

# FOCUSED & PRODUCTIVE

*Daily Productivity Journal*

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# MORNING MANTRA

I am capable, strong, and ready to take on the day.

---

Today, I choose joy, peace, and positivity in all I do.

---

I radiate confidence, love, and kindness in all interactions.

---

I am in control of my thoughts, emotions, and actions today.

---

I have everything I need to succeed within me.

---

I welcome positivity into my life today and always.

---

My mind is clear, my heart is open, and I am ready to embrace the day.

---

I am resilient, and I embrace challenges as opportunities for growth.

---



Choose or create a mantra that resonates deeply with you and reflects the mindset or attitude you wish to embody throughout your day. Repeat it to yourself as part of your morning routine, perhaps during meditation, while getting ready, or whenever it feels most effective for you. This repetition can help focus your mind and set a positive intention for the day ahead.

# Unlocking True Productivity

## Transforming Busyness into Productivity

### SET CLEAR GOALS

- Define your goals in a specific, measurable, achievable, relevant, and time-bound way.
- Break large tasks into smaller and easy manageable steps to maintain focus.

### PRIORITIZE TASKS

- Identify the most important tasks and focus on completing them first.
- Avoid getting caught up in less important or time-consuming activities.

### CREATE A DAILY SCHEDULE

- Plan your day ahead by allocating time slots for different tasks.
- Avoid getting caught up in less important or time-consuming activities.

### ELIMINATE DISTRACTIONS

- Turn off notifications on your phone and computer.
- Use apps like Freedom or Focus@Will to block distracting websites.
- Create a dedicated workspace free from interruptions.

### PRACTICE TIME BLOCKING

- Group similar tasks together and allocate specific time blocks for them.
- This approach enhances efficiency and prevents multitasking.

### PRACTICE WORK-LIFE BALANCE

- Set boundaries between work and personal life to prevent burnout.
- Make time for hobbies, relaxation, and spending quality time with loved ones.

# Unlocking True Productivity

## Transforming Busyness into Productivity

### USE THE POMODORO TECHNIQUE

- Work for 25 minutes, then take a 5-minute break.
- After four cycles, take a longer break (15–30 minutes).
- This helps maintain high levels of focus and prevents burnout.

### BATCH SIMILAR TASKS

- Group similar tasks together to avoid context switching.
- For example, respond to emails at specific times instead of constantly checking your inbox.

### USE PRODUCTIVITY TOOLS / LEVERAGE AUTOMATION

- Task Management: Tools like Trello, Asana, or Todoist.
- Time Tracking: Tools like Toggl or Clockify.
- Note-Taking: Apps like Evernote or Notion.

### PRACTICE THE TWO-MINUTE RULE

- If a task takes less than two minutes to complete, do it immediately.
- This prevents small tasks from piling up and becoming overwhelming.

### APPLY THE 80/20 RULE (PARETO PRINCIPLE)

- Identify the 20% of tasks that contribute to 80% of your results.
- Focus on these high-impact tasks and minimize or eliminate the rest.

### LEVERAGE AUTOMATION

- Use tools like Zapier or IFTTT to automate repetitive tasks.
- Automate email responses, data entry, and other routine activities.

# Unlocking True Productivity

## Transforming Busyness into Productivity

### LEARN TO SAY NO

- Prioritize your time and commitments.
- Politely decline tasks or projects that do not align with your goals.

### FOCUS ON ONE TASK AT A TIME

- Multitasking can reduce productivity and increase errors.
- Concentrate on completing one task before moving on to the next.

### REGULARLY REVIEW YOUR PROGRESS

- Weekly reviews can help you stay on track with your goals.
- Assess your progress and adjust your plan as needed.

# Find Your Flow

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## What is “Flow”?

The flow state, also known as being "in the zone," is a psychological **state in which individuals perform an activity with intense focus, full involvement, and enjoyment**. This state is characterized by a sense of personal control over the situation, loss of reflective self-consciousness, time distortion (time seems to pass quickly), and experience of the task as intrinsically rewarding, **often leading to an increase in productivity and creativity**.

Tasks that encourage a state of flow often share similar characteristics: **they are challenging but not impossible, rewarding, and in-depth**. Activities that might induce a flow state vary from person to person, but can include playing sports, reading, creative hobbies, doing crafts, solving puzzles, and gardening.

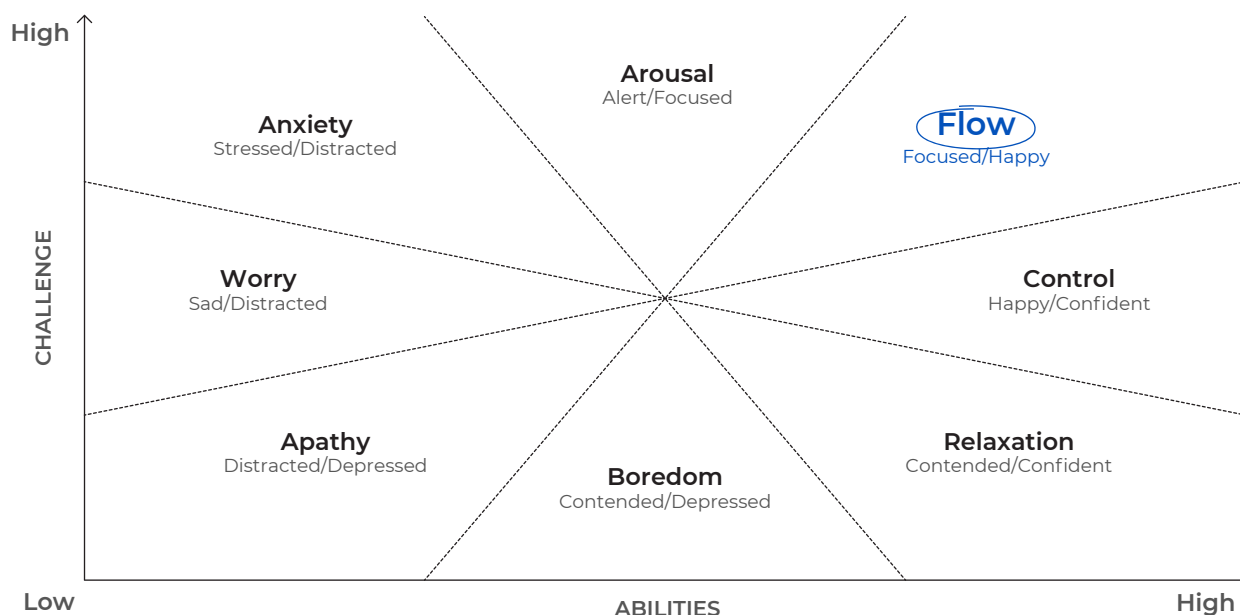
## What are the benefits of the “Flow” state?

Flow state has been linked to **better performance, fewer distractions, less self-judgment, greater motivation to complete tasks, and the ability to spend a longer time on tasks (which means higher productivity and higher skill acquisition)**. It's also important for psychological health and well-being.

## What’s the purpose of this exercise?

This exercise is designed to help you engage in self-reflection and identify your personal **triggers for the “flow”**. By becoming more aware of what circumstances or activities trigger your flow state, you can structure your tasks and your environment to better induce it more often.

## The Flow Matrix



# Find Your Flow

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ☑ Step 01 - Understanding the state of flow

Even if you're not aware of it right now, you surely have experienced flow before. Here are nine flow characteristics that help you recognize it. (Note that you don't often think of "being in flow" while you're experiencing it. You probably notice that you were in "flow" after the fact)

**01. Complete Concentration:** You are fully immersed in the task at hand, with no attention given to distractions.

**02. Clear Goals:** You have a clear understanding of your objectives and what you need to do to achieve them.

**03. Challenge-Skill Balance:** The task at hand is neither too easy nor too hard. It matches your skill level, providing a challenge that you can meet.

**04. Action and Awareness Merge:** Your actions seem to happen naturally and automatically, without conscious thought.

**05. Time Distortion:** Your perception of time is altered. Hours might seem like minutes, or time might seem to stand still.

**06. Loss of (Reflective) Self-Consciousness:** You are not concerned about how others perceive you. Your focus is solely on the task, not on your performance or the potential for judgment.

**07. Sense of Control:** You feel a strong sense of control over your actions.

**08. Intrinsic Reward:** You enjoy the process, not just the end result.

**09. Absence of Fatigue:** Despite the intense focus and effort, you do not feel tired or drained. Instead, you might feel energized.



# Find Your Flow

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ✅ Step 02 - Identify your “Flow” triggers

Everybody has different activities and conditions that trigger them to enter deep focus. However, (fortunately) **there are several common triggers that many people find helpful in inducing this state of intense concentration:**

**01. Cut Out Distractions:** Turn off notifications on your devices, find a quiet place to work, and simply do your tasks at a time of day when you're less likely to be interrupted.

**02. Set Clear Goals:** Having a clear objective gives your mind a target to focus on. Use a simple piece of paper to write down what you want to get done (and why).

**03. Engage In Something Challenging:** Find tasks that are just enough challenging (but not too challenging).

**04. Avoid Multitasking:** Multitasking is the killer of flow. If you want to achieve flow, focusing on just one thing at a time is a must.

**05. DON'T FORCE IT:** Flow can't be forced. It's more about creating the right conditions and then allowing it to happen. If you're not feeling it, take a break and come back to the task later.

**06. Do Something You Enjoy:** While it's not always possible to only do things you love, finding enjoyment in what you're doing can make it much easier to enter a state of flow. If you're faced with a task you don't particularly like, try to find aspects of it that you do enjoy or find interesting, and focus on those.

01 When you look at the list above, what are some concrete things you can do to facilitate your flow state? (be as specific as possible and write down individual steps/actions you can take)





# Find Your Flow

⌚ Time: 30+ Minutes

📊 Difficulty: Moderate

## 02 What kind of environment do I usually experience the flow in?

Note that this may depend on the context. For work, it might be somewhere quiet and solitary, while for fun it may be with good friends or certain places.

## 03 Do you find that you experience flow at certain times more often? If yes, then when.

This could be late at night or early in the morning when others have not waken yet etc.

## 04 If you know that certain activities trigger the flow in you (see the list in step 01) then write them down here. What do they have in common? Why do you think these things trigger your flow?

## 05 What are some specific actions you can take to experience more of these activities (experience more flow)?

# Notice Distractions

🕒 Time: 45+ Minutes

📊 Difficulty: Moderate

## Introduction

Mind wandering, or the tendency for thoughts to stray from the task at hand, can be detrimental to productivity and focus. It often leads to decreased performance, as our attention is divided between the task and unrelated thoughts. Moreover, it can contribute to feelings of stress and anxiety, as our minds drift toward concerns.

**To counteract mind wandering, mindfulness can be an effective strategy.** Mindfulness involves bringing our attention back to the present moment and focusing on the task at hand. By consciously directing our attention to our current actions or experiences, we can reduce the frequency and impact of mind wandering.

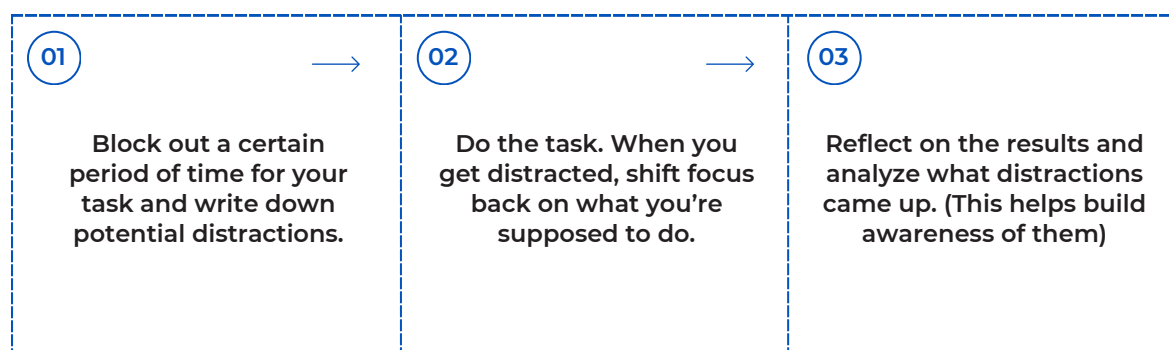
## How does this exercise work?

While traditional mindfulness methods focus on taking a certain time of the day to meditate on certain objects or breath, this exercise takes a little different approach.

Instead, you'll be prompted to block out a certain time during which you want to get something important done. You'll then engage in that activity while being aware that your mind wants to sometimes wander. By paying attention on what you're doing and thinking you'll be able to bring back your focus on the task at hand more easily. In addition, **you'll build up your "awareness for distractions" which helps you avoid them more easily the more your practice it.** After the task you'll reflect on your results and what kind of distractions you experienced.

## Notes

**Note that you should write down only specific actions you need to take** (this is not a goal setting exercise). Also, try to match the amount of time you need to spend with the scope of the work, but prioritize making progress (it's ok to run out of time while still not having finished what you set out to do - don't place too much pressure on yourself to get things done no matter what)



# Notice Distractions

🕒 Time: 45+ Minutes

📊 Difficulty: Moderate

## ☑ Section 01 - Fill out before your task

Start Time:

End Time:

01 What tasks do you want to focus on? What do you want to make progress on?

02 Write down the specific steps you'll need to take (as detailed as possible)

03 Write down potential distractions that you usually experience (thoughts, activities and unexpected interruptions). Next to each one, write down how to minimize their effect or avoid them completely.

While you do your task, try to ask yourself: **"Am I working on the actual task at hand or am I getting distracted?"** and **"Is this what I'm supposed to do to my task finished?"** This will help you stay mindful of the task and be less prone to distractions.



# Notice Distractions

🕒 Time: 45+ Minutes

📊 Difficulty: Moderate

## ☑ Section 02 - Fill out after your task (reflections)

01 Where did your mind wander during the task?

02 What distractions came up and how did you handle them?

03 Next time, is there something you can do to minimize your distractions even better?

Reflect on your answers (especially for question one and two) so the next time when you're focusing on a task you'll be able to recognize the same distractions more easily.

# 80/20 Rule

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## Introduction

The 80/20 principle, also known as the Pareto Principle, states that **roughly 80% of the effects come from 20% of the causes**. It is a concept named after Italian economist Vilfredo Pareto, who observed that 80% of the land was owned by 20% of the population (and that 80% of the fruits were produced by 20% of the plants in his garden). This principle has been found to apply to various aspects of life and business.

When it comes to prioritization, the 80/20 principle suggests that a small number of tasks or activities will have a disproportionately large impact on your overall results. By identifying and focusing on these high-impact tasks, you can maximize your productivity and achieve significant outcomes.

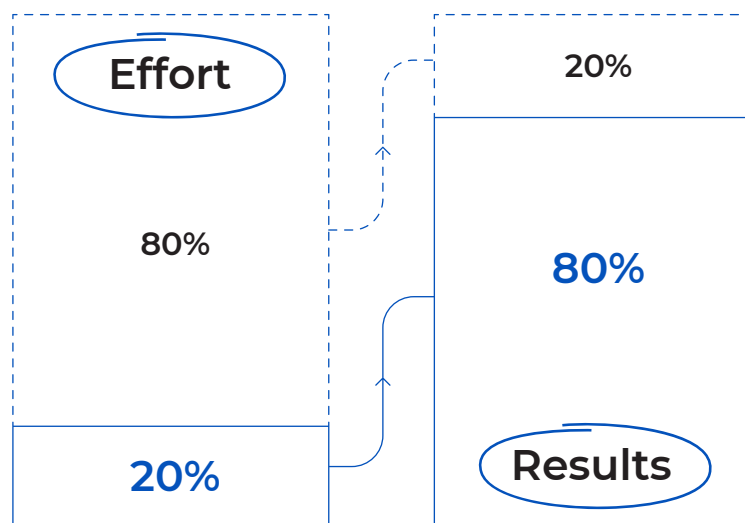
### Three things you should know before you get started:

- 1) The 80/20 is just a benchmark. The actual split can be 90/10, 70/30 or even 85/15. The takeaway here is that just a few actions yield outsized results.
- 2) You should not neglect everything outside the 20%. There are still things in the 80% that you'll need to address.
- 3) This is not a time management tool. It's an exercise to help you prioritize. You can use time management tools (such as "Eisenhower Matrix") to carve out time for both your priorities and everything else that needs to be done.

## What's the goal of this exercise?

This exercise is designed to help you identify the most impactful actions you can take, so you can prioritize them above others. This tool can be used for both professional (work) and personal goals.

### 80/20 Principle Visualized



# 80/20 Rule

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ✓ Section 01 - Prioritizing goals

Before focusing on any specific actions, it's paramount to focus on the right goals. Why? Because the 80/20 principle applies to your goals as well! Choose to focus on achieving the 20% of your goals that have the outsized impact on your life.

01 What are your highest impact goals (write no more than 5). Then write why they're important to you and how achieving them (or even working towards them) would impact your life.

02 Now pick ONE goal that's most important to you that has the highest impact on your life.



# 80/20 Rule

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ✓ Section 02 - Prioritizing skills

The most effective goals are the ones that help you develop certain skills. That way, even if you don't reach your goal you'll be much better off compared to when you started. This section will help you be more mindful of the skills that you'll need to develop that have the highest impact on helping you toward your goal.

01 Write down 3 skills that will help you most in reaching your goal.

02 What can you do to develop these skills?



# 80/20 Rule

⌚ Time: 30+ Minutes

📊 Difficulty: Moderate

## ✓ Section 03 - Prioritizing actions

In this section you'll brainstorm the highest impact actions that you need to take to achieve the goal you chose in the previous section. **Make them align with the skills you need to develop!**

### 01 What specific activities do you need to perform to progress towards your goal? (Max 5)

If you struggle to come up with activities, take a look at people who have already achieved what you're trying to do and see what they did!

### 02 What concrete steps could you take to make more time for these activities?





# 80/20 Rule

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ✓ Section 04 - Eliminating problems

According to the 80/20 principle, 80% of problems come from 20% of the sources. Thus by proactively thinking about them, you'll be better prepared when they do pop up and they're less likely to hold you back.

### 01 Write down 3 most impactful issues that may hold you back from achieving your goal.

For example, it could be "Getting distracted while working and not being able to complete the tasks" or "Getting bored with the work and postponing important tasks"

### 02 What steps can you take to eliminate (or reduce the impact of) these potential problems?

# Become an Essentialist

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## What is essentialism

Essentialism is a philosophy and **mindset that emphasizes the pursuit of identifying and focusing on what is truly essential and valuable.** It was popularized by Greg McKeown in his book "Essentialism: The Disciplined Pursuit of Less."

At its core, essentialism encourages individuals to discern between the vital few and the trivial many. It advocates for simplifying and decluttering one's life by consciously eliminating non-essential activities, commitments, and possessions. **By doing so, essentialism aims to create space and time for what truly matters.**

### Key principles of essentialism include:

**01. Purposeful choice:** Essentialism urges individuals to make deliberate and intentional choices rather than passively accepting the demands and expectations of others. **It involves understanding personal values, priorities, and long-term goals to guide decision-making.**

**02. Selective focus:** Essentialism emphasizes concentrating on a few high-impact activities or goals that align with one's values and lead to meaningful results. It encourages saying "no" to non-essential or low-value tasks and distractions.

**03. Elimination of non-essentials:** Essentialism promotes eliminating unnecessary obligations, possessions, and commitments. By letting go of things that do not contribute significantly to one's goals or well-being, individuals can create more space for what truly matters.

**04. Mindfulness and presence:** Essentialism emphasizes being fully present and engaged in the current moment. It encourages individuals to savor experiences, appreciate the journey, and avoid multitasking or being constantly distracted.

**05. Essential intent:** Essentialism involves defining and pursuing a clear and compelling essential intent, a guiding vision or purpose that informs one's actions and choices.



# Become an Essentialist

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## Essentialism visualized:



### Nonessentialist

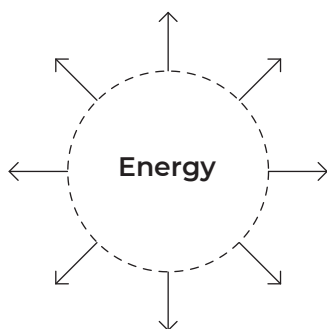


### Essentialist

Thinks	<b>All Things to All People</b> "I have to" "It's all important" "How can I do it all?"	<b>Does Things That Align With Their Goals &amp; Values</b> "I choose to" "What are the trade-offs?" "Does this matter long term?"
Does	<b>Undisciplined Pursuit of More</b> <ul style="list-style-type: none"><li>• Reacts to circumstances.</li><li>• Says "yes" to things without really thinking.</li></ul>	<b>Disciplined Pursuit of Less</b> <ul style="list-style-type: none"><li>• Says "no" to things that are not essential.</li><li>• Consciously works to remove obstacles &amp; distractions.</li></ul>
Gets	<b>Lives an Unsatisfying Life</b> <ul style="list-style-type: none"><li>• Takes on too much.</li><li>• Feels out of control.</li><li>• Feels overwhelmed.</li></ul>	<b>Lives a Live Full Of Purpose and Satisfaction</b> <ul style="list-style-type: none"><li>• Feels in control.</li><li>• Get the right things done.</li><li>• Enjoys the process.</li></ul>

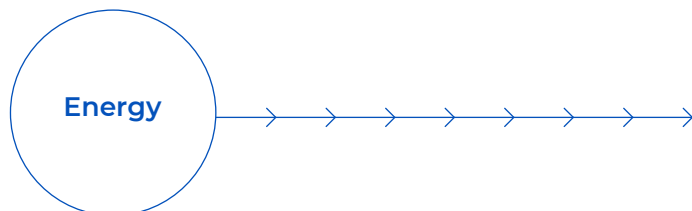
Source: "Essentialism" by Greg McKeown  
Graphics: [www.kitces.com](http://www.kitces.com)

### Nonessentialist Approach



Gets pulled in different directions. Does not make any progress

### Essentialist Approach



Focuses on clear direction (based on goals and values).



# Become an Essentialist

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## How does this exercise work?

In order to practice essentialism, you first need to define your goals or values - also known as your essence. Your essence will be the north star that will help you evaluate the essentialness of your actions and what to prioritize.

### ✓ Section 01 - Setting your north star

#### 01 What do you want to achieve? How do you want your life to look like?

If you have hard time coming up a worthy goal, use your values as a guide. Perhaps you value security or perhaps you value excitement (and uncertainty).

#### 02 Now write down 3-5 activities you need to consistently perform in order to move closer to your goal (something specific and measurable)



# Become an Essentialist

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ☑ Section 02 - Eliminating nonessential

03

Write down your current weekly activities and rate each one on the scale of 0 to 10. Zero means that they are counter-productive to your goals/values, five means they're neutral and ten means they're really helping you towards your goals.

ACTIVITY 01

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive

ACTIVITY 02

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive

ACTIVITY 03

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive

ACTIVITY 04

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive

ACTIVITY 05

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive

ACTIVITY 06

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive

ACTIVITY 07

0 1 2 3 4 5 6 7 8 9 10  
Counterproductive Neutral Productive



# Become an Essentialist

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

- 04** Now take the activities with the lowest score (below 5) and brainstorm some ideas on how you can delegate them, reduce time spent on them or eliminate them altogether.

- 05** What are some specific actions you can take to spend more time focusing on the essential?

For example, becoming more selective to what you say “yes” to. Or make a habit of asking yourself multiple times per day “Is the thing I’m doing right now something that aligns with my goals and values?”

# Overcoming Perfectionism

🕒 Time: 35+ Minutes

📊 Difficulty: Advanced

## Two dimensions of perfectionism

Perfectionism is a condition characterized by setting high personal standards for oneself or others. It involves a desire for flawlessness and can be accompanied by distress and negative emotions. Research has identified two dimensions of perfectionism: perfectionistic striving and perfectionistic concerns. **Perfectionistic striving refers to personal efforts to avoid mistakes and excel in various activities, while perfectionistic concerns involve worrying about making mistakes, doubting one's actions, and feeling judged by others for not being perfect.**

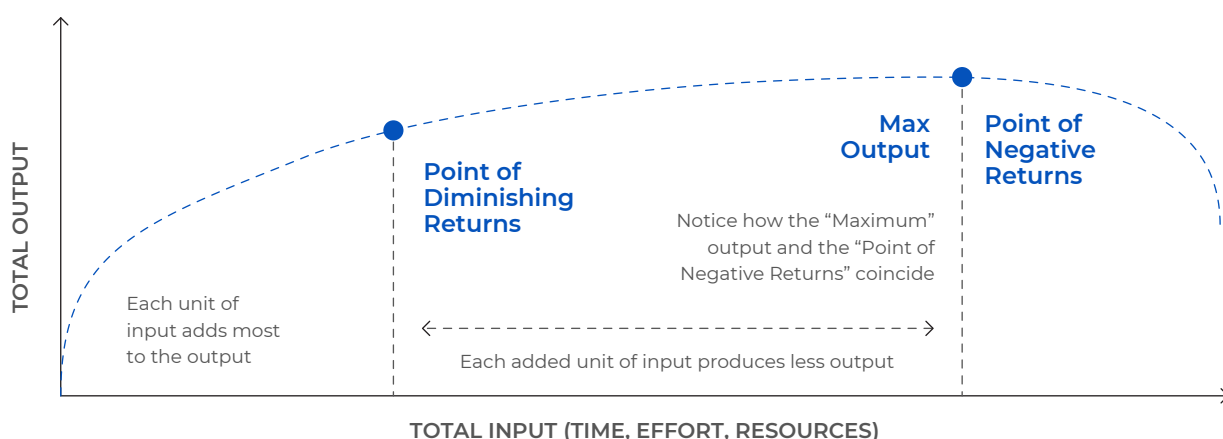
## Negative effects of perfectionism

Perfectionism might initially appear to be a good thing. After all, striving for the best and not settling for less can sound like a recipe for success. However, in reality, it often acts as a roadblock rather than a stepping stone to achievement. Why?

**First, perfectionism can lead to procrastination.** The fear of making mistakes or not meeting high standards can cause a person to delay or avoid tasks altogether. Instead of taking action, they end up in a constant state of planning and preparation, waiting for the "perfect" moment that never comes.

**Second, perfectionism breeds fear and anxiety.** The constant pressure to achieve perfection can create a state of chronic stress and worry that has its negative effect on the person's self-worth. This fear of not living up to self-imposed standards can paralyze decision-making and impede creative thinking.

**Thirdly, perfectionism can result in misallocated time.** Perfectionists often spend excessive time on tasks, obsessing over minor details at the expense of the bigger picture. This obsession can lead to inefficiency, as it prevents the person from focusing on other important tasks and overall goals.



# Overcoming Perfectionism

🕒 Time: 35+ Minutes

📊 Difficulty: Advanced

## ✓ Section 01 - Perfectionism questionnaire

### 01. I set high goals for myself

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 02. Other people seem to have lower standards than I do for myself

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 03. I'm always trying to strive to be the best

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 04. I feel like if I fail, I will be judged

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 05. My parents have set high expectations for me

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 06. I aim to be an organized person

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 07. I'm not happy being just average

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 08. I'm very good at setting goals and executing them

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 09. I'm usually concerned about how my actions are perceived by others

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

### 10. I feel like I'll never live up to my standards

Does Not Apply to Me At All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 Completely Applies to Me

Write down  
your total score:

Then turn to the next page to find out what it means.





# Overcoming Perfectionism

🕒 Time: 35+ Minutes

📊 Difficulty: Advanced

## Interpreting the score

**Score of 10-30** You likely don't have perfectionist tendencies.

**Score of 31-50** You have some perfectionist tendencies

**Score of 51-79** You lean toward perfectionism

**Score of 80-100** You have perfectionist tendencies

## Remember that

Being a perfectionist comes with its pros and cons (it's not all negative). There are three types of perfectionism: **adaptive, maladaptive, and non-perfectionists**. Adaptive perfectionists have high standards but are flexible and can adapt to changes in the environment. Maladaptive perfectionists internalize failures and experience a reduction in self-confidence, leading to depression, anxiety, and stress. Non-perfectionists have low expectations for themselves, others, and situations.

Different coping mechanisms are employed by adaptive and maladaptive perfectionists. Adaptive perfectionists tend to use task-oriented coping strategies, focusing on problem-solving and taking direct action to reduce stress. Maladaptive perfectionists, on the other hand, resort to emotion-oriented coping or avoidance-based strategies, which involve reducing negative emotions or avoiding the problem altogether.

## What next?

The next sections of this exercise will help you identify your maladaptive perfectionist and non-perfectionist tendencies (if you have any) and reframe them to something more productive and positive.



# Overcoming Perfectionism

🕒 Time: 35+ Minutes

📊 Difficulty: Advanced

## ✓ Section 02 - Analyzing causes

Use the following questions to analyze how your perfectionism looks like and what triggers it.

### 01 How does my perfectionism manifest?

Reflect on how perfectionism manifests in your life. Are there specific areas (work, relationships, personal projects) where your perfectionism is more pronounced? Write down examples.

### 02 What triggers it?

Think about what triggers your perfectionist tendencies. These could be external events (e.g., a big project at work, social events) or internal thought patterns (e.g., fearing judgment, equating your worth with your achievements). PS! There's a list of common triggers below!

### Examples of triggers for perfectionism:

- |                                   |  |
|-----------------------------------|--|
| 01. Fear of Failure               | 06. High Personal Standards                        |
| 02. Fear of Making Mistakes       | 07. Belief in Perfectionism as the Path to Success |
| 03. Fear of Judgment or Criticism | 08. Need for Control                               |
| 04. Fear of Rejection             | 09. Equating Perfection with Self-Worth            |
| 05. Fear of Not Being Good Enough | 10. Black-and-White Thinking                       |



# Overcoming Perfectionism

🕒 Time: 35+ Minutes

📊 Difficulty: Advanced

## ✓ Section 03 - Reframe

Use the following questions to analyze your perfectionist tendencies and their effects.

### 01 Write down the pros & cons

List down the ways perfectionism is holding you back (e.g., causing stress, wasting time, affecting relationships) and the ways it's helping you (e.g., producing high-quality work). **In the cons section write down what you'll miss out on if you don't change anything!**

Pros

Cons

### 02 What mistakes and imperfections will you allow yourself going forward?

Writing down the specific mistakes and imperfections that you'll allow yourself will help you recognize them as learning opportunities in the future. This will help you dissolve the underlying fears and triggers (the ones you wrote down in section 2).

# Letter to You Inner Perfectionist

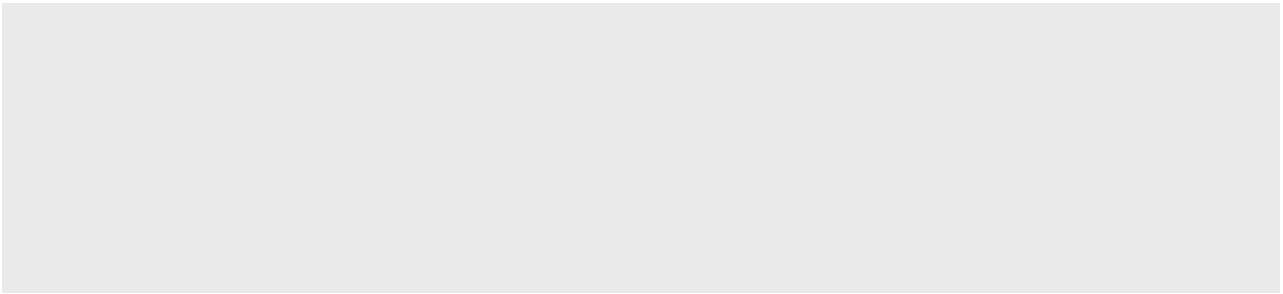
🕒 Time: 20+ Minutes

📊 Difficulty: Moderate

## What is it?

Letter to Your Inner Perfectionist," is designed to help you better understand and manage your perfectionist tendencies. The goal is to cultivate a more compassionate and balanced approach to your personal standards and performance. But why a letter? By putting it all in writing, you'll help yourself rewire old thinking patterns and integrate new ones into your daily life more easily.

- 01 Think about the internal voice of your inner perfectionist. What does it say to you? When does it speak up? What feelings does it bring up?



- 02 Write a letter to your inner perfectionist. An example of the structure of the letter could look like:

**01. Addressing the Perfectionist:** Start your letter by addressing your inner perfectionist. It could be something like, "Dear Inner Perfectionist."

**02. Acknowledgment:** Acknowledge the role your inner perfectionist has played in your life. Thank it for pushing you to strive for better, for making you attentive to details, and for the high standards it set for you.

**03. Recognition of Costs:** Acknowledge the negative impacts of your perfectionism. Discuss how it has held you back, for example, by instilling a fear of failure, creating unnecessary stress, or making you equate your self-worth with your achievements.

**04. Desire for Change:** Express your desire to change and grow beyond the limitations set by your perfectionism.

**05. Setting Boundaries:** Explain to your inner perfectionist how you plan to set boundaries moving forward. You might want to include ways you will practice self-compassion, allow for mistakes, and separate your self-worth from your performance.

**06. Closing the Letter:** Close the letter with a commitment to treat yourself with more kindness and patience moving forward.



# Letter to You Inner Perfectionist

⌚ Time: 20+ Minutes

📊 Difficulty: **Moderate**

02

Letter to your inner perfectionist:

# Managing Energy

⌚ Time: 30+ Minutes

📊 Difficulty: Moderate

Research has shown that in order to be most productive, you need enough rest. Therefore it's as important to manage your energy level as it is to manage your time. This exercise will help you do just that. How? By helping you pinpoint your sources of primary energy types (see the list below) and by helping you find a balance between energy-draining and energy-gaining periods.

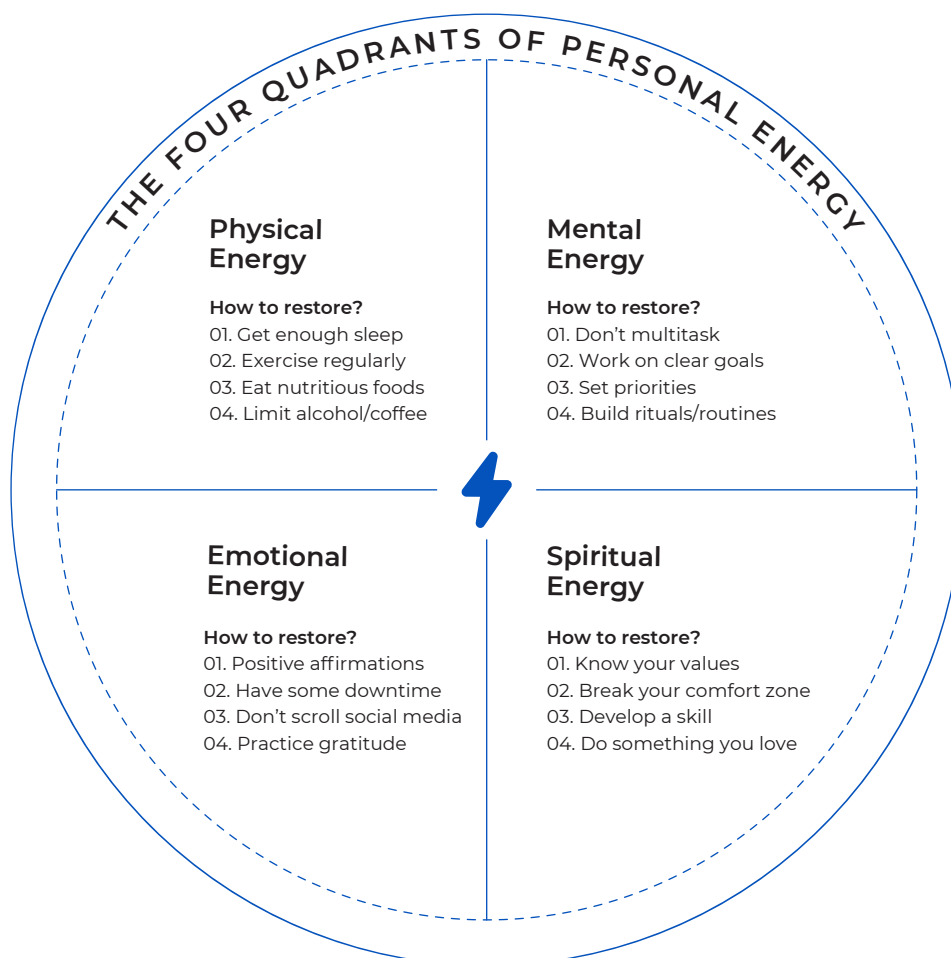
**Human beings have four main types of energy: physical, mental, emotional, and spiritual.**

**01. Physical energy** is about how active or exhausted we feel. It's why we need to occasionally move around or rest during the day, not just exercise regularly.

**02. Mental energy** comes from tasks that require thinking or problem-solving. Some mental tasks might energize us, while others can make us feel drained.

**03. Emotional energy** comes from our relationships with others. Positive interactions, like showing kindness or receiving gratitude, can boost our energy. But negative feelings, like fear or anger, can sap our energy and hinder our performance.

**04. Spiritual energy** comes from doing something meaningful or fulfilling. Even when we're physically and mentally tired, we can find the energy to keep going if we're passionate about what we're doing.



# Managing Energy

⌚ Time: 30+ Minutes

📊 Difficulty: Moderate

Use the next section to identify your energy drains and gains. After that, brainstorm some ideas on what specific steps you can take to minimize energy leakages and focus more of your attention on your energy sources.

- 01 What activities do you feel contribute the most to your energy level? And on the opposite side, which activities do you feel drain your physical energy the most?

Energy Sources

Energy Drains

- 02 What specific steps can you take to prioritize more of your attention and time to activities that positively contribute to your energy levels?

- 03 What specific steps can you take to minimize the effect of your energy-draining activities (how can you eliminate them or reduce their effect)?

# Overcoming Procrastination

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## What is it?

Procrastination is a common experience that affects almost everyone at various points in life. It's the act of delaying or postponing tasks that should ideally be done immediately, often leading to decreased productivity and efficiency. Despite its widespread occurrence, the silver lining is that procrastination is typically rooted in a handful of underlying causes. **This exercise will help you identify your causes of procrastination, the reasons behind them and how to overcome them.** By identifying and addressing these root causes, we can develop strategies to overcome procrastination, improve productivity, and enhance overall well-being.

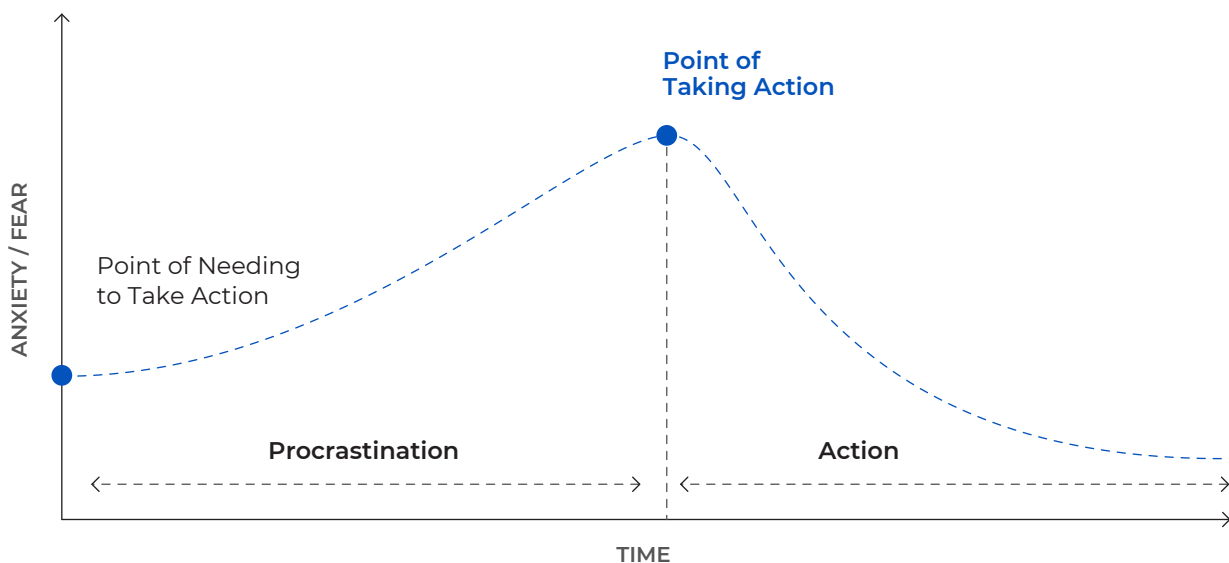
## Before you continue, remember that...

01. Changing any kind of habits takes time. You can't expect to complete this exercise and see the results straight away. Rather this tool is designed to help set you on the right track (which you then have to follow).

02. While you're trying to overcome procrastination, you'll probably have relapses to your old habits. That's totally normal. The important part is that you'll continue where you left off once you notice that you're steering off course.

03. If you feel like overcoming your procrastination habits is too big of a task, you can start by trying to minimize their effects instead of trying to eliminate it altogether.

## Procrastination visualized





# Overcoming Procrastination

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ✓ Step 01 - Identifying procrastination triggers

- 01 Reflect on which tasks, situations, or times typically cause you to procrastinate. Write them down for clarity.

## ✓ Step 02 - Recognizing procrastination behaviors

- 02 Identify what your procrastination behaviors look like. Here are 12 examples that might help you get started (if your behaviour is something else, write that down instead!)

- |  |   |
|--|---|
| 01. Checking social media instead of working     | 07. Frequently checking emails          |
| 02. Daydreaming when you should be focused       | 08. Binge-watching TV shows             |
| 03. Constantly delaying the start time of a task | 09. Excessive cleaning or organizing    |
| 04. Overplanning without taking action           | 10. Overthinking about a task           |
| 05. Multitasking without making progress         | 11. Waiting for the right time          |
| 06. Continually seeking out new resources        | 12. Frequently changing your to-do list |



# Overcoming Procrastination

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ☑ Step 03 - Uncovering root causes

### 03 Identify the underlying reasons behind your procrastination.

These could include a fear of failure, a tendency to seek instant gratification, a fear of the unknown (lack of control over the outcome), perfectionism, feeling overwhelmed, or a lack of self-confidence. Keep in mind it could be a combination of these factors.

## ☑ Step 04 - Analyzing your inner dialogue

### 04 What does your inner dialogue look like? What do you tell yourself when you procrastinate (or right before/after)? What kind of feelings do you usually experience around procrastination?

For example, your inner dialogue may include: "This project is so big. I don't know where to start." or "I'm not good at this". By analyzing your inner thoughts and feelings, you'll be better equipped to spot limiting beliefs and counteract them in the next step.



# Overcoming Procrastination

🕒 Time: 30+ Minutes

📊 Difficulty: Moderate

## ✅ Step 05 - Finding solutions

05

Brainstorm possible solutions to address the root causes of your procrastination.  
This could include:

01. Removing distractions and setting self-restrictions.
02. Accepting that failures and mistakes are part of the learning process
03. Using the "5-minute rule" (commit for 5 minutes to build momentum - then continue)
04. Scheduling tasks and sticking to the schedule
05. Reframing limiting beliefs
06. Rewarding yourself for completed tasks and setting consequences for procrastination

## Procrastination Monitor

Procrastination Trigger	Procrastination Behaviour	Root Cause	Inner Dialogue	Proposed Solution

# Learn to Delegate

🕒 Time: 20+ Minutes

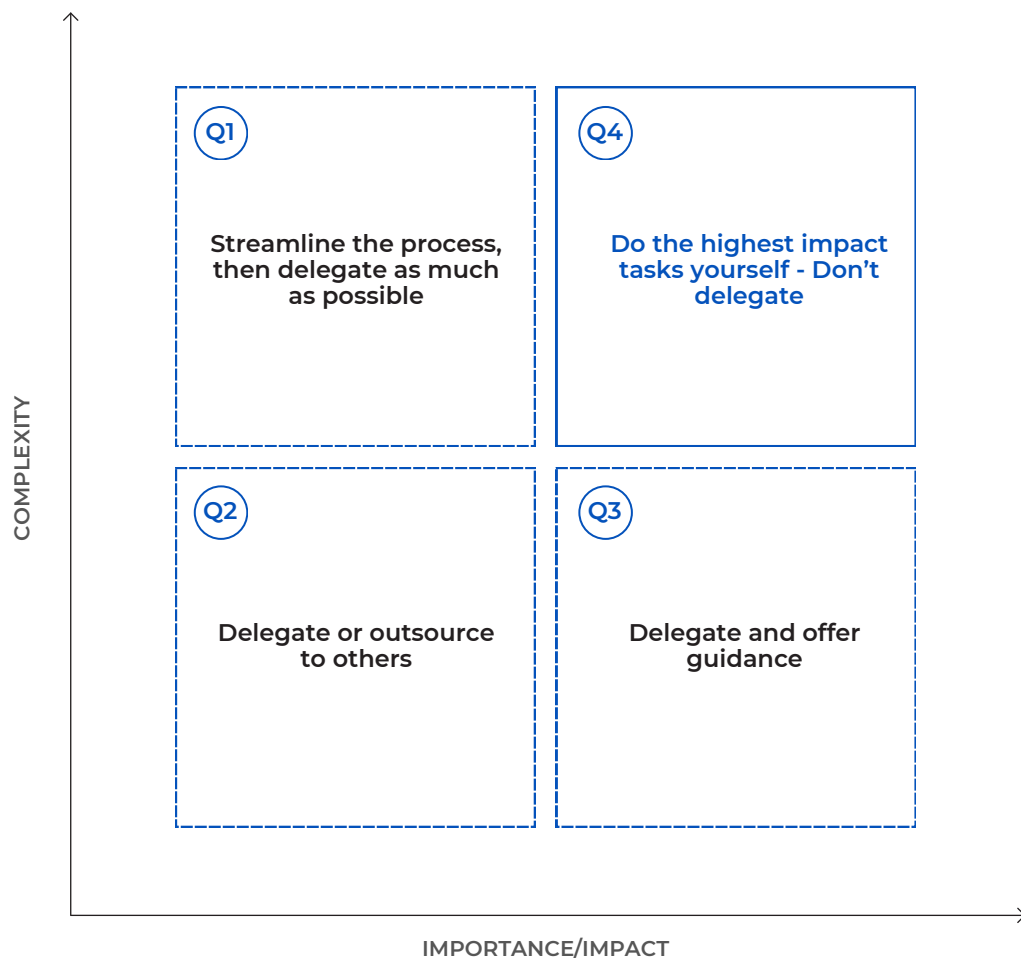
📊 Difficulty: Easy

## About

You've undoubtedly heard "Work smarter, not harder", but how do you actually do this? One way is to delegate or outsource some of your workload. Fortunately learning how to do this effectively is a skill that can be developed like any other. As you get more proficient at outsourcing you'll notice your mindset shift from "How can I do this" to "Who can help me with this", which will open up new doors you never knew even existed.

Technology has made it easier than ever to outsource your tasks, but most people don't take advantage of that opportunity. Why? Because of limiting beliefs such as "Nobody can do this as good as I can", "I need to control the process" or "It costs too much". **The second part of this exercise is designed to help you address exactly these kinds of limiting beliefs and reframe them to something more productive. While the first part of the exercise will help you come up with the tasks that you can delegate and the specific actions you need to take.**

## 4 Quadrants of delegation



# Learn to Delegate

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

## ☑ Section 01 - Analyzing tasks

01 What are some tasks or projects that you're struggling to complete and could use some help with?

02 Which of these tasks/projects fits one of the three categories (Q1, Q2, Q3) of the "Delegation Framework" you can see on the previous page?

Note that for some projects, you can only outsource some specific tasks (& not the whole project)

03 Why do you wish to delegate these tasks/projects?



# Learn to Delegate

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

04

**What skills are you looking for in someone who you could delegate this task to? What criteria do they need to meet (experience, price, availability, etc.)**

05

**What info will you need to convey to your potential candidate and how will you ensure that they will understand your expectations clearly?**

For example, you could record a video of the process or show some real examples of the results you're looking for. Or you might need to put together a step by step guide.

06

**What specific steps do you need to take to find the right person you can delegate to?**

For example, 1) posting a job on some online freelancing platform (Upwork, Fiverr etc.) 2) Finding 3 suitable candidates. 3) Explaining the project scope and the requirements. 4) Have all of them do a test project with a reduced scope of work. 5) Moving forward with the most promising candidate.



# Learn to Delegate

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

## ✓ Section 02 - Reframing limiting beliefs

### 01 What limiting beliefs and fears do you have regarding outsourcing these tasks?

This could be fears about losing control, concerns about cost, or a belief that you can do the task better.

### 02 Come up with a counterargument for each limiting belief or fear.

For example, if the belief is that "Only I can deliver this high quality" then the counterargument could be that "I can find someone that does this at least as well as I can" or "Saving the extra time means I can focus on other things that will make up for a slight decrease of quality" If the worry is that "it costs too much" then the counterargument could be that "learning to delegate helps me learn a new skill and free up my time - which when combined, is worth more than the initial investment"

### 03 What will you miss out on long term (1-10 years) if you do not learn how to delegate/outsource?

# Setting Smart Goals

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

## How to set SMART goals

SMART is an acronym that stands for Specific, Measurable, Achievable, Relevant, and Time-bound. It's a tool used for setting clear and attainable goals. Here's a breakdown of each component:

**01. Specific:** A SMART goal must be clear and well-defined. Vague or generalized goals are unhelpful because they don't provide sufficient direction. **Try to answer the following questions: (1) What do I want to achieve? (2) Why do I want this?**

**02. Measurable:** It's important to have concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it's harder to track progress and stay motivated. **Make the thing you measure something you have control over!**

**03. Achievable:** Goals should be realistic and attainable. While it's good to stretch oneself, setting an impossible goal can be demoralizing and counterproductive. **Try to answer the following questions: (1) How can I accomplish this goal? (2) How realistic is the goal? (3) What are some constraints that might hinder my progress and how do I overcome them?**

**04. Relevant:** The goal should align with broader business or personal objectives. It's important that the goal matters to you and that it also aligns with other relevant goals. Try to answer the following questions: (1) Does this goal fulfill my needs? (2) Is this goal in alignment with my values? (3) Is this goal worth my time?

**05. Time-bound:** Every goal needs a timeline, a date by which the goal should be achieved. This creates urgency and prompts action. **Try to answer questions such as: (1) By when will I think I'll achieve this goal? (2) What can I do right now? (3) How can I make this a priority?**

## Goal setting tips

**01. Set Goals You Have Control Over:** It's important to set goals based on outcomes you can influence and control. While you may not always have control over the final outcome, you do have control over the actions and steps you take to work towards your goal. For instance, instead of setting a goal to "Win the local art competition," a goal within your control could be "Create and submit an art piece for the local competition that I'm proud of."

**02. Focus More on Progress than Deadlines:** While time-bound goals can provide a sense of urgency and make the goal a priority, it's crucial to focus more on making consistent progress. Rather than getting caught up in a rigid deadline, concentrate on moving in the right direction. Consistent, incremental progress often leads to substantial long-term results. Celebrate small wins along the way to keep motivation high.





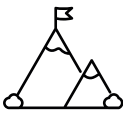




# Setting Smart Goals

🕒 Time: 20+ Minutes

📊 Difficulty: Easy



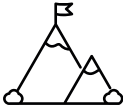


## Example of filled out SMART goal

S	M	A	R	T
				
Specific	Measurable	Achievable	Relevant	Time-Bound
<p>I want to lose 20 pounds to feel more energetic and attractive.</p> <p>I also want to be more healthy in general and live a longer and happier life.</p>	<p>First I will go to the gym twice a week for a upper body and lower body workouts. I will also aim for 10k-12k steps per day (I will walk more and use the car less).</p> <p>I will also aim to eat 2000 calories per day (use an app to track everything)</p> <p>I don't have direct control over the weight I'll lose on a weekly basis, but I do have control over what I eat and how physically active I am.</p>	<p>Others have done it - so can I.</p> <p>I can accomplish this goal by staying consistent in my daily plan.</p> <p>While I may experience setbacks, I will always pick up where I left off.</p> <p>When I feel like I don't have enough time to go to the gym or cook a healthy meal, I'll remind myself that achieving this goal is a PRIORITY (and I'll make sure I'll remember why I got started in the first place)</p>	<p>Achieving this goal will help me live a more fulfilling life and make me feel happier.</p> <p>I will do my best to enjoy the challenges the process towards the goal makes me face, because I believe that life is about learning, making progress and getting out of your comfort zone.</p>	<p>I believe I can lose 1 pound per week, so it will take me 20 weeks in total.</p> <p>On the other hand, achieving this goal by a certain date is less important. What's important is that I really take the daily steps necessary to live a more healthy lifestyle, because ultimately I don't have direct control over how much weight I lose (I only control the actions I take).</p>

# Setting Smart Goals

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

S	M	A	R	T
 Specific	 Measurable	 Achievable	 Relevant	 Time-Bound

# Activity Tracker

⌚ Time: N/A  
📊 Difficulty: Easy

Activities To Track:

Month:

Day						
01						
02						
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# Start-Stop-Continue

🕒 Time: N/A

📊 Difficulty: Easy

## What is it?

The "Start-Stop-Continue" exercise is a simple yet powerful tool used for goal setting tool. It helps identify actions that should be started, stopped, or continued to achieve the outcomes you're looking for. Here's how it works:

**01. Start:** Identify new actions or behaviors that need to be initiated to reach a specific goal. These are things you aren't currently doing but should start doing to make progress. **If you're having trouble coming up with the right actions, ask yourself "What have people who have already achieved the same goal done?"**

**02. Stop:** Identify current actions or behaviors that are not helpful, are hindering progress, or are negatively impacting performance. These are things you are currently doing but need to stop because they're not serving you well.

**03. Continue:** Identify current actions or behaviors that are working well and contributing to your progress and success. These are things you are currently doing and should continue doing because they're helping you reach your goals.

**01** What goal am I trying to achieve? Why do I want this?

**02** What specific activities will I start doing in order to move closer to my goal?

**03** What specific activities will I continue doing in order to move closer to my goal?

**04** What specific activities will I stop doing in order to move closer to my goal?

# Notes

