

l i f e  
b a l a n c e

**The Workbook**

**PAUL W. CROSWELL**





# life balance

A Life-Balance Approach To  
Reaching Your Goals and  
Changing Your Life

**The Workbook**

**PAUL W. CROSWELL**



# WELCOME TO YOUR WORKBOOK

This workbook belongs to:

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Map your way to the life you want.



## CHAPTER ONE

# THE FOUR AREAS OF LIFE

*“There are four areas of life and within each of these areas, there are relationships, responsibilities, and desires that, together, shape us and our lifestyles. Clarity regarding the four areas is a powerful catalyst in forming a winning perspective.”*

# THE FOUR AREAS OF LIFE

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1. List your six most significant responsibilities for each key area of life.

**PERSONAL LIFE** (Ex. - spiritual growth, self-care, emotional health, intellectual development, etc.)

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**FAMILY LIFE** (Ex. - Tasks and responsibilities as a parent, a child, a sibling, a relative, etc.)

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**SOCIAL LIFE** (Ex. - Friends, mentors, hobby groups, volunteer work, etc.)

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**CAREER LIFE** (Ex. - Tasks and responsibilities within your career or academic career.)

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2. Identify the three most significant people for each key area of life.

PERSONAL LIFE

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FAMILY LIFE

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SOCIAL LIFE

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CAREER LIFE

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3. If you haven't created any goals yet, dream big and write four goals for each key area of life. If you've already created a set of goals, write them in the area of life they belong to. (Power Goals: One goal that has a positive impact on multiple areas of life)

## PERSONAL LIFE GOALS

One

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Two

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Three

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Four

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# THE FOUR AREAS OF LIFE

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## FAMILY LIFE GOALS

One

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Two

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Three

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Four

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## SOCIAL LIFE GOALS

One

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Two

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Three

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Four

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This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## CHAPTER TWO

# NO FOCUS, NO POWER

*"If your goals were a train heading to a brighter future, then a lack of focus is the brick wall built over the tracks. It's not an understatement to say that focus is a vital part of moving us to action."*

# NO FOCUS, NO POWER

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FOCUS FILTER: List all 16 of your goals on this page.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

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**FOCUS FILTER: Of your 16 life goals, what are the top 8? Remember to keep at least one goal from each key area of life. (PERSONAL, FAMILY, SOCIAL, AND CAREER)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**FOCUS FILTER: Of your 8 life goals, what are the top 4? These four will be your focus moving forward. Remember to keep at least one goal from each key area of life. (PERSONAL, FAMILY, SOCIAL, AND CAREER) You will refine and add these goals to your dashboard in chapter 5, for now be sure to document these goals where you will see them regularly.**

PERSONAL LIFE GOAL - \_\_\_\_\_

FAMILY LIFE GOAL - \_\_\_\_\_

SOCIAL LIFE GOAL - \_\_\_\_\_

CAREER LIFE GOAL - \_\_\_\_\_





## CHAPTER THREE

# SYNCHRONIZING BRAINWAVES

*“The voices you allow to speak into your journey are vital, and sometimes fatal when it comes to developing a winning perspective. You already have a clear inner critic ruthlessly picking at your goals from the start, so be ruthless in guarding yourself against the outer ones.”*

# SYNCHRONIZING BRAINWAVES

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List 5 to 10 people who you think can help you move toward your goals. Keep in mind that different people may be best suited to help you with certain goals more than others, that's okay.

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<hr/>	<hr/>
<hr/>	<hr/>

Use this checklist to help you determine who in your circle is best suited to help you move toward your goals and who may not be the best fit right now. Keep in mind that no one fits every criteria perfectly, but do your best not to compromise. If you answered no more than 5 times for any person, then they may not be the best fit for helping you to reach your goal.

- Yes | No    Do they have a positive default disposition toward life?
- Yes | No    Do they have a habit of making good decisions in their own life?
- Yes | No    Do they keep it real with you when you make a bad decision?
- Yes | No    Do they know how to be serious when it's necessary?
- Yes | No    Do they genuinely celebrate your successes with you?
- Yes | No    Do their actions or words help to combat your inner critic?
- Yes | No    Do they have experience with pursuing a goal like yours?
- Yes | No    Do they encourage you to keep going when you're unmotivated?
- Yes | No    If their attitude or behavior rub off on you, would it move you toward your goal?
- Yes | No    Are they safe to be emotionally vulnerable with about the ups and downs of your journey?

Which of the the 5 to 10 people listed above successfully pass your filter?

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List 4 to 8 people who you may need to set some boundaries with while you pursue your goal.

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<hr/>	<hr/>

## POTENTIAL BOUNDARIES

1. Are they allowed to ask about your progress?    Yes | No

2. Do you need anything from them in order to complete your goal? If so, what is it, how often, and when?

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3. Are they allowed to comment on your goal or progress?

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4. What are they explicitly not allowed to say or do in regards to your goal?

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5. Are they willing to sign a written contract that clearly states these and other conditions?

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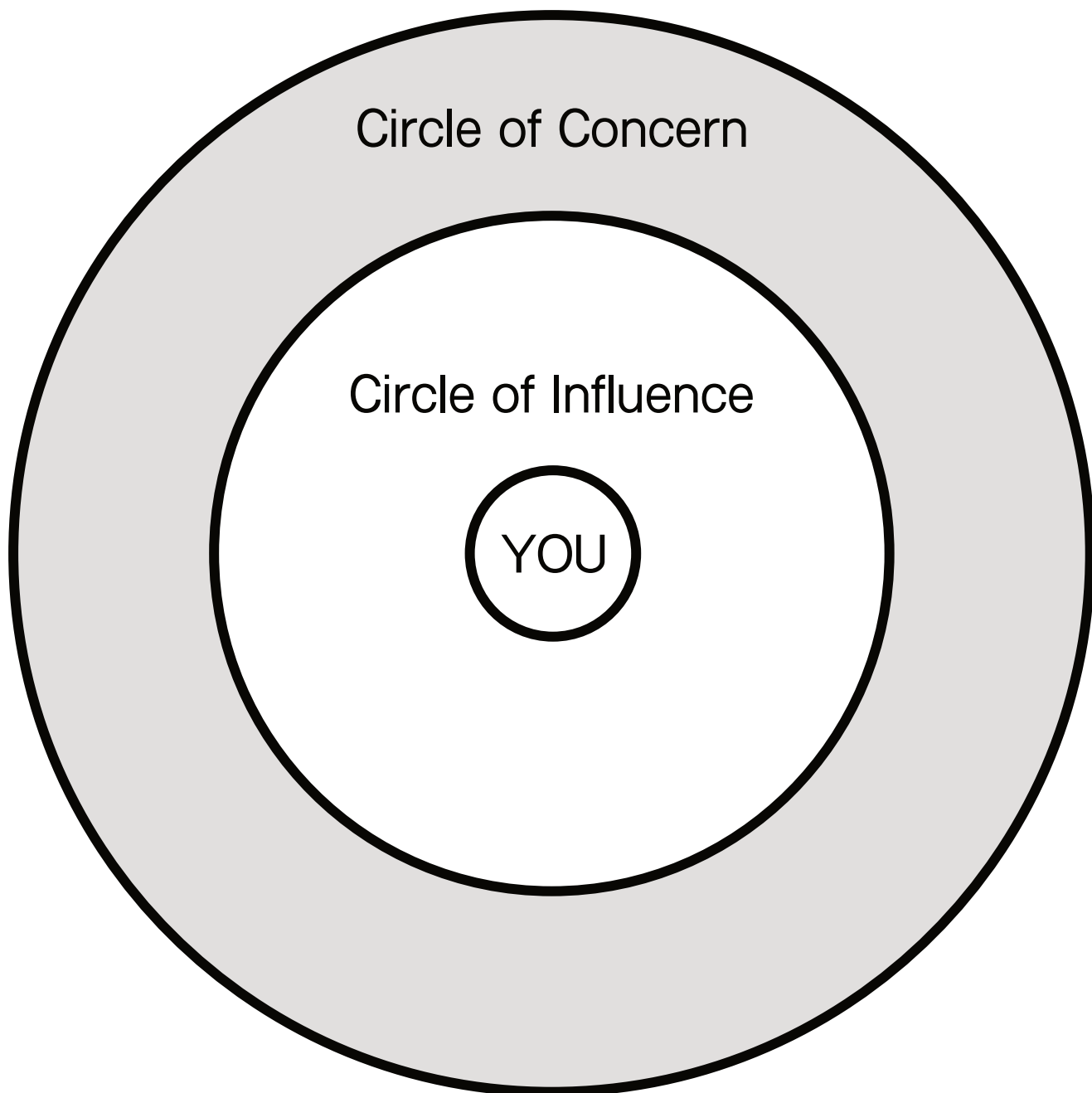
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# SYNCHRONIZING BRAINWAVES

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## CIRCLE OF INFLUENCE vs. CIRCLE OF CONCERN

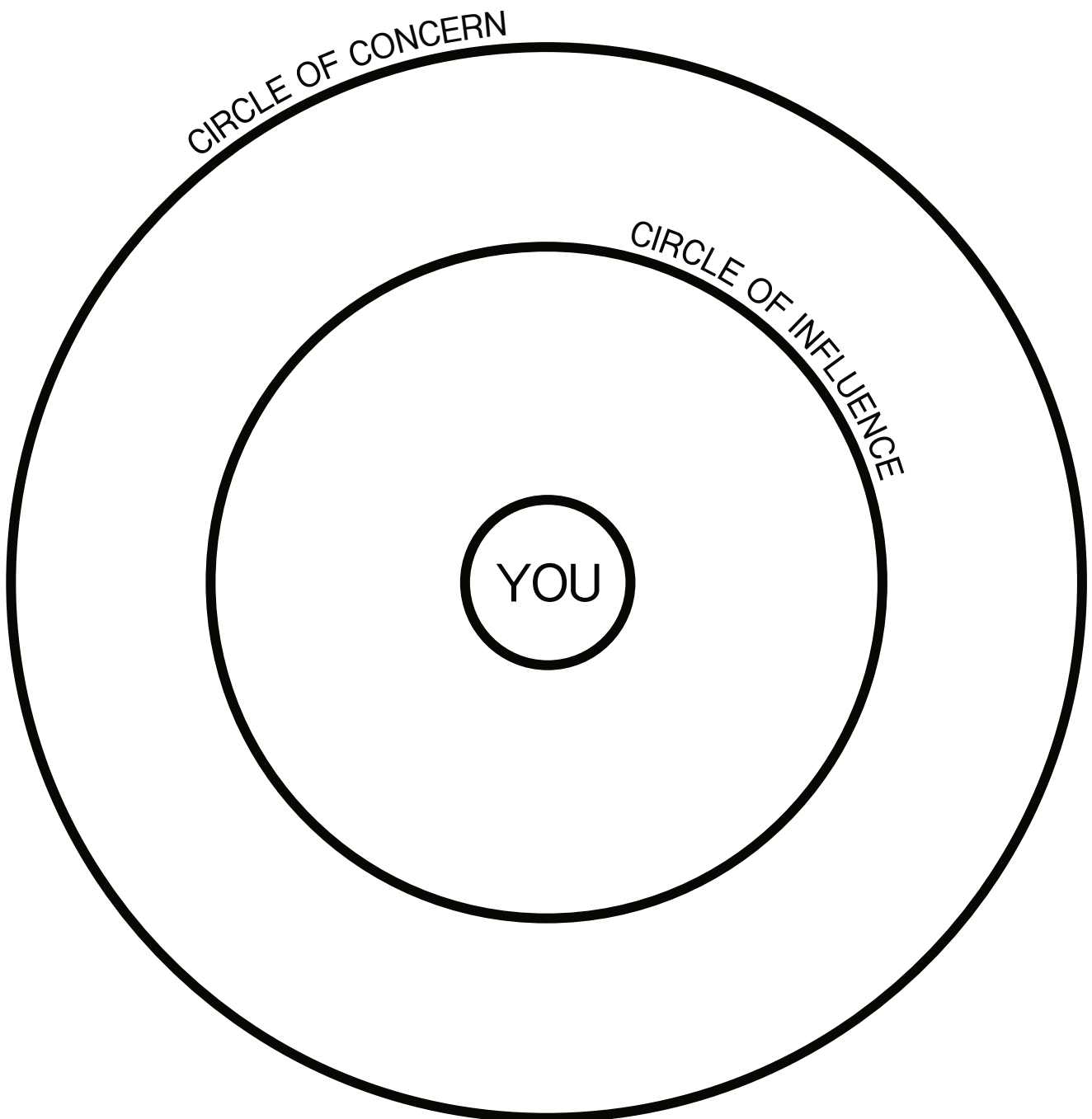
We all have a circle of influence and a circle of concern. The circle of influence is made up of the people in our lives who we allow to influence us. Parents, mentors, friends, etc. make up this circle. The circle of concern is made up of the people in our lives who we love and care about but who aren't healthy enough to be allowed to influence us and our decision-making. See the diagram below for a visual.



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### CIRCLE OF INFLUENCE vs. CIRCLE OF CONCERN

Using the information from the previous pages, populate your circle of influence and circle of concern with as many names as possible. This might include a few names that you did not include when filtering your family and social circle before, that's okay. The names you enter here will be a reference for you on who you can reach out to when you need it most.





## CHAPTER FOUR

# PREPARING FOR ACTION

*"The final step in winning the mental battle and sealing your victory is to take action. Showing up and doing the work is your most important step."*

# PREPARING FOR ACTION

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Answer these four questions for each of your four goals.

PERSONAL LIFE GOAL - \_\_\_\_\_  
\_\_\_\_\_

What could you gain by reaching this goal?

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What could you lose if you do not reach this goal? What's really at stake?

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Who else will benefit from you reaching this goal? List all who apply. (Spouse, children, colleagues, etc.)

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When the time comes, what story do you want to tell about your personal life?

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## FAMILY LIFE

FAMILY LIFE GOAL - \_\_\_\_\_  
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What could you gain by reaching this goal?

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What could you lose if you do not reach this goal? What's really at stake?

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Who else will benefit from you reaching this goal? List all who apply. (Spouse, children, colleagues, etc.)

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When the time comes, what story do you want to tell about your family life?

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# PREPARING FOR ACTION

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## SOCIAL LIFE

SOCIAL LIFE GOAL - \_\_\_\_\_  
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What could you gain by reaching this goal?

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What could you lose if you do not reach this goal? What's really at stake?

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Who else will benefit from you reaching this goal? List all who apply. (Spouse, children, colleagues, etc.)

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When the time comes, what story do you want to tell about your social life?

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## CAREER LIFE

CAREER LIFE GOAL - \_\_\_\_\_  
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What could you gain by reaching this goal?

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What could you lose if you do not reach this goal? What's really at stake?

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Who else will benefit from you reaching this goal? List all who apply. (Spouse, children, colleagues, etc.)

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When the time comes, what story do you want to tell about your career life?

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## CHAPTER FIVE

# STOP PLANNING!

*“From this point on I want you to view your goals, not as things you want to do, but places you want to go... Think of it this way – if you’re trying to get things done, then you need a plan, but if you want to get to new places, then what you need is a map.”*

# GOALS DASHBOARD

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PERSONAL LIFE GOAL - \_\_\_\_\_

Estimated  
Deadline

Have you attempted to reach this goal before? If yes, what was easy and what was hard?

_____	_____
_____	_____
_____	_____

Who in your life has already reached this goal or is closer to it than you, that you can reach out to or watch from a distance for help?

_____
_____
_____

Where else can you look for help reaching this goal? (Books, YouTube, Mentors, etc.)

_____
_____

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FAMILY LIFE GOAL - \_\_\_\_\_

Estimated  
Deadline

Have you attempted to reach this goal before? If yes, what was easy and what was hard?

_____	_____
_____	_____
_____	_____

Who in your life has already reached this goal or is closer to it than you, that you can reach out to or watch from a distance for help?

_____
_____
_____

Where else can you look for help reaching this goal? (Books, YouTube, Mentors, etc.)

_____
_____

# GOALS DASHBOARD

SOCIAL LIFE GOAL -

Estimated  
Deadline

Have you attempted to reach this goal before? If yes, what was easy and what was hard?


Who in your life has already reached this goal or is closer to it than you, that you can reach out to or watch from a distance for help?


Where else can you look for help reaching this goal? (Books, YouTube, Mentors, etc.)


CAREER LIFE GOAL -

Estimated  
Deadline

Have you attempted to reach this goal before? If yes, what was easy and what was hard?


Who in your life has already reached this goal or is closer to it than you, that you can reach out to or watch from a distance for help?


Where else can you look for help reaching this goal? (Books, YouTube, Mentors, etc.)






## CHAPTER SIX

# BIG GOALS... SMALL STEPS

*"This may sound cliché and even overdone, but a small step in the right direction is a big deal. If you've struggled with improving in any area of your life, this principle may be your missing link."*

# BIG GOALS... SMALL STEPS

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PERSONAL LIFE GOAL - \_\_\_\_\_

Estimated  
Deadline \_\_\_\_\_

1. If your goal is long-term (meaning it will take more than a year to accomplish), what's one step you can take this year to move towards it?

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2. What's one thing you can do this month to move towards this year's target?

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3. What's one thing you can do this week to move towards this month's target?

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4. What's one thing you can do today to move towards this week's target? (Daily Small Step)

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5. Who are the people best suited to help you reach this goal?

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FAMILY LIFE GOAL - \_\_\_\_\_

Estimated  
Deadline \_\_\_\_\_

1. If your goal is long-term (meaning it will take more than a year to accomplish), what's one step you can take this year to move towards it?

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2. What's one thing you can do this month to move towards this year's target?

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3. What's one thing you can do this week to move towards this month's target?

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4. What's one thing you can do today to move towards this week's target? (Daily Small Step)

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5. Who are the people best suited to help you reach this goal?

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# BIG GOALS... SMALL STEPS

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SOCIAL LIFE GOAL - \_\_\_\_\_

Estimated  
Deadline \_\_\_\_\_

1. If your goal is long-term (meaning it will take more than a year to accomplish), what's one step you can take this year to move towards it?

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2. What's one thing you can do this month to move towards this year's target?

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3. What's one thing you can do this week to move towards this month's target?

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4. What's one thing you can do today to move towards this week's target? (Daily Small Step)

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5. Who are the people best suited to help you reach this goal?

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CAREER LIFE GOAL - \_\_\_\_\_

Estimated  
Deadline \_\_\_\_\_

**1. If your goal is long-term (meaning it will take more than a year to accomplish), what's one step you can take this year to move towards it?**

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**2. What's one thing you can do this month to move towards this year's target?**

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**3. What's one thing you can do this week to move towards this month's target?**

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**4. What's one thing you can do today to move towards this week's target? (Daily Small Step)**

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**5. Who are the people best suited to help you reach this goal?**

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## CHAPTER SEVEN

# DON'T RUSH BRAIN SURGERY

*"Success is very deceptive. Just a little of it can leave you feeling like you've arrived when you haven't. This is why finding a little success is sometimes the very reason a person fails to finish reaching their goals."*

# DON'T RUSH BRAIN SURGERY

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In this section, identify at least 2 ways that you will celebrate your small steps margin for each of your goals if it applies.

What are two ways that you can celebrate your small step margin for your personal goal?

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What are two ways that you can celebrate your small step margin for your family goal?

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What are two ways that you can celebrate your small step margin for your social goal?

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What are two ways that you can celebrate your small step margin for your career goal?

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Find an accountability partner who can review your daily small steps commitment and celebrations and sign this contract as a witness to your personal commitment to your future self.

## THE PERSONAL SMALL STEPS CONTRACT

*I, \_\_\_\_\_, hereby agree to remain faithful to completing my*  
(INSERT FULL NAME)  
*daily small steps. I commit to keep my small steps small until I reach my*  
*documented goal and not raise my small steps until, and only after, reaching my*  
*goal.*

\_\_\_\_\_  
(SIGN)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(WITNESS)

\_\_\_\_\_  
(DATE)



## CHAPTER EIGHT

# KEEPING A PROMISE

*“When you fail to show up for your goals, you fail to show up for your future self... The commitment to always show up when you say you will is a commitment to not leave your future self hanging.”*

# KEEPING A PROMISE

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Use this section to identify and set the triggers for your daily small step. Once you've documented them here, be sure to digitally set them where it may be applicable.

**What will remind or trigger me to take my daily small step for my personal goal?**

☐ An Alarm/Reminder    ☐ A Calendar Event    ☐ A Location    ☐ A Person/Group of People

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What will remind or trigger me to take my daily small step for my family goal?**

☐ An Alarm/Reminder    ☐ A Calendar Event    ☐ A Location    ☐ A Person/Group of People

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What will remind or trigger me to take my daily small step for my social goal?**

☐ An Alarm/Reminder    ☐ A Calendar Event    ☐ A Location    ☐ A Person/Group of People

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What will remind or trigger me to take my daily small step for my career goal?**

☐ An Alarm/Reminder    ☐ A Calendar Event    ☐ A Location    ☐ A Person/Group of People

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Practice planning around your goals (Smalls Steps).

**STEP ONE:** Identify your small steps for the day and the people associated to helping you reach them (priority people).

Small Step: \_\_\_\_\_  
\_\_\_\_\_

Priority People: \_\_\_\_\_  
\_\_\_\_\_

Small Step: \_\_\_\_\_  
\_\_\_\_\_

Priority People: \_\_\_\_\_  
\_\_\_\_\_

Small Step: \_\_\_\_\_  
\_\_\_\_\_

Priority People: \_\_\_\_\_  
\_\_\_\_\_

Small Step: \_\_\_\_\_  
\_\_\_\_\_

Priority People: \_\_\_\_\_  
\_\_\_\_\_

**STEP TWO:** Using the space below, schedule your small steps for today before putting anything else on your calendar.

**STEP THREE:** Once your small steps are scheduled, plan the rest of your day around them.

5:00 AM  
6:00  
7:00  
8:00  
9:00  
10:00

11:00  
12:00 PM  
1:00  
2:00  
3:00  
4:00

5:00  
6:00  
7:00  
8:00  
9:00  
10:00

# THE GOAL GETTERS MANIFESTO

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Goal-Getters are a part of an *ancient fellowship*.

A fellowship of *trailblazers*.

They are focused, fearless, and inspired by the *potential for better...*

Better health, better relationships, better communities  
*...a better world.*

Goal-Getters create possibilities that others *dream*  
about,

Because Goal-Getters aren't dreamers, they're *builders*  
– innovators.

They know their potential and *are determined* to tap  
into it.

They believe in their *God-Given obligation* to multiply  
their talent.

To invest what they *are capable of* into what they know is  
possible.

They are *not* afraid to fail

# THE GOAL GETTERS MANIFESTO

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They allow their mistakes to become their *teachers*.

They are *not intimidated* by their imperfection, it is their superpower.

Goal-Getters are *excited* about reaching their goals but, they are *inspired* by the lasting transformation... by the positive impact.

Goal-Getters are *others-centered*.

They pursue their goals with expectations of a *far-reaching impact*.

An impact that on family legacies, churches, businesses, countries, *and more*.

Every goal is significant because of the possible *life-change* attached to it.

Goal-Getters are *world changers*.

***I am a Goal-Getter.***





## CHAPTER NINE

# ADDING STRATEGY TO CELEBRATIONS

*“When done strategically, the act of celebrating is also a powerful tool in the world of personal growth and neurological (re)programming. A strategic celebration can be used as a quick win that reminds you and your brain that the work was worth it.”*

# ADDING STRATEGY TO CELEBRATIONS

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On a scale of 1 to 5, rate the following 5 forms of celebration. (1 - Very meaningful to you. 3 - Meaningful sometimes but at always. 5 - Not personally meaningful at all.)

- Expressions of Gratitude
- Documenting the Success
- Receiving Meaningful Rewards
- Public Recognition
- Dance Party

Based on the list above what are the top three most meaningful forms of celebration to you, and why are they in your top three?

What other forms of celebration are personally meaningful to you?

How did you celebrate your last big accomplishment? Is that form of celebration mentioned on the list above?

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Who in your life does the best job at celebrating and encouraging you? List up to 6 people.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Person 1 - How do they celebrate/encourage you? Why does it mean so much?

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Person 2 - How do they celebrate/encourage you? Why does it mean so much?

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Person 3 - How do they celebrate/encourage you? Why does it mean so much?

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Person 4 - How do they celebrate/encourage you? Why does it mean so much?

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Person 5 - How do they celebrate/encourage you? Why does it mean so much?

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Person 6 - How do they celebrate/encourage you? Why does it mean so much?

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## CHAPTER TEN

# BOOSTING YOUR MENTAL HEALTH

*“Sustained success depends on being healthy on all levels. Ignoring your mental health while growing healthy in other areas is like having a party on the top deck of a cruise while ignoring the hole in the bottom of the boat, assuming that because the party is still going that nothing is wrong. Eventually, the boat will sink.”*

# BOOSTING YOUR MENTAL HEALTH

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Use the guided prompts to create your Mental Health Master List. This list will be a reference list of different steps that are unique to you that you can take to boost your mental health quickly and safely. (Please see a medical professional before making any major changes to your diet or physical exercise habits.)

## 1. LIMIT INTERACTION WITH TOXIC PEOPLE

List the three to six most positive and uplifting people that you interact with regularly.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

List the three to six most negative and draining people that you interact with regularly.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

What's one step you can take to increase your interaction with the positive people and reduce your interaction with the draining people?

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## 2. TAKE CONTROL OF YOUR TECH

List the three to six apps that take up the most of your attention.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

What can you do to reduce interaction with these apps? (Ex. Consider removing the apps from your phone and using the online platform from a laptop instead.)

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### 3. READ REGULARLY

What topics are you most interested in, whether for entertainment or education, fiction or non-fiction.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

How many minutes a day can you commit to reading?

- ☐ 5 Minutes                      ☐ 15 Minutes                      ☐ 30 Minutes                      ☐ 40 Minutes

Use the space below to create a reading list for this year. One book a month.

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

### 4. EAT BRAIN FOOD

What brain foods can you add to your daily diet? Use the list below to start and then add your own. You can also google "brain healthy foods" for additional ideas.

- |  |   |
|--|---|
| <input type="checkbox"/> Fatty/Oily Fish | <input type="checkbox"/> Avocado        |
| <input type="checkbox"/> Berries         | <input type="checkbox"/> Nuts and Seeds |
| <input type="checkbox"/> Coffee          | <input type="checkbox"/> Dark Chocolate |
| <input type="checkbox"/> Broccoli        | <input type="checkbox"/> Eggs           |
| <input type="checkbox"/> Whole Grains    | <input type="checkbox"/> Kale           |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____          |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____          |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____          |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____          |

# BOOSTING YOUR MENTAL HEALTH

## 5. PHYSICAL ACTIVITY

**If physical activity is an option for you, take a moment to list three different physical activities you can engage in daily. (Ex. 15 minute walk, 10 push ups, etc.)**

- 1.
- 2.
- 3.

**Who in your life might be a good accountability partner for these activities?**

1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

## 5. JOURNALING DAILY

**The Julia Cameron Morning Pages exercise (abbreviated): Take a moment to free write one paragraph. Do not edit or worry about proper grammar. Just write as the thoughts come to you.**

[illegible]



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If you do not already journal regularly, list three steps you can take to start journaling this week. (Ex. 1 - Buy a journal, 2 - Schedule time to write 3 - Creating a journaling playlist)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **BONUS - LEARN AN INSTRUMENT or LANGUAGE**

If you do not already play an instruments and want to go an extra mile in improving your mental health consider learning an instrument (or a new one). List four potential instruments you can start to learn.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

#### **Free instrument learning resources:**

- |  |  |
|--|--|
| <input type="checkbox"/> PianoNanny.com      | <input type="checkbox"/> Ultimate-Guitar.com |
| <input type="checkbox"/> FreeDrumLessons.com | <input type="checkbox"/> ViolinLab.com       |
| <input type="checkbox"/> YouTube.com         | <input type="checkbox"/> ReadMusicFree.com   |

If you do not already speak a second language and want to go an extra mile in improving your mental health consider learning a new language. List four potential languages you can start to learn.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

#### **Free language learning resources:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Duolingo    | <input type="checkbox"/> Open Culture      |
| <input type="checkbox"/> Babbel      | <input type="checkbox"/> Surface Languages |
| <input type="checkbox"/> YouTube.com | <input type="checkbox"/> Livemocha         |

# MENTAL HEALTH MASTER LIST

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Use this section to create your Mental Health Master List. Your list should include the encouraging people who are life-giving to you, the activities that boost your mental health that you can commit to, the brain food you will build into your diet, and places that encourage better mental health in you.

Who are the six most life-giving people in your life. Your list may include previously listed people or brand new people, or a mix of both.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

List up to six people you would like to get to know or hang out with more. These are people who you believe can be a positive influence on you who you don't already know very well.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

What brain foods do you commit to adding to your daily diet? Use your previously created list as a reference. The food you list here should only be the food you are committing to eat regularly.

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

What locations provide the most relaxing and refreshing environments for you? These are places you can retreat to regularly for mental breaks. List as many as you can think of, include places in and outside of your home.

- |                                |                                |
|--------------------------------|--------------------------------|
| <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"/> _____ | <input type="checkbox"/> _____ |

**What activities will you commit to adding to your daily life? Use your previously created list as a reference.**

- ☐ \_\_\_\_\_

**Additional notes about your MENTAL HEALTH MASTER LIST:**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## CHAPTER ELEVEN

# SYNERGETIC LIFE BALANCE

*“Synergetic balance, which is the cooperative interaction of the four areas, allows for the kind of flexibility our complicated lives need. Synergy recognizes that different stages of life require varying levels of attention from us in each area.”*

# SYNERGETIC LIFE BALANCE

**1. TRACK YOUR ENERGY:** Tracking your best energy is synonymous with tracking your priorities. List your top two priorities from each day from the last 7 days. Then identify the area of life that each priority was connected to.

1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
1. _____	Ⓟ	ⓕ	Ⓢ	ⓒ
2. _____	Ⓟ	ⓕ	Ⓢ	ⓒ

CHECK YOUR BALANCE:

**Total P's:\_\_\_\_\_**      **Total F's:\_\_\_\_\_**      **Total S's:\_\_\_\_\_**      **Total C's:\_\_\_\_\_**

**2. DROP THE BALL:** List two responsibilities in each area of life that if you stopped doing today there would be no lasting or significant impact on your life, the life of others, or your future.

Ⓟ	_____
Ⓟ	_____
ⓕ	_____
ⓕ	_____
Ⓢ	_____
Ⓢ	_____
ⓒ	_____
ⓒ	_____

---

**3. SAY NO MORE OFTEN: Answer the following questions.**

**Do you struggle with saying no when you want to or when you know you should?**

☐ Yes, I do.

☐ No, I do not.

☐ Sometimes I do.

**If you answered yes, or sometimes, why do you think saying no is a struggle for you?**

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**What's one small step that you can take to overcome this struggle?**

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**4. MINIMIZE DISTRACTIONS AT WORK: Who are the four most distracting people at work?**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**What's one small step you can take to guard your productivity from being distracted by these individuals?**

Small step: \_\_\_\_\_  
\_\_\_\_\_

**List your 4 greatest digital distractions and one small step you can take to minimize them:**

Distraction #1: \_\_\_\_\_

Small step: \_\_\_\_\_

Distraction #2: \_\_\_\_\_

Small step: \_\_\_\_\_

Distraction #3: \_\_\_\_\_

Small step: \_\_\_\_\_

Distraction #4: \_\_\_\_\_

Small step: \_\_\_\_\_





## CHAPTER TWELVE

# FINDING YOUR TRIBE

*“A tribe is a community of like-minded people who share your passion, goal, or skill, and can join you on your journey. In other words, people who get it. This is one of the most impactful decisions for every goal-getter when we apply our understanding of selective syncing.”*

# FINDING YOUR TRIBE

**FIND YOUR TRIBE:** Use the following self-guided questions to help you build maximum clarity on how to take action on finding your tribe.

Why do I want to find a tribe?

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Which of my goals do I want a tribe for? Specific ones or all of them?

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Based on my current circumstances, would it make more sense to join an existing tribe or start one of my own?

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What personal core value do I want my tribe to share? (List 3 to 6)

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

If I join a new tribe, can I commit to it for at least 30 days without quitting?

☐ Yes, I can. ☐ No, I cannot. ☐ Other: \_\_\_\_\_

How often do I want to connect with my tribe?

☐ Daily ☐ Weekly ☐ Monthly ☐ Other: \_\_\_\_\_

What can I offer my tribe?

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# JOIN MY TRIBE

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If this is something you're willing to share publicly, try posting the following to your social:

## Facebook:

*"Hi, all! I'm currently looking for a \_\_\_\_\_ group that meets either \_\_\_\_\_ or \_\_\_\_\_ . Any recommendations?"*

## Instagram:

— Post a selfie with you smiling and use the following caption:

*"Hi, all! I'm currently looking for a \_\_\_\_\_ group that meets either \_\_\_\_\_ or \_\_\_\_\_ . Any recommendations? #\_\_\_\_\_group(state) #\_\_\_\_\_meetups(state) #\_\_\_\_\_community(state)"*  
(Caption examples: "FictionWritingGroupsNY" or "FictionWritingMeetupsNY" or "FictionWritingCommunityNY")

## YouTube:

Search: "\_\_\_\_\_ groups in (state)" or "\_\_\_\_\_meetupsin(state)"  
(Example: "Fiction Writing Groups In NY" or "Fiction Writing Meetups In NY")

## Other great places to begin your search for your new tribe:

- |  |  |
|--|--|
| <input type="checkbox"/> Facebook Groups     | <input type="checkbox"/> Meetups                 |
| <input type="checkbox"/> YouTube Communities | <input type="checkbox"/> Blog Communities        |
| <input type="checkbox"/> Linkedin Groups     | <input type="checkbox"/> Local Networking Groups |



# NOTES

# NOTES

