



SHIFT Your Thinking

Workbook



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SHIFT YOUR THINKING, SHIFT YOUR LIFE

Your beliefs, judgments, fears and shoulds tell a story that drives your mindset and shapes your perception of reality. By becoming aware of these stories, you deepen your understanding of your mindset and take action to shift your thinking. When you shift your thinking, you will shift your life.

IDENTIFYING WHAT YOU WANT TO IMPROVE

Select a desired habit that you want to improve, have started and stopped, or you are not improving/taking action on quickly enough. These may show up as things like not leaving on time consistently, avoiding contacting clients or prospects, exercising more, working less, procrastinating, and allowing constant interruptions / loss of focus.

Describe what you want to improve here:

For the above, rate where you are on a scale from 1 (low) to 10 (high). Remember, you're simply capturing the rating, not judging yourself. The judgment costs you energy, which makes it even more difficult to fulfill.

MY RATING: _____



“Ugh! I’ve completely stopped making progress”

“I’m actively working on it”



WORK TO MANAGE YOUR MINDSET – RATING 5 OR BELOW

If you rated yourself a five or below, then you need to work on managing your mindset. Use the strategies shared in the Managing Your Mindset Lesson and complete the below actions to help you shift your stories and take action.

1. **Journal about all your stories in the way of your progress:** For example, if you promised to get to the gym more, your stories might be, “I don’t have time. I don’t want to be sore. If I take the time to go, I won’t get other important things done. I have too far to go to hit my goals. It will take forever. Having to go to the gym takes time away from my family.” Challenge yourself to write 25 stories. We don’t care if the stories seem true or ridiculous. We aren’t going to fix the stories. Watch for judgment. You’re simply noticing the stories that create the resistance. You want to empty your head of all the chatter.

2. **Next, write all the possibilities created by you taking action and building this habit:** Challenge yourself to create at least 15 possibilities. “By going to the gym, I create more energy which means I have more energy to devote to everything I care about. Every day I go to the gym, I’m building strength. Going to the gym connects me with my physical self after a long day of letting my brain run the show.”

3. **After you’ve created both journaling exercises, you’re ready to take action:** What is one small step to creating the habit? Emphasis on small. You might start by simply booking the time on your calendar and driving yourself to the gym. You don’t have to even go in the first couple of times. There’s no shame in starting small. Make your actions more robust over time. Start with once a week, move on to twice... etc. Commit to an action by putting it in writing and then adding it to your Success Shifter.

“(Time) the action I will take is ____, followed by ____, ultimately resulting in ____.”

***This week the action I will take is** putting my gym schedule in my calendar and letting the people in my life know that I will be honoring this commitment. I’ll look at my calendar for potential breakdowns, i.e. scheduling a 5 a.m. gym appointment after an evening networking event is a set up for you not to show up at the gym. **Followed by** going to the gym at least 50% of the time when I’m scheduled, building up to 100%, **ultimately resulting in** a habit of working out at the gym five days a week for at least 45 minutes.*

4. **Track your progress without judgment:** If you don’t hit your mark, get curious about what got in the way. Put additional structures in place to support you. Structures might be an accountability buddy, building up with smaller steps, and/or rewards for action.

5. **If you are consistently resisting the action, return to step one and keep digging.**



MANAGING YOUR MINDSET – RATING 6 OR ABOVE

If you rated yourself a six or above, you have a structural issue. Review all the steps above and notice what comes to mind for steps one and two. Jot down anything that comes up and look for resistance so you can pick a structure to match.

Follow steps 3 and 4, but start with getting clear on what's the one action you can take to move your score up one notch. If you rated yourself a 6, what would get you to a 7? It might be getting to the gym one more time a week. It might be a longer workout. This is the first action you're building toward. The goal is not to go from a 6 to a 10... the goal is to move up the scale and build the habit. Trying to jump too fast can slow the formation of the habit. If you're consistently not progressing, dig into steps one and two with more intention.

REGULARLY EVALUATE WHAT YOU'RE WORKING ON

Return to your Success Shifter each month. What progress can you celebrate? What is now a habit and can come off the list? What needs to be added to the list? What are you avoiding committing to? Can you lower the bar or expand the timing? For instance, maybe you know you need more sleep. Jumping from five hours to eight hours is probably not realistic. Consider just committing to 15 minutes more a night as the beginning of a whole new habit.

