

Step It Up! Workbook

Get unstuck in your
Life, Career, and/or Business



Tools for
high-potential individuals who are ready to make the external
and internal changes necessary in order to step it up in their
personal and professional lives.

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Setting the Intention For What You Want

Imagine it's six months from now. What will you have accomplished professionally and personally that would make you jump for joy? (Make it clear and specific. What do you want in your personal and/or professional life?)

Why is it important to you?

How are you going to do it?

What change do you need to make in yourself in order to make this goal easier to achieve? (Who do you need to BE? E.g. more open-minded, more confident, take more action instead of overthinking, more courageous etc.)

What is a daily attitude that you can choose to help move you closer to what you want?

When you achieve your goal, what will you have learned about yourself in that you have yet to learn? (E.g. stop caring so much what others think, etc.)

Break It Down Into Milestones!

Now that you have a clear idea of what you want to have achieved in six months, let's break it down into "quarterly milestones", or markers throughout the year.

What do you want to happen:

Quarter 1: In 3 months -

Quarter 2: In 6 months -

Quarter 3: In 9 months -

Quarter 4: In 12 months -



Busting Limiting Beliefs

Limiting Beliefs are beliefs that you have about yourself or your goal that make it harder for you to achieve them. In short, they are the thoughts that get in your own way.

List some Limiting Beliefs that you have about your goal and/or yourself. (e.g. I'm too old, It's too late, I don't know enough, I'll be poor if I pursue my dream, etc.)

Now list some helpful beliefs that you have about yourself and/or your goal.

Cross out with one line, the Limiting Beliefs and circle the Helpful Beliefs.

Next to the beliefs that you crossed out, write the opposite of that belief (even if you don't believe it yet.)

Now, write down what actions you'd take IF you believed the circled beliefs and the new empowering beliefs that you just wrote.

Growth Mindset vs. Fixed Mindset

From the book *Mindset* by psychologist Carol Dweck:

In a **fixed mindset**, people believe their basic abilities, their intelligence, their talents, are just fixed traits. They have a certain amount and that's that, not much can be changed. (If I fail at something, then *I'm* a failure. So why try at what's hard? I will only stick to what I'm good at and what's comfortable.)

In a **growth mindset**, people understand that their talents and abilities can be developed through effort, good teaching and persistence. They don't necessarily think everyone's the same or anyone can be Einstein, but they believe everyone can get smarter if they work at it. (If I fail at something, it is an opportunity to learn, grown, and improve. My failures are not a judgment of who I am.)

In what areas of your life do you have a fixed mindset? (e.g. networking, sports, being organized, stepping out of comfort zone etc.)

In what areas of your life do you have a growth mindset?

How would your actions be different if you changed the fixed mindset areas of your life to the growth mindset?

Focus on the Process, Not Outcome

What is your biggest goal?

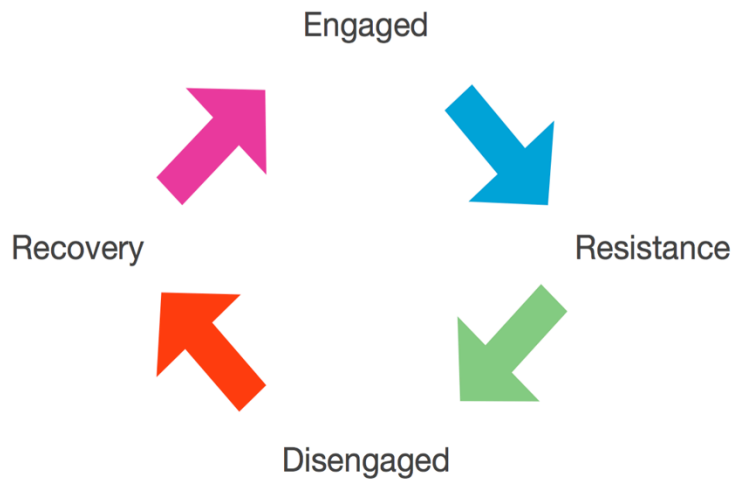
What is directly in your control? (choosing to put in effort, choosing to stay positive, etc.)

What is not in your control? (if somebody decides to hire me, if I get the promotion, etc.)

What is kind of in your control where you can influence others? (what my co-workers think of me, how I choose to communicate with my spouse, etc.)

What's possible for you if you learn to focus on the process and not the outcome?

The Motivation Cycle



How do you know when you're in "Engaged"? How does it feel?

How do you know when you're in "Resistance"? How does it feel?

How do you know when you're in "Disengaged"? How does it feel?

How do you know when you're in "Recovery"? How does it feel?

What can you do and who would you like to be (or what inner qualities/strengths can you exemplify) to recover faster?

Your Relationship with Resistance & Fear

Fear of failure. Fear of rejection. Fear of judgment. Fear of the unknown.
Fear of success.

F.E.A.R. has two meanings:

1. Forget Everything and Run

-OR-

2. Face Everything and Rise



What is your “default perspective” when you encounter a problem that involves stepping out of your comfort zone? (e.g. avoid it and hope it goes away, confront it and ask for help to find solutions, etc)

When you’re asked to step outside of your comfort zone, do you resort to the fixed or growth mindset?

Who do you need to be (or what inner qualities do you need to draw upon) in order to step outside of your comfort zone in order to achieve your goals?

What do you value?

Abundance	Confidence	Enjoyment
Acceptance	Connection	Entertainment
Achievement	Consistency	Enthusiasm
Adaptability	Control	Excellence
Adventure	Cooperation	Excitement
Affection	Courage	Experience
Ambition	Creativity	Exploration
Art	Curiosity	Expression
Authenticity	Decisiveness	Fairness
Awareness	Dependability	Faith
Balance	Depth	Fame
Beauty	Determination	Fearlessness
Being the best	Devotion	Fitness
Bravery	Diligence	Flexibility
Brilliance	Direction	Freedom
Calmness	Discipline	Fun
Capability	Discovery	Generosity
Caution	Diversity	Gratitude
Certainty	Dreaming	Growth
Challenge	Drive	Happiness
Clarity	Education	Health
Cleanliness	Effectiveness	Heroism
Comfort	Efficiency	Honesty
Commitment	Empathy	Honor
Compassion	Endurance	Hopefulness

Humility	Perfection	Self-reliance
Humor	Persistence	Sensitivity
Imagination	Persuasiveness	Service
Independence	Philanthropy	Skillfulness
Innovation	Playfulness	Smartness
Inspiration	Popularity	Speed
Integrity	Power	Spirituality
Intelligence	Precision	Spontaneity
Intuition	Preparedness	Stability
Joy	Privacy	Strength
Justice	Proactivity	Success
Kindness	Professionalism	Surprise
Knowledge	Prosperity	Sympathy
Leadership	Punctuality	Teamwork
Learning	Realism	Tradition
Longevity	Reason	Trust
Love	Recognition	Truth
Loyalty	Relationships	Understanding
Maturity	Reliability	Uniqueness
Mindfulness	Resilience	Variety
Motivation	Resourcefulness	Wealth
Openness	Respect	Winning
Optimism	Sacrifice	Wisdom
Organization	Security	_____
Originality	Self-control	_____
Passion	Selflessness	_____
Peacefulness	Self-realization	_____

Circle your top 10 values.

Narrow it down to 5....then 3...then 1.

What is your TOP value?

Regarding your biggest goal that you're working toward, are you currently honoring your TOP value in your pursuit?

How can you align your actions with your top value(s)?

At what point during your day can you decide to either honor or ignore your values?

How would your life be different if you consciously chose to honor your values on a daily basis?