

SUCCESS MINDSET

7 Surefire steps to align your life
to your passions and get clarity on
who you want to be



BY MARY BARNES

Introduction

This worksheet is intended to walk you through some key reflections as you are making your action plans based on your goals. If you aren't sure exactly what your goals are, or should be, this worksheet will help you figure this out as well.

This worksheet is based on the EVOLVE methodology that I use to help organizations transform, as well as my individual coaching clients.

The questions included in this worksheet as reflection prompts are questions I regularly ask my one-on-one coaching clients with great success.

So, book some time for yourself. Make sure you have some distraction-free time to go through this workbook. Find a place to sit that is inspiring for you – one where your brain can truly reflect and be creative. Ironically enough, I find a bar stool during happy hour is great for me – I'm anonymous and the talking creates a type of white noise where I can let my mind wander and get some great ideas. But, when I can manage it, sitting by the beach in total solitude works well too. So, there is no right answer, it is whatever works for you.

3-Way Mirror

It is sometimes hard for my clients to get a real picture of their strengths and weaknesses – we all have blind spots. This exercise is a great way to help mitigate against those blind spots.

According to You

Write down what you think are your top 3 strengths and top 3 weaknesses.

Top 3 Strengths	Top 3 Weaknesses

According to Your Friends and Family

Write down what you think your friends and family would say your top 3 strengths and top 3 weaknesses are (or, better yet, ask them).

Top 3 Strengths	Top 3 Weaknesses

According to Your Actions

Imagine a stranger was watching you 24/7 for the past few weeks (in a non-creepy, non-threatening way). Write down what you think they would say your top 3 strengths and top 3 weaknesses were based on your actions only.

Top 3 Strengths	Top 3 Weaknesses

Do They Align?

Now that you have 3 different perspectives of your strengths and weaknesses, do they align? What misalignment do you see? Do your actions show that you focus way too much on strengths that don't align with how you see your strengths? Do your friends and family point out strengths and weaknesses you didn't think of? Write any reflections or ah-ha moments you had below.



Finding Your Passion

A lot of people come to me when they feel lost. They don't know what they want, but know they need a chance. They feel stuck and unmotivated and want to change, but aren't sure how. I regularly ask this question as a starting point for our discussions: **If you woke up tomorrow independently wealthy, what would you do to be a constructive member of society?** Write down your answer to this question below. Don't worry about "reality" and constraints, and laying on a beach doesn't count...

Translating Your Passion

Sometimes, the answer to the question above is totally doable and we jump right into figuring out how to make it happen immediately. Other times, it is possible in the long-term and we spend time figuring out how to position them so that they are headed in that direction. And still others, their life constraints make the specific answer unrealistic, but we can dissect what it is about that ideal that is so attractive to them. Every time, we are able to come up with an ideal that is realistic and attainable that aligns with their strengths and their passion.

In the section below, write how your passion question above can be altered to be a short- and long-term goal for you, if it has to be altered at all. Although, if it didn't have to be altered at all, you might want to think a little bigger, just to make sure you really tapped into your passions and didn't constrain yourself.

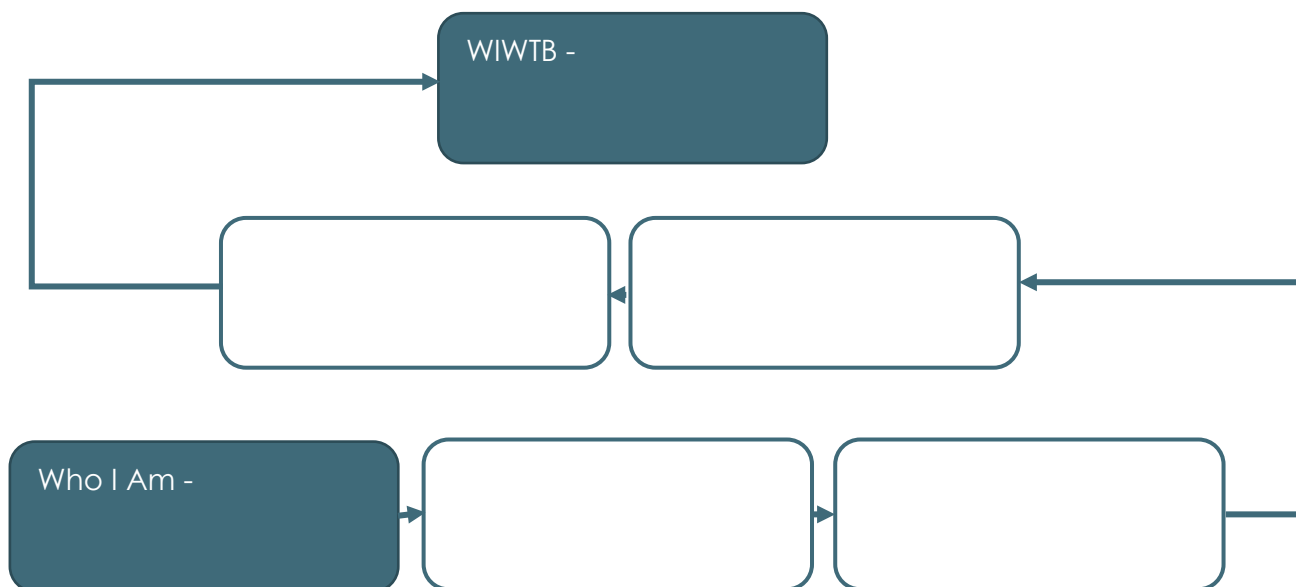
Who I Want To Be

Write down a statement that summarizes the exercise above.

I want to be _____

Drawing a Concept Map

Once you have a clear Who I Want to Be (WIWTB) statement, you can draw out this concept map. This is important because it helps you think through the things you need to close the gap – the skills you need to learn, the constraints you need to resolve, the experiences you need to have. This concept map can be a very impactful decision-making tool as well. If you are trying to decide on something related to your life path, check to see if it fulfills one of the empty blocks. If not, it may not be the right decision for you.



I know this looks deceptively simple. But this can be transformational, in and of itself. You can add more boxes if you need to. The goal is to move from “pie in the sky” thinking to more tactical thinking so you can start to see the path – that its not only possible, but not as overwhelming as you may have thought.

If you have a spouse or life partner, you can both fill out this concept map and merge the two, having discussions about who goes first, what could be done together, etc. It is a great framework for getting tactical with your passion and sharing your goals with others.

If you have mentors or friends who act as accountability buddies you can share with them as well to give them a little insight into where you want to head.

Getting Even More Tactical

Now that you have the concept, let's go through a few more reflection prompts to get even more tactical.

What is the next milestone/goal to move you towards Who You Want To Be? Make sure to state the goal in a way that is SMART – specific, measurable, actionable, realistic, and time-bound.

What actions need to be completed to achieve that goal/milestone?

Who has achieved this goal before you that you can model (bonus points if you can interview them or have them be your mentor)?

Who can you ask to mentor you and/or hold you accountable? Whether you have mentors and accountability buddies or not, you may still want to consider a coach to help you work through this process.

Making Your Success Routine

While most goals will take some deliberate and unique actions, a lot of the daily actions can be routinized so that you are making small, consistent progress daily, even on those days where you can't do any of the unique actions needed. The next few prompts are to help you think through how you can change your routines and learn the behaviors needed to succeed.

What rituals can you create to automate choices that move you closer to Who You Want to Be?

What behaviors/ skills do you need to learn/practice in order to get to Who You Want to Be?

How will you learn those skills and practice those behaviors?

Weekly Routine Audit

You examined your actions during the 3-Way Mirror exercise above. We are going to look at your actions again, but this time in much more detail. For the next week, fill in the table below of your activities for every 30 minutes during your waking hours. Once you have finished recording your week, we'll take a look at your actions and code them.

	MON	TUE	WED	THU	FRI	SAT	SUN
06:00							
06:30							
07:00							
07:30							
08:00							
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Now that you have written your activities down for the week, go back and take a look. Assign each of the activities a code – they either (1) support your goals, (2) support a core value, (3) are a responsibility you currently have, or (4) fit in an “other” category.

For instance, you may have a bedtime routine with your kids. That may not directly support a professional goal you have for yourself, but it may support a core value of family first.

Give each activity a number of 1-4 and write them down in the appropriate column below.

1. Goals	2. Values	3. Responsibilities	4. Other

Take a look at the table above. What needs to change? How many of those responsibilities are ones you have to take on yourself? How much of the other activities can be eliminated or reduced to fit better into one of the other columns?

Don't eliminate all downtime and other activities. Everyone needs time every day to recharge and prepare for the next day. You just want to make sure that those activities are a deliberate choice and not something you do mindlessly out of habit.

Use the blank calendar below to map out the "typical" week moving forward, after you commit to making any adjustments you want to make to support your goals.

	MON	TUE	WED	THU	FRI	SAT	SUN
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Setting Yourself Up for Success

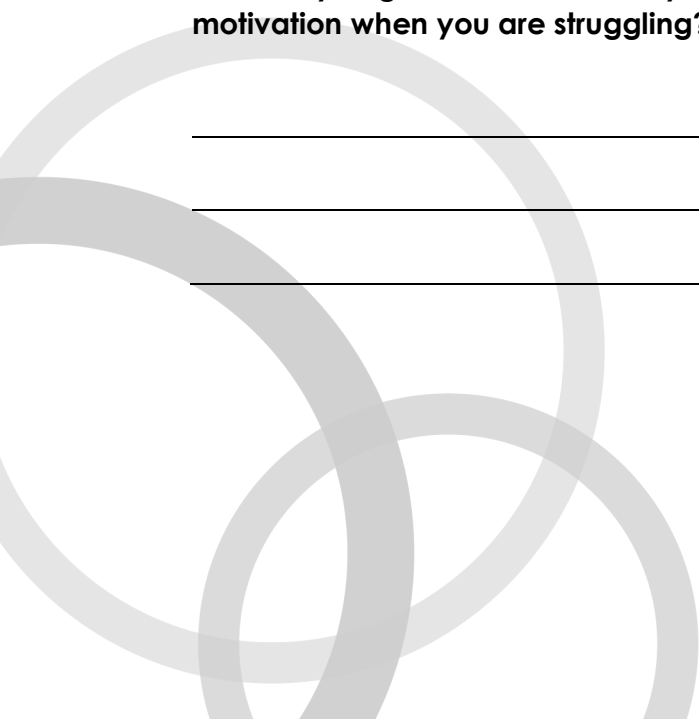
The next several questions are prompts for you to think about the implementation phase, preparing for both success and setbacks to keep you from getting derailed and/or demotivated.

What reward system can you set up for yourself to reward once milestones are completed? What are the milestones that will deserve rewards?

What does “success” look like on a daily basis? Weekly? Monthly?

How will you know when you are derailed? What does “derailed” look like on a daily basis? Weekly? Monthly?

How will you get back on track if you get derailed? What can you do to refresh your motivation when you are struggling?



What is your trigger for a reset? (“If I do _____, I know it will be time for me to step back and re-evaluate”)

How will you learn from each misstep to make sure you are “failing fast” and “failing forward”?

Closing

Congratulations! You have gone through the entire workbook. You should have over 11 pages of amazing self-reflection and ah-ha moments that will support you as you go after your goals. The insights you've gathered here are great to share with your coaches, mentors, and accountability buddies. If you are helping someone else as a mentor or accountability buddy, share this workbook with them and encourage them to do it for themselves.

And finally, if you are like me and find that, no matter how great the tool, you only get traction if you can talk things out, reach out to me directly at mary@evolveYourPerformance.com. I offer a free 30-minute initial coaching session and would be happy to talk to you about your insights and questions. I also have a few spots available for some one-on-one coaching clients and a 6-month coaching engagement might be just what you need to jumpstart your goals and set you up for success.

Whether we work together in person or not, I truly hope this has been helpful. If you've gotten this far and have something to share, email me! I love hearing everyone's insights, comments, and stories. And, I personally respond to all emails – even if it takes me a day or two.

Good luck in achieving your goals!

Onward and upward!

Mary