however, and over time can be expanded, stretched and less tense, like your comfort zone.

*“We will automatically choose a lesser form of anxiety over a greater form of anxiety”*

As the above quote mentions, we automatically choose options that keep us within our comfort zone. However, if you want to realise your full potential, stick to your goals and create the change you have planned, you need to stretch, grow, learn, and develop.

To do this, you need to *consciously make decisions* to step outside of your comfort zone and take on new challenges and experiences.

## What Causes a Comfort Zone?

Comfort zones are a result of behaviours and experiences that an individual has had over time. When you make a choice to step outside of your comfort zone and delve into a new experience, you will get either a positive or negative response.

When your choice results in a positive experience, you will become more comfortable with making that choice in the future. If you experience a negative response, you tend to develop a fear or self-limiting belief that this is not right or cannot be done. You quickly make a choice to return to your comfort zone and regain an anxiety-neutral state.

However, a negative experience also helps you to evaluate your action and improve for when you delve outside of our comfort zone again. Your comfort zone is a result of your choices and behaviours over time resulting in positive experiences for you, making you feel very comfortable and relaxed in taking action that assists you in maintaining an anxiety-neutral state.

Your habits are a simple but good representation of your comfort zone. What is it that you do without even thinking about it that makes you feel neutral or relaxed? Perhaps it is simply coming home after work and lounging in front of the television. Or maybe it is as simple as your morning routine getting ready for work.

These are habits that you do not have to think about where you would be in an anxiety-neutral state.

What would happen if at night your car does not start, and you cannot get home? Or how do you feel if you miss your alarm in the morning and realise you are out of milk for breakfast? You will experience a raised level of anxiety and be pushed out of our comfort zone, forced to make new decisions, and test your actions.

These are examples of moving out of your comfort zone in its simplest form. What if you were to jump on a plane and venture into a new country that spoke a

different language for the first time ever? Perhaps approaching and talking with someone new? What about quitting your job and starting your own business? Depending on your prior experiences in doing these, they would raise a level of anxiety for you as you are venturing into unknown territory, fostering a higher level of consciousness where you are forced to stretch and grow your potential.

The fact of the matter is...

*“The magic happens when you move outside of your comfort zone!”*

## Stretching Your Comfort Zone

Stretching your comfort zone puts you in a place where you are learning, developing, growing, and building experiences, skills and knowledge that can assist you in achieving your goals.

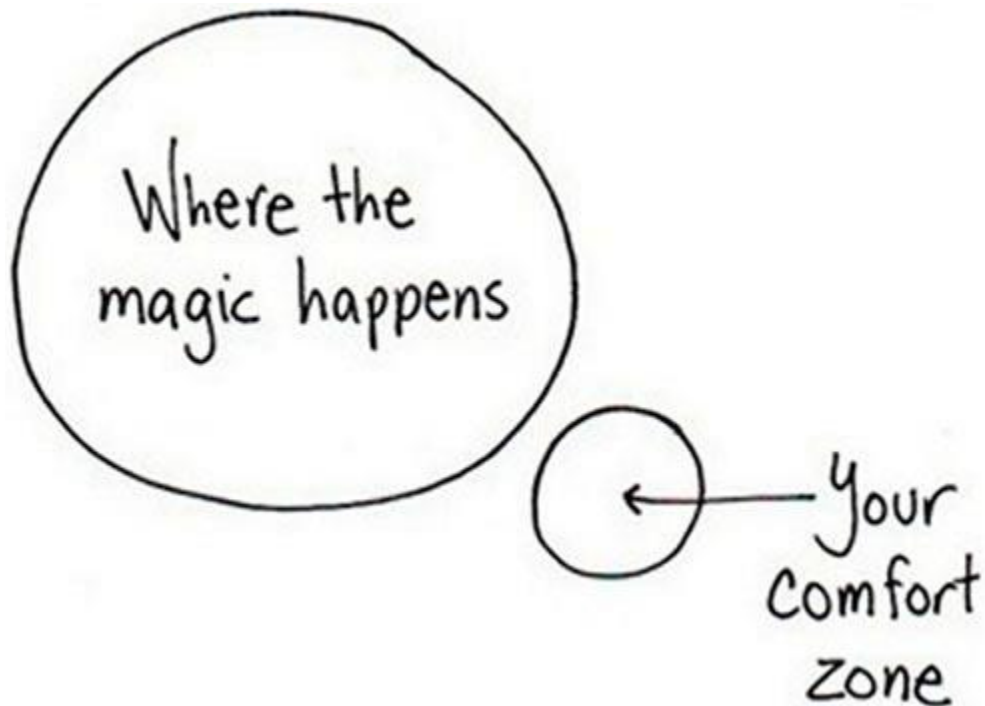
As mentioned above, if you do today what you have always done, then tomorrow you will get what you have always gotten. Do you really want to stay where you are today without realising your full potential? The fact that you are reading this tells me that you are worth more, and that you are wanting to achieve greater things that you are today.

Your goals are currently outside of your comfort zone. If they were inside your comfort zone, you would be achieving them right now or taking pretty easy steps to get there.

The good thing is you have the clear plan and you have the strategy already in place for overcoming your obstacles. However, again, I am reminding you that

you WILL experience these feelings of anxiety as you progress and stretch yourself. It's all part of the fun!

Let's take a look at stretching your comfort zone.



Ultimately, you want to reach your goals for this year.

Currently you are making choices and acting within your comfort zone. You need to make the choice to step into the zone which stretches your potential and helps you grow. This is called the 'Stretch Zone' or 'Growth Zone'. As you step into this zone your level of anxiety, fear or stress will increase as you venture into unknown territory, and this is a **GREAT** thing as it is signaling that you are challenging yourself and stretching your potential!

The fact that you have made the decision to grab a copy of this course and that you have come this far tells me that you have most likely already stepped into

your Growth Zone. Unless you do this and set goals for a living, this is probably the first time you have gone into so much detail in to planning your life.

What you need to be careful of is not stepping too far out of your comfort zone which will lead you into a 'Panic Zone'.

For example, if you were to thrust yourself into a situation of conducting an hour-long presentation to a large, important audience on a topic you had no idea of which was to be delivered in 30 minutes time from now, you would most likely start to enter your panic zone! What if this example was your end goal though? You can take steps to help you get there.

Firstly, you will take steps to move into your Growth Zone, and you do this simply by acting and trying new experiences. This may be doing some research on your audience, doing some research on your topic, or talking with someone who will be attending. The important thing is that you have taken an initial step, potentially multiple steps, venturing into an area you have not gone before. You are acquiring new knowledge and experiences, expanding your comfort zone.

Over time, as you gain new experiences, skills and knowledge, you will become more comfortable in performing in that area and making choices to be in that area and hence you have expanded your comfort zone. Perhaps you have practiced giving the presentation to your family or a close friend, or maybe it's that you have learned the content to such depth that you are comfortable in answering any questions that may arise, or most likely a combination of many things that you have done. Your comfort zone will be expanded to a level where you will be able to reach that goal.

When do you reach your goal?

You normally reach your goal when you are in your growth zone. As the goal itself is a new experience and outcome for you, you need to be in your growth zone to achieve it. Once your goal is attained, you will become more comfortable in that

zone. Over time, you may become so comfortable and relaxed with that initial goal that it becomes effortless and you feel you need to stretch yourself again.

This would be the perfect opportunity to download the clean copy of this guide and go through the process again. Time to re-evaluate your goals and venture back into your growth zone!

Remember, if you are feeling anxiety, fear, stress, uncertainty, or vulnerability, this is a **GREAT** thing! Remind yourself that you are growing, developing, learning, challenging yourself and taking on new experiences, skills, and knowledge! You are moving towards what it is that you are trying to achieve, and you **WILL** get there if you continue to push yourself into your growth zone. Confidence, delight, happiness, fulfillment, and success are all results of expanding into your growth zone.

## Top 3 Tips for Staying Away from the Panic Zone

As you progress down the path of changing your life this year, keep an eye out for when you might be entering the panic zone.

Throwing yourself too far into the deep end will hinder your performance and discourage you from taking further action. It is important to be conscious of which zone you are in, aiming to spend most of your time in your growth zone.

To help stay out of the panic zone, try these tips:

### 1) Get coaching or support

Having a coach or a support network can help encourage you in your growth zone and warn you of when you may be close to entering the panic zone.

Remember your Role Model. Can you speak with this person face-to-face? If not, who else have you identified as part of your strategy that can help?

## **2) Go back into your comfort zone!**

As simple as that! Take brief moments or small steps into your growth zone and balance that with time back in your comfort zone. This will help you from feeling overwhelmed and potentially discouraged.

If you are finding you are doing this regularly, you might want to revisit your goals, your strategy and your action plan to ensure they are realistic and relevant for what you're trying to achieve.

## **3) Maintain awareness of your condition**

Understanding yourself and monitoring your feelings and behaviours will help you determine when you are getting close to your panic zone.

You have learned the benefits of reflection and have discovered a couple of tools to help you do this at the start of this course. Take the time out to reflect on your thoughts and feelings and check-in with yourself to make sure you are in the optimal growth zone.

A successful and fulfilling life is one in which you are spending a lot of your time in your growth zone, allowing for an ever-expanding comfort zone!

The more time you can spend in your growth-zone, the faster you will be in achieving your goals and your ideal life.

# Embedding Successful Habits

*“We first make our habits, then our habits make us.” –*

*John Dryden*



To change your life, it is important that you start creating and embedding new habits. The quote above from John Dryden cannot be any clearer. We must first create our habits, through conscious thoughts and effort. However, after time, we no longer have to consciously think of what we need to be doing and the effort is minimized – in fact, it becomes part of our sub-conscious and we perform our habits in everyday life!

The great thing is, if you can create and embed successful habits, then your habits will ensure that your life becomes successful.

What might this look like? Successful habits will depend on what your goal is and what your ideal life looks like. However, some examples may be:

- Reading the newspaper for 20 minutes each morning
- Exercising for 30 minutes each morning before breakfast
- Writing a paragraph of your novel after dinner each night
- Researching on your lunch break every day
- Checking and/or trading investments for 30 minutes each day prior to going to work
- Playing music for 15 minutes each night before going to sleep
- Communicating with a colleague for 10 minutes each day prior to dinner (either face-to-face, phone, email, letter or other)
- Reading over your goals everyday when you wake up
- Writing your daily goals for the following day just prior to going to sleep each night

Note that the above examples all had a rough timing to them.

**The key is to ensure that your habits take place at roughly the same time every single day.**

For example, if you're going to be reading the newspaper for 20 minutes each day, it is much easier for it to become a habit when that 20 minutes is in the morning while you're having your breakfast each day, rather than some days in the morning, some days in the middle of the day and other days at night time.

Many people have jobs in which they work during the day between the hours of 9am to 5pm or something similar. Sometimes people find it hard to create and embed successful habits to help them change their life while they are still at work.

Simple things can make all the difference, such as:

- Spending 15 minutes writing the days to-do list upon arrival in the office
- Spending 5 minutes reviewing your calendar for the day
- Scheduling meetings for 45 minutes instead of an hour
- Allocating dedicated time to work on a particular project with no distractions
- Spending 5 minutes cleaning the desk at the end of each day

It is all about time management.

Why create success habits at work? Creating success habits at work will allow you to be more productive at work and get things done faster, allowing you to have more free time to do the things that you want outside of work.

## Linking Your Habits with Your Goals

We have looked at your ideal life and broken that down into what it means for you this year. We have also looked at your goals for this year and created your Action Plan. Supporting this is your Weekly Plan.

The final but important step is ensuring you act and embed habits daily to ensure you reach your goals.

Research shows that it takes 21 days to embed a habit. I always like to be sure that habits are deeply embedded. When I first create a habit, I cross-off on a template every day I perform that habit and do this for 28 days.

Why 28 and not 21? Going for 28 days is a sure-fire way of ensuring the habit is deeply embedded.

**Note:** If you miss performing the habit for the day – **START AGAIN** from ZERO. This is PARTICULARLY important. For habits to be fully embedded, the habit must be performed each day consecutively.

Sound like a tough task?

It shouldn't be. In fact, it should be fun. Going through the exercise you are about to go through will ensure that you have a strategy in place to embed your habits into your daily life.

## Action:

Now it is time to write down what habits you want to create for yourself to ensure you reach your goals. To do this, you will need to link each of your habits that you want to create with each of your goals.

I suggest you also have your action plan as a reference.

Use the template on the following page to complete this activity for creating and embedding your habits.

- 1) Write down your first goal for the year
- 2) Write 3 habits that you can create to help you achieve this goal (ensure your habits have a time of day attached to them (either a specific time - eg 7am, or at a particular point such as 'before breakfast')).
- 3) Use the 'Embedding Habits' template to mark every time you perform your habit for the day. Research shows that it takes 21 days to embed your habit. I suggest going for 28 days just to be sure!
- 4) Repeat for each of your goals

## A worked example:

**Goal:** "I will lose 20 kilograms of weight by the 31st December, 20XX"

**Habits:**

- 1) Exercise for 30 minutes each morning before breakfast
- 2) Before going to sleep each night, make myself a chicken sandwich for lunch at work the following day
- 3) Drink a glass of water with each meal

Now it is your turn. Use the templates provided on the following pages.

# Creating Successful Habits

<b>Goal:</b>	
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<b>Habit 1:</b>	
<b>Habit 2:</b>	
<b>Habit 3:</b>	

# Embedding Successful Habits

<b>Goal:</b>	
--------------	--

<b>Habit:</b>	
---------------	--

*“We first make our habits, then our habits make us.”*

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21
Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28

## Embed your habits one at a time

Trying to embed more than one habit at any point in time can prove difficult and overwhelming. It takes a lot of conscious effort for a habit to be embedded daily.

A key tip I have learned and implemented with great success is to focus on embedding only one habit at a time.

By doing this, you are more focused on your habit allowing you to be more consistent with your actions and not letting it 'slip'.

After 28 days, you will find that the habit is completely embedded, and you will no longer need to put the conscious effort into continually performing the behavior.

This may seem like a long-time and not ideal as it can slow down your progress, however, if you try to embed too many habits all at once you will find you will 'crash' and become overwhelmed quite early and be back to square one.

If you can embed just one successful habit per month, that equates to 12 successful habits per year.

If you are performing those 12 successful habits subconsciously and willingly within a year, you are going to be in a much greater position for living your ideal life sooner rather than later.

## Removing Self-Limiting Beliefs

*“Life has no limitations, except the ones you make.”*

*– Les Brown*



To help you on your path of changing your life and progressing towards your goals, you may need to overcome some self-limiting beliefs.

## What Are Self-Limiting Beliefs?

Self-limiting beliefs are those beliefs that you have that hinder you from acting or making a choice because you think it cannot be done, or that *you* specifically cannot achieve it.

Limiting beliefs can seriously hold us back in life. But most of the time such beliefs are invisible to us. They control some of our thoughts and behaviours behind the scenes, enough to curtail our results in some area of life.

For example, if you have the false belief that mistakes and failure are bad, then you'll avoid many growth and learning experiences because you have to be willing to fail in order to build new skills.

As another example, if you have the belief that rejection is a bad thing, you will avoid approaching new people, and you will miss out on many wonderful social connections.

## Where do these beliefs come from?

Many limiting beliefs get installed during childhood, but that is not always the case. The pattern is that your mind drew false generalization based on one or more specific events. It assigned questionable meanings to those events, and those interpretations are disempowering you.

For example, you may have been scolded by your parents or your teachers for doing something. This can create a belief that this is 'wrong' and that it should not be done.

Other examples may be that you performed poorly in one test or one activity, and because your friends laughed about it, you developed a belief that you are '*not good enough*'. This could have led to deeper beliefs later in life such as '*I'm not talented enough*', '*I'm not smart enough*' or even '*I'm stupid*'.

As a result, your mind blocks you from taking certain actions, even though the actions may be reasonable and intelligent choices.

The other consequence of self-limiting beliefs is that we constantly reinforce these to ourselves. The fact that you may feel that you are 'not good enough' to perform a particular activity makes you perform less poorly in doing it. It continually reinforces the belief that has been created over time.

*“Whether you think you can or think you can't – you are right.” – Henry Ford*

To remove a limiting belief, it is not enough to identify and acknowledge it.

You may be aware of some of your limiting beliefs, but awareness of them is not necessarily enough to keep them from operating in your life. You may be aware that rejection is not such a terrible thing, but your subconscious is still conditioned to avoid it. Awareness is an important part of the solution, but it is not the whole solution.

## Action

Let's go through a 6-step process of identifying your limiting beliefs and then also removing them.

### Step 1 – Identify Your Self-Limiting Beliefs

Thinking of the process that you have just gone through in this course, particularly when creating your ideal life and your goals. What limiting beliefs did you have?

On the following page, write down the limiting beliefs that you have set for yourself.

Think more broadly as well. Perhaps there are some beliefs outside of your goals that you have come to accept as reality. What other general beliefs do you feel you or the world has placed in you?

Some of the most common self-limiting beliefs are:

- I am not important.
- Making money is a struggle.
- I am not good enough.
- I am not smart enough.
- I do not deserve it.
- I am too young; people will not take me seriously.
- I am too old; it is too late to start.
- I am a hard worker. I work hard for money.
- I am pretty much doomed, I do not have good luck, problems always follow me.

Do you have any of these beliefs?

What other self-limiting beliefs do you have?

- Take the time now to brainstorm and complete the mind-map on the following page.
- For each of the self-limiting beliefs you identify, use the template on the page after next to continue going through the process of steps 2 to 6.

What are the  
self-limiting  
beliefs I have?

# Beliefs

<b>Self-Limiting Belief</b>	
<b>Examples of Where This Belief is Wrong</b>	
<b>Why This Belief is Bad for Me</b>	
<b>What is the Source of This Belief?</b>	
<b>Reframed Belief</b>	

## Step 2 – Prove Your Belief Wrong

Now that you know what your self-limiting beliefs are, it is time to prove to yourself that these are wrong.

For each of the limiting beliefs that you have, identify a specific example where the statement is not actually true. This could be through something that you have experienced personally, or through someone else.

For example, for the belief 'making money is a struggle', think of a time when you last made money. How easy was it? What experiences have you had where money was quite easy to make? Who do you know that makes money easily and readily? Was it hard for them?

Another example is for the belief 'I am too old, it's too late to start'. Think of a time when you started something later than others and were still successful? Who do you know that has started something later in life and still been successful in achieving it?

Need to back this one up? Check out some great examples [here](#).

Just think of your own self-limiting belief. There are examples everywhere of people proving this belief wrong. Try googling it.

**What this does is let you know that there are flaws in your belief.**

When going about your day, actively look for flaws in your belief. With the above examples, you can try identifying situations or people where making money was quite easy or where someone older is performing highly in something they only recently started doing.

## The Greatest Example

The best example for self-limiting beliefs and proving them wrong is the story of Roger Bannister and the 4-minute mile.

It was widely considered that it was impossible for a human-being to run a mile in under 4-minutes. Runners and athletes from all over the world were trying to do it and no one was able to. It was deemed impossible. Everyone had that self-limiting belief except one man – Roger Bannister.

Roger would visualize himself running the mile in under 4 minutes. He would do this so often that there were moments he would feel he had already done it.

Did Roger break the 4-minute barrier? You bet he did.

But the greatest part of this story is that by Roger breaking the 4-minute barrier, it broke the belief of all other athletes around the world that it was impossible to go under 4-minutes.

Amazing, the 4-minute barrier was then broken by 26 other individuals in the following year.



### Step 3 – Describe Why the Belief is Bad

You need to fully understand why the belief you have is bad for you. By doing this, you will be able to continually remind yourself when a situation occurs that this belief is not only flawed, but by abiding by the belief it is going to hinder you in some way.

Doing this step of the exercise can raise some negative emotions inside of you. This is fine and this is normal. This is simply the act of remembering the times that a self-limiting belief has created a negative emotional response in you or perhaps affected your life in other areas.

Emotions can be a huge catalyst for change.

By gaining clear understanding of where these beliefs are hindering your life and the consequences they are having, it will help in creating the driving need for you to make the change.



#### Step 4 – Find the Source

It is important to try find out and understand what instance or instances brought you to the conclusion of the belief that you have.

Dig deep into the memories from your past. This may be from your childhood, your teenage years, your twenties or even as recently as last year.

This can be hard to do. Make sure you are away from distractions and try closing your eyes and thinking of your past.

Write down the source of these beliefs.

If you cannot find the source, no need to worry. Try again in a few days' time and see if anything has popped up.

Knowing where the source has come from will help you understand *why* you have that belief and again reinforce to you that the belief is something that you have created for yourself and can be changed.

#### Step 5 – Reframe your Belief

Now that you have proven your belief to be wrong by providing specific examples, you understand more clearly why the belief is bad for you and you have also identified the source of the belief, let's now go ahead and reframe that belief.

Write down the exact opposite of what your belief is. Back this up by thinking of specific examples where this is the case.

For example, you could reframe the belief 'I'm too old, it's too late to start' to 'I'm older and more experienced than others, I will be able to pick this up quickly and easily'.

## Step 6 – Visualise the Change

The last part of the process is to visualise the change in your own life.

Visualisation is one of the most effective ways of changing your thoughts and getting your mind focused on what matters in your life. It is one of the most effective ways for creating success in your life.

Take the time now to close your eyes and picture yourself performing your new belief. Feel the experience and feel the emotions. Let your new belief sink into your consciousness.

**Spend 5 minutes doing this for each of your beliefs.**

Once your complete, read over your old self-limiting beliefs. Do they still ring true for you?

Give yourself some time. Repeat this process if need be. The key is identifying situations where you yourself have proved the belief wrong, as well as where others have proven this wrong.

By reframing the belief into a positive one and visualizing yourself living with your new belief, you will start to notice the decisions you make in your life are more aligned to what you want to do and where you want to go.

# Action & Performance - Summary

## Congratulations!

To make it this far through the course you are incredibly ready to pursue your passions and move towards your ideal life. I have no doubt that in the next 12 months you are going to be able to change your life for the better.

You have completed your first weekly plan which is a habit you can hopefully get into.

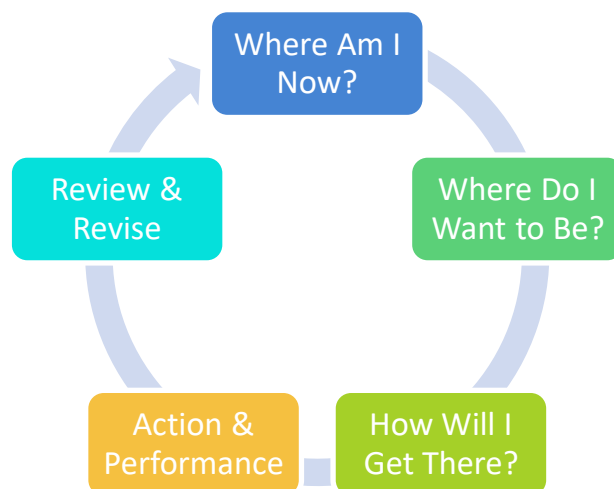
You have learned how to break out of your comfort zone and be more aware of when you are entering the panic zone or becoming complacent.

You are on your path to embedding your first successful habit and have your next ones lined up.

You have also identified your self-limiting beliefs and have started working on eliminating these from your life.

## Next Step

Next you will be guided on how to keep on track, measure progress and revise where necessary.



# Review & Revise

## Progress Boards

*“I’ve missed more than 9,000 shots in my career. I’ve lost almost 300 games. 26 times I’ve been trusted to take the game winning shot and missed. I’ve failed over and over and over again in my life. And that is why I succeed.” - Michael Jordan*



Now that you are on your path to changing your life for the better, it is important that you track your progress and continue to stay motivated towards achieving your goals.

## Why Track Your Progress

Now that you have a better understanding of where you currently are, where you want to go and now that you also have a clear path for getting there, you want to be able to track your progress.

Tracking your progress is such an important step however it is so often an area which people forget about. This can often lead to the individual failing to stick to the goal in the long-term by getting distracted by other areas in life and becoming demotivated.

Tracking your progress towards your goals holds several benefits:

- You can see if you are making progress and tracking towards your goals
- You can see how your actions are creating successes for you
- You can see how your goal is getting closer to you
- It keeps you motivated to keep progressing towards your goals
- You can see where you need to revise and review your plans

Reviewing goals is simple. It is best to check-in at least every few months on your larger goals and record exactly where you are. You can utilise your new skills in reflection in helping you understand how you have gone and where you can improve.

When it comes to your habits and your weekly plans, try to review these daily.

Remember, it is the small steps the actions that you take daily that can lead to huge change in the longer-term.

Exercising your *change muscle* for just 5 to 20 minutes everyday can rack up some serious mileage in the long run.

## How to Track Your Progress

To track your progress, I have provided two templates that you can choose between depending on what is more suitable and/or relevant for your needs.

**Note** that these templates have been developed specifically to target your yearly goals, however they can quite easily be replicated to be used for tracking progress against your weekly plans, your habits, your strategy or any of the other tools we have covered in this course.

The two templates:

1. The first template provides more in-depth reflection to help you really understand what is going on with your goal.
  - a. Not only does it ask you for your current status, but it asks you for what challenges you have faced, what support may be required moving forward, what are your current motivation levels and what your next steps will be.
2. The second template is similar however provides more space for describing the status and simply writing any notes. I encourage you to think through the above questions in template one to help with your notes.

Tracking your progress should not be as simple as recording a measurement of your progress, such as how much you weigh. To get the most out of it you ideally should be doing a full reflection exercise.

Ask yourself the questions in template one and additional ones such as 'where did I let myself down'? 'What changes can I make in the next period'? 'How effective was my strategy?'

Your results are an indicator, but they may not tell the whole story around how you are progressing towards your goals.

## Action

1. Ensure you are in a quiet, relaxed place where you can spend some quality time reflecting on your progress.
2. Pick one of the templates on the following pages and complete these to the best of your ability.
3. Take the time to really reflect on your goal by asking yourself the questions of who, what, where, how, and why you are where you are. As we learned in the very first module, reflection is one of the best forms of learning which will help you make the necessary changes to propel you faster towards your goals.

I recommend that you do this exercise at least once per month for your yearly goals.

If the gap between reviews is too short you may not see the progress and become discouraged.

If the gap is too long between reviews it will be harder to determine exactly when and what has helped you or hindered, you from progressing towards your goals.

Try setting a regular time for doing this process. I always find Sunday nights work well when I am normally at home. I spend 20 minutes creating my Weekly Plan each week, and on the first Sunday of every month I add in this exercise to track my goals.

# Progress Board

**Goal:**

--

Week	Status	Challenges Faced	Support Required	Motivation Level	Next Steps

# Progress Board

<b>Goal:</b>	
--------------	--

<b>Week</b>	<b>Status</b>	<b>Notes</b>

## Revising Your Goals & Plans

*“The major difference between the big shot and the little shot is the big shot is just a little shot who kept on shooting.” – Zig Ziglar*



Sometimes as we progress down a particular path, we realise that it is not where we wanted to go. Or perhaps it is that an external event or circumstance that has changed your desire for tracking towards a particular goal.

This is normal and it would be hard to find *anyone* or any goal that has not had some changes made to it.

## Why Should I Reassess and Revise?

As you are going through the year progressing towards your goals you want to ensure that you are continuing to head in the direction of where you want to go.

The two major benefits of taking time out to reflect and reassess your situation are:

- It helps you gain deeper clarity of where you want to go. You might realise that the goalposts need to be shifted slightly.
- It provides the opportunity for you to be able to tweak your strategy and your action plan for getting there. You might realise that there are more effective or more efficient means of progressing towards your goal.

**Although you have your plans set up front, your plans should always be flexible.**

You never know when you are going to be ill, get caught up in family matters or have other external influences take shape around your life.

Although your strategy plans for challenges that may be faced, it is impossible to predict all challenges or impacts.

Other influences such as having a baby or being made redundant can also have significant impact on your goals, your strategy, and your action plans.

To ensure you stay on top of it, I recommend you use the Progress Tracking templates provided in the previous module and complete this at least once per month for your yearly goals.

## Reassessing Your Values

As we explored earlier in the course, your values define who you are by helping you understand what is most important to you in your life.

Realistically, your values do not change much over time, however, *they do change*.

Our values often change slowly as grow older in life, however significant events such as the birth of a son or daughter, or a death in the family or a close friend, or an unexpected event can cause huge shifts in our value sets almost immediately.

Every now and then it is important we stop and reassess our values. Ask yourself whether they are still your values? This is an important part of the process to ensure we are continually living with passion and making the decisions needed to get us to where we want to go.

Perhaps that successful career that you were enjoying becomes less important once you have a child as you value time with your family as a higher priority. Or perhaps you value friendships more after a close friend passes away.

Keep your values close by so you can continually keep front of mind what is important to you. Remember, show me your list of values and I can show you who you are. *You are your values*.

At least once per year, revisit the 'Eliciting Your Values' module and see how your values have changed.

If your values have changed, what does this say about where you want to go in your life? Is your ideal life still relevant and your purpose still the same?

## Reassessing Your Plan

Keep in mind that external influences do happen, and unforeseen events do happen. Your plan is a plan, it is a guide, but it also needs to be flexible. It is rare that any plan is actioned 100% as intended. But it is being able to make the right choices in unforeseen circumstances and re-evaluate or redesign your plan that will make you successful in your pursuits.

Continuous tracking and reflection over your goals, your strategy and your plans will help ensure you are progressing towards where you want to go and being effective and efficient in your pursuits.

## Next Steps

*“20 years from now you will be disappointed by the things you didn’t do rather than by the one’s you did.*

*So throw off the bowlines.*

*Sail away from the safe harbour.*

*Catch the trade winds in your sails.*

*Explore. Dream. Discover”*

*- Mark Twain*



## Congratulations!

**Wow.**

What a process!

I can only imagine how you are feeling right now, having made it through the whole course.

We have covered so much in this course it is crazy. Have you ever gone through a process as in-depth as the one that you have just gone through? Most likely you have not. I am really hoping that you have experienced the benefits of going through a broader process and not just “setting goals”.

The benefits do not just stop here either. The benefits will continue long into the future as you have increased your self-awareness, you have clarity around where you want to go and you will be more disciplined and motivated to stick to your goals.

## The Skills and Tools You Have Acquired

I think it is always nice at the end of a course like this to recap on everything that you have learned and to summarise the tools that you can use moving into the future.

The list is long! It takes up the whole next page.

Take a backseat and read over the skills and tools you have just acquired.

I understand that you may forget some of this moving forward. And that is ok, and it is normal. The good thing is you have this guide as a resource to go back to anytime and anywhere.

Your journey does not stop here. Your journey simply starts here. Now it is in *your hands* to use your newly acquired skills and tools to change your life for the better.

### **The skills and tools you have acquired during this course:**

- How to reflect and use reflection for learning and developing.
- How to understand where you are currently spending your time and energy and create balance in your life through The Wheel of Life.
- How to elicit your values.
- How to find and utilise your passions.
- How to find your purpose in life.
- How to describe and picture your ideal life.
- How to write your purpose statement.
- How to create a Vision & Inspiration Board to keep you focused and stay motivated.
- How to identify and use a role model.
- How to create meaningful outcomes for what you are trying to achieve.
- How to set meaningful, impactful, and relevant goals that you will be motivated to achieve.
- How to develop a strategy to support you in achieving your goals.
- How to create a specific, clear actionable plan for attaining your goals.
- How to use a weekly plan for acting every day.
- How to break out of your comfort zone and be aware of the panic zone or being complacent.
- How to create and embed successful habits.
- How to remove self-limiting beliefs.
- How to track your progress.
- How to revise and review your values, your purpose, your goals, and all other tools as necessary when required.

Remember at the start of the course we mentioned the “3 C’s”:

*“It’s about the **choices** you make and the **chances** you take that creates great **change** in your life.”*

You took a chance and you made the choice to grab this course.

You completed this course because you wanted to create change in your life.

You are halfway there.

Now it is completely in your hands to decide what you do with this information.

You have everything laid out for you.

All you need to do now is start working on your *change muscle*. Every day take the steps necessary to progress you towards where you want to go. Over time it will get easier. As you become more confident and you develop your knowledge, skill and ability in what it is you want to be doing, you will find it becomes less work and will flow much more easily.

You will start to see the success of embedding your new habits.

Remember, ***today is just the beginning.***



## About Brendan

Brendan Baker is high performance trainer and coach and has worked with many world-leading organisations. He has facilitated training for over 10,000 leaders, sales professionals, and employees worldwide.

He is a Top 100 Personal Development Blogger and helps individuals find absolute happiness, reach peak performance, and achieve ultimate success doing the work they love.



You can visit Brendan and The Start of Happiness at [www.startofhappiness.com](http://www.startofhappiness.com)

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**Email:** [brendan@startofhappiness.com](mailto:brendan@startofhappiness.com)

### Have a Question or Want to Leave Feedback?

If you have a question or would like to provide some feedback on the course, I would love to hear from you! Feel free to email me directly at

[brendan@startofhappiness.com](mailto:brendan@startofhappiness.com)

A handwritten signature in blue ink that reads "B. Baker". The signature is fluid and cursive.

Brendan Baker

## Want More?

I also offer live training (face-to-face or virtual) on a variety of topics including but not limited to:

- High Performance at Work
- Leading Self
- Leading Others
- Productivity
- Purpose
- Health and Wellbeing
- Change Agility
- Growth Mindset
- Stress Management
- Influencing Others
- Presentation Skills
- Facilitation Skills

Some of the companies I have worked with:



I also offer personalised 1:1 executive, leadership, and individual coaching.

Please reach out to me directly at [brendan@startofhappiness.com](mailto:brendan@startofhappiness.com) if you are interested in any of the above.

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