WELLNESS and WELLBEING WORKBOOK:
Creating a Healthy, Happy, Productive, and Long Life
(Please Personal & Professional Progress Plan: P³)

The discipline of writing something down is the first step toward making it happen. (Iacocca)

1. What I HAVE in my life that I like, that works well, and I appreciate:

2. What I really WANT in my life that I don’t have:

3. What I have in my life that I DON’T want: (things that keep me in a fog; waste time; add stress)

4. What is STOPPING me right now from being where I want to be?

5. Where I want to be in 1 to 3 years time: (think big picture—be inspired & visionary; picture it)
   (develop & display a vision/dream board)
6. **GOALS** that are most important to me:

A________________________  B________________________  C________________________

7. My three **GOALS**:

<table>
<thead>
<tr>
<th>What’s the smallest thing I’d need to do, to consider it a success?</th>
<th>Why it’s important for me to achieve this goal. (i.e., my real reason)</th>
<th>How will I know I’ve achieved the goal? (e.g., how it will look, feel, sound…)</th>
<th>By when do I want to achieve it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td>/ /20</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td>/ /20</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td>/ /20</td>
</tr>
</tbody>
</table>

8. The **ACTION** I’ll take for each goal today, in subsequent days, weeks, & months:

   (actions small enough to be achievable; commit to them)

**GOAL A**

*Action:*

*Action:*

*Action:*

**GOAL B**

*Action:*

*Action:*

*Action:*

**GOAL C**

*Action:*

*Action:*

*Action:*
9. My fan club includes:
   (who supports & challenges me, e.g., partner, family, friend, colleague, mentor, coach, therapist)
   __________________________________________  __________________________________________
   __________________________________________  __________________________________________

10. ACCELERATORS for Success: (what I will continue doing, do more of, restart, & start doing)
   __________________________________________
   __________________________________________
   __________________________________________

11. OBSTACLES to Success: (what gets in the way? how I might self-sabotage? what I will stop doing!)
   __________________________________________
   __________________________________________
   __________________________________________

12. The critical thing I need to do to facilitate change & make a difference to my life is:
   __________________________________________
   __________________________________________
   __________________________________________

13. Commitment: A score I give myself out of 10 for how likely I am to achieve these goals: ___/10

14. If I gave less than 7.5/10, consider; What might stop me from achieving these goals?
    Then consider; What I am prepared to do about it.

15. How I will measure progress (daily), & with whom (weekly), for accountability/motivation, & to be influenced by feedback:
   __________________________________________
   __________________________________________
   __________________________________________

16. What I will do to celebrate my progress & gains:
   __________________________________________
   __________________________________________
   __________________________________________

I am committed to achieving these goals & working on these plans. Initials: __________

Think big. Act small. Fail fast. Learn rapidly. (Poppendieck & Poppendieck)
List of Resources

When you have completed the following five Activities and read the eight Information tip sheets, your focus with regards to the who, what, why, where, when and how of your goals and actions will be in much greater focus. I’m sure you’ll find the process of doing the activities and examining the information enormously useful to increase self-awareness & clarify your understandings, and to build & broaden your skills.

*Great people are not born great, they grow great.* (Puzo)

**Appendices:**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1: Reviewing <strong>Lifestyle</strong> Activity</td>
<td>5</td>
</tr>
<tr>
<td>Appendix 2: Building a <strong>Life Mission</strong> Activity</td>
<td>6</td>
</tr>
<tr>
<td>Appendix 3: Exploring <strong>Values</strong> Activity</td>
<td>7</td>
</tr>
<tr>
<td>Appendix 4: Identifying <strong>Strengths</strong> Activity</td>
<td>9</td>
</tr>
<tr>
<td>Appendix 5: Increasing <strong>Happiness</strong> Info</td>
<td>11</td>
</tr>
<tr>
<td>Appendix 6: Enhancing <strong>Mental Wellbeing</strong> Info</td>
<td>12</td>
</tr>
<tr>
<td>Appendix 7: Maximising your <strong>Focus</strong> Activity</td>
<td>13</td>
</tr>
<tr>
<td>Appendix 8: Managing <strong>Time &amp; Priorities</strong> Info</td>
<td>14</td>
</tr>
<tr>
<td>Appendix 9: Boosting <strong>Emotional Intelligence</strong> Info</td>
<td>15</td>
</tr>
<tr>
<td>Appendix 10: Minimising <strong>Unhelpful Thinking</strong> Info</td>
<td>16</td>
</tr>
<tr>
<td>Appendix 11: Overcoming <strong>Procrastination</strong> Info</td>
<td>17</td>
</tr>
<tr>
<td>Appendix 12: Thinking <strong>Optimistically</strong> Info</td>
<td>18</td>
</tr>
<tr>
<td>Appendix 13: Extending <strong>Life Expectancy</strong> Info</td>
<td>19</td>
</tr>
<tr>
<td>Appendix 14: <strong>Goals &amp; Actions</strong> Overview</td>
<td>20</td>
</tr>
<tr>
<td>Appendix 15: <strong>My next moves</strong>...</td>
<td>21</td>
</tr>
</tbody>
</table>

*Be practical as well as generous in your ideals. Keep your eyes on the stars and your feet on the ground.* (Roosevelt)
Appendix 1: Reviewing Lifestyle Activity

Wheel of Life

An exploration of the Wheel of Life is very useful to begin the process of self-review. It explores your current reality & considers the possibility of a differently balanced, deeper, happier, healthier life. The success in your strongest areas will give you ideas as to how to work on your areas for growth.

1. If you consider the perimeter of the wheel to be the best you think you could achieve, place a mark (X) at the relevant point on the spoke indicating where you believe you generally are at this time of your life.

2. Join all the marks consecutively & then examine the shape that is formed. (Is it smooth or bumpy? Small or large?)

Consider why it is important to you to make some changes in your life.

This process will help you form goals/plans—be clear, concise, realistic, action-oriented, & specify a timeframe.

I have never met someone who stated emphatically; 'Yes, I have it all.' Because no matter what any of us has—and how grateful we are for what we have—no one has it all. (Sandberg)

Lifestyle Notes: ___________________________________________________________________________________
Appendix 2: Building a Life Mission Activity

**Personal Mission Statement**

You need to have a purpose in life & know what’s important to you so you can focus on it daily. The following prompts will help you create a mission statement for yourself. This is not (only) about what you want to do (as found in a résumé), it’s about who you want to be (as heard in a eulogy).

**It is my mission...**
To live...

___________________________

___________________________

To work...

___________________________

___________________________

To continue...

___________________________

___________________________

To love...

___________________________

___________________________

To be...

___________________________

___________________________

To become...

___________________________

___________________________

To believe...

___________________________

___________________________

To promote...

___________________________

___________________________

To strive...

___________________________

___________________________

To seek...

___________________________

(Adapted: Covey, Merrill, & Merrill)

What matters is not the meaning of life in general but rather the specific meaning of a person’s life at a given moment. (Frankl)

*Meaningful Notes: ____________________________________________________________
Appendix 3: Exploring Values Activity

Values Clarification

There are numerous ways to clarify your core values. Here are 3 values clarification exercises that are a great place to start.
Stay close to your core values as you work on your personal & professional goals.

A. All the following values are worthwhile. Add any value that comes to mind that is not on the list. Take 5 minutes to select your top 10 (one tick); & then refine it to your top 5 values (two ticks).

___ACHIEVEMENT (accomplishment using skills, practice, perseverance, exertion)
___ADVANCEMENT (moving forward in life through work promotions, goal-setting)
___ADVENTURE (life that involves risk-taking, travel, or trying new things)
___AESTHETICS (studying or appreciating the beauty of ideas & things)
___AUTONOMY (independence, absence of significant direction from others)
___CARING (love, affection, intimacy)
___CERTAINTY (routines & a predictable lifestyle, not likely to change over time)
___CHALLENGE (stimulates full use of your potential)
___COMPETITION (your abilities against others where there is a win/lose result)
___COOPERATION (opportunity to be in teams toward common goals)
___CREATIVITY (being imaginative, innovative, coming up with ideas)
___ECONOMIC SECURITY (having enough money for now & later)
___EXCITEMENT (experience a high degree of, or frequent, excitement in life)
___FAMILY HAPPINESS (to spend time & develop good family relationships)
___FRIENDSHIP (develop close personal relationships)
___HEALTH (physical & psychological well-being)
___HELP OTHERS (helping people in a direct way, individually or in a group)
___HELP SOCIETY (do something to contribute to improve the community)
___INNER HARMONY (being at peace with oneself)
___INTEGRITY (genuineness, sincerity, & honesty)
___INTELLECTUAL STATUS (be regarded as an expert in a field; being smart)
___KNOWLEDGE (understanding gained through study & experience)
___LEADERSHIP (influence/management of others; rather lead than follow)
___LEISURE (have time for hobbies, sports, activities, & interests)
___LOCATION (live where it fits your lifestyle & allows you to do things you enjoy)
___LOYALTY (steadfastness & allegiance)
B. Here’s another way to find what’s important to you:

1. Develop a list of your personal values.

2. Now rank each one in importance as ‘A’ (high), or ‘B’ (medium), or ‘C’ (low).

3. Review the A & B values. Are there any that are essentially the same value, or one that is a subset of the other? If so, collate them & rename.

4. Rank order the remaining list from highest through to lowest priority.

5. You can now identify your top 5 core values.

6. Ask yourself whether these are your true, internal bone deep beliefs, or if any are external should values. You often don’t recognise a lifetime of conditioning that has left you with other people’s belief systems. Now replace any should values with your own values.

7. Examine each core value to ensure that it is your end value & not a means to some other end. For example, wealth is seldom a value in itself. It is usually the means to recognition, power, security, freedom, accomplishment, pleasure, or helping others.

C. And here’s a really easy way to see what’s important:

1. Imagine you are 90 years old & you’re looking back at your life as it has been up till now.
2. Ask yourself: What did I do that made me happy? What did I do that defined me as a person? What did I spend too much time worrying about? What did I spend too little time doing? If I could travel back in time, what would I do differently?

Valued Notes: __________________________________________________________
**Appendix 4: Identifying Strengths Activity**

**Character Strengths List**

This exercise helps you identify your character strengths. You have all the following strengths to some extent, but certain ones will be more potent than others. When you use your signature strengths you feel energised & when you don't you feel depleted. **Take 5 minutes to select (circle) what you think are your 5 most prominent strengths.** Play to your signature strengths as you work on your goals.

*(You can take this as a free test on-line: www.viacharacter.org)*

Strengths of **Wisdom & Knowledge**: Cognitive skills that entail acquiring/using knowledge.

1. **Curiosity** [novelty-seeking, openness to experience]: Taking an interest in ongoing experience for its own sake; exploring & discovering.
2. **Love of learning**: Mastering skills, topics, & knowledge, whether on one's own or formally.
3. **Open-mindedness** [critical thinking]: Thinking things through & examining them from all sides; weighing all evidence fairly.
4. **Creativity** [originality, ingenuity]: Thinking of novel/useful ways to conceptualise & do things.
5. **Social & emotional intelligence** [personal intelligence]: Being aware of the motives & feelings of others & oneself.
6. **Perspective** [wisdom]: Being able to provide wise counsel to others; having ways of looking at the world that make sense to oneself & to other people.

Strengths of **Courage**: Emotional strengths that involve the exercise of will to accomplish goals in the face of opposition, external & internal.

7. **Bravery** [valour]: Not shrinking from threat, challenge, difficulty, or pain; acting on convictions even if unpopular.
8. **Persistence** [perseverance, industriousness]: Finishing what one starts; persisting in a course of action in spite of obstacles.
9. **Integrity** [authenticity, honesty]: Presenting oneself in a genuine way; taking responsibility for one's feelings & actions.

Strengths of **Humanity**: Interpersonal strengths that involve tending to & befriending others.

10. **Kindness** [generosity, nurturance, compassion, altruism, niceness]: Doing favours & good deeds for others.
11. **Love**: Valuing close relations, in particular those in which sharing & caring are reciprocated.
Strengths of Justice: Civic strengths that underlie healthy community life.

12. Citizenship [social responsibility, loyalty, teamwork]: Working well in a group or team; being loyal to the group.

13. Fairness [equity]: Treating all people the same according to notions of fairness & justice; not letting personal feelings bias decisions about others.

14. Leadership: Encouraging a group of which one is a member to get things done & at the same time maintain good relations within the group.

Strengths of Temperance: Strengths that protect against excess.

15. Self-control: Regulating what one feels & does; being disciplined; controlling one's appetites & emotions.

16. Prudence [caution, discretion]: Being careful about one's choices; not taking undue risks; not saying or doing things that might later be regretted.

17. Modesty [humility]: Letting one's achievements speak for themselves; not regarding oneself as more special than one is.

Strengths of Transcendence: Abilities to forge connections to the universe & provide meaning.

18. Appreciation of beauty & excellence [awe, wonder, elevation]: Appreciating beauty, excellence, &/or skilled performance in various domains.

19. Gratitude: Being aware of, & thankful for, the good things that happen; expressing thanks.

20. Hope [optimism, future-minded]: Expecting the best for the future & working to achieve it.

21. Purpose [faith, spirituality, religiousness]: Having coherent beliefs about the higher purpose, the meaning of life &/or the universe.

22. Forgiveness & mercy: Forgiving those who have done wrong; accepting the shortcomings of others; giving people a second chance; not being vengeful.

23. Humour [playfulness]: Liking to laugh & tease; bringing smiles to others; seeing a light side.

24. Vitality [zest, enthusiasm]: Approaching life with excitement & energy; feeling alive & activated.

(Adapted: Peterson & Seligman)

My top 5 signature Strengths are:

1. __________________________ 2. __________________________ 3. __________________________
4. __________________________ 5. __________________________

(You can take this as a free test on-line: www.viacharacter.org)
Appendix 5: Increasing Happiness Info

**Flourishing via P.E.R.M.A.H.**

Create a good, full life using the 6 pillars of wellbeing from positive psychology. This info helps you identify what comprises a sense of flourishing. As you live a happy, interesting, connected, purposeful, & fulfilling life that you deliberately create, you will embrace & appreciate life more fully. P.E.R.M.A.H. is more than a to-do list. It helps focus attention/energy on what’s important & builds resilience! Having more things from these 6 areas that constitute human flourishing in your life will be transformative.

**P - POSITIVE EMOTIONS (pleasure, fun, gratitude: HEDONISM):** For you to experience flourishing, you need positive emotion in your life. Any positive emotion like peace, gratification, satisfaction, inspiration, hope, curiosity, & love falls into this category, & it is very important to remember to enjoy yourself in the here & now.

**E - ENGAGEMENT (losing yourself & being absorbed in work, hobbies, the moment):** When you are truly engaged in a situation, task, or project, you experience a state of flow. Time seems to stop, you lose your sense of self as you concentrate intensely on the present challenge, & you are in the zone. This feels right. The more you have this type of engagement & flow, the more likely you are to experience wellbeing.

**R - RELATIONSHIPS (those who touch your heart, soul, mind, body):** Humans are social animals & good relationships are central to wellbeing. Time & again I see that people who have meaningful, positive relationships with others are much happier than those who don’t. Quality relationships with many people really impact your happiness.

**M - MEANING (a sense of purpose & fulfillment):** Meaning comes from serving a cause bigger than yourself. Whether this is working toward a goal, or helping others through a cause, you need meaning in your life to increase wellness.

**A - ACCOMPLISHMENT (learning & moving forward with endeavors big & small; knowing & using your strengths):** Many of us strive to better ourselves in some way, whether you're seeking to master a skill, achieve a goal, or win some competition. Accomplishment or achieving is an important factor that contributes to your flourishing.

**H - HEALTH (diet, movement, & sleep):** Ensure that your diet is balanced and healthy, that you are hydrated and consume only modest amounts of alcohol, move regularly (exercise or general activities), and get about 8 hours sleep nightly.

_when you see a person without a smile, give them one of yours._ (Diply)

*Flourishing Notes:* ____________________________________________________________________________________
Appendix 6: Enhancing Mental Wellbeing

**Maximising Brain Health**

These 7 daily activities compromise the full set of mental nutrients your brain & relationships need to function at their best. By engaging every day in all these actions, you promote integration, & enable your brain to coordinate & balance its activities.

**The Healthy Mind Platter**

---

**Essential Daily Activities to Optimise Brain Matter & Create Wellbeing**

**Sleep Time:** When you give your brain the rest (=8hrs/night) it needs to consolidate learning & recover from the experiences of the day.

**Physical Time:** When you move your body, aerobically if medically possible, which strengthens the brain in many ways.

**Focus Time:** When you closely focus on tasks in a goal-oriented way, taking on challenges that make deep connections in the brain (i.e., experiencing flow by being in the zone).

**Time In:** When you quietly reflect internally (e.g., mindfulness), focusing on sensations, images, feelings & thoughts, helping to better integrate the brain.

**Down Time:** When you are non-focused, without any specific goal, & let your mind wander or simply relax, which helps the brain recharge (i.e., chillaxing).

**Play Time:** When you allow yourself to be spontaneous or creative, playfully enjoying novel experiences, which helps make new connections in the brain.

**Connecting Time:** When you connect with other people, ideally in person, & take time to appreciate your connection to the natural world around you, richly activating the brain’s relational circuitry.

*With time and patience you can achieve anything.* (Dad)

---

*Brainy Notes!*
Appendix 7: Maximising your Focus Activity

Mindfulness Triggers

Reflecting & focusing on sensations, images, emotions & thoughts, helps integrate your wellbeing. Daily activities to focus you in the present are critical for resilience, & to facilitate change.

A mindfulness trigger is something that will remind you to break out of automatic pilot so you can be aware, spontaneous, calm, & free.

Use post-it notes to remind you to smile, relax, or to breathe deeply. Post notes so you will see them first thing in the morning, helping to set the tone for the day. Stick a note to your computer screen or wherever you work, in order to remind you to detach yourself from the flow of habitual thoughts & emotions even for just a few breaths.

Mindfulness triggers can also be ordinary actions or objects in your environment. You can learn to associate those actions & objects with being mindful, so they act as reminders to be aware.

Transitional events can make the best mindfulness triggers. A transitional event is an action that involves changing from doing one thing to doing another. So walking through a door can be a transitional event that acts as a mindfulness trigger, as can getting into your car, or stepping onto a train, hearing your phone ring, or putting down your briefcase.

You can cultivate mindfulness triggers by choosing a particular transitional event, & consciously reminding yourself to be mindful whenever that event occurs, e.g., when the phone rings, remind yourself to smile & to breathe deeply three times before you reach for the phone.

A mindfulness trigger can be a very powerful wake up call. You might be in the habit of grabbing habitually for the phone as soon as it rings. This tends to add to stress, since the compulsive nature of the grabbing reflects that the phone is in charge of you. Since you can’t control when the phone rings, you’re not in charge of your own life, which is inherently stressful. That small gap that you produce after the phone rings & before you pick it up reminds you that you have choices. You can choose to calm yourself by consciously taking a few deep breaths, & you can choose to pick up the phone smiling & in a friendly state of mind.

Other mindfulness triggers can be used in a similar way. Use mindfulness triggers as opportunities to wake up from automatic pilot & to be more fully alive in the present moment. You let go of thoughts of past & future, & in doing so you let go of some of the emotional turmoil that those thoughts engender.

You can associate a phrase or image with a trigger, e.g., you could say to yourself, opening my heart as you open the door to your home or office, & take your awareness to your emotions as you do so. Try it!

Between stimulus and response there is a space. In that space is our power to choose our response.
In our response lies our growth and our freedom. (Frankl)

My Mindfulness Triggers: ____________________________________________________________
Appendix 8: Managing **Time & Priorities**

**Time Management Matrix**

This management grid is very effective for organizing personal & professional priorities. **Quadrant #2 is critical** so that you work tactically & strategically. Your effectiveness increases as you expand Quadrant #2. **Do important things first!** Important stuff is guided by the compass of purpose & values. Be opportunity-minded, not problem-focused.

![Time Management Matrix](image)

### Priority Notes:

- ESCAPIST ACTIVITIES
  - Escapist activities
  - Mindless TV-watching
  - Busywork
  - Junk mail
  - Some emails
  - Some calls

- MEETING OTHER PEOPLE'S PRIORITIES AND EXPECTATIONS
  - Meeting other people's priorities and expectations
  - Frequent interruptions:
  - Most emails, some calls
  - Urgency masquerading as importance

- PREPARATION AND PLANNING
  - Preparation and planning
  - Values clarification
  - Empowerment
  - Relationship-building
  - True recreation

- CRISIS MANAGEMENT
  - Crises
  - Deadline-driven activities
  - Medical emergencies
  - Other "true" emergencies
  - Pressing problems.
  - Last minute preparations

- IMPORTANT THINGS FIRST!

Adapted from Stephen Covey’s “First Things First” - Covey Leadership Center, Inc. © 2003
Appendix 9: Boosting Emotional Intelligence

**Emotional Intelligence**

*Emotional Intelligence (called your EQ) improves empathy, relationships, job performance, & leadership. EQ enhances & boosts academic/cognitive intelligence (your IQ), & increases success in life. Increasing your EQ is helpful in moving toward your goals.*

There are **6 areas of competence** within **Emotional Intelligence:**

1. **Self-Awareness:** (being present rather than disconnected) The skill of perceiving & understanding your own emotions. It represents the frequency with which you consciously consider your feelings & mood states; recognise the causes of your feelings; & understand the impact your feelings have on your thoughts, decisions, & behaviours.

2. **Awareness of Others:** (being empathic rather than insensitive) The skill of perceiving & understanding others’ emotions. It represents the frequency with which you identify the way other people feel about issues; understand what causes other people to feel specific emotions such as concern & optimism; & demonstrate an understanding of other people’s feelings.

3. **Authenticity:** (being genuine rather than untrustworthy) The skill of expressing your own emotions effectively. It represents the frequency with which you: effectively express how you feel about issues; appropriately express specific emotions such as frustration & happiness; provide positive feedback to others; & express emotions at the right time, to the right degree, & with the right people.

4. **Reasoning:** (being expansive rather than limited) The skill of utilising emotional information in reasoning, planning, & decision-making. It represents how frequently you take your own & others’ feelings into account in decision-making; demonstrate to others that you have considered your own feelings when making decisions; appropriately communicate decisions to others; & consider your own & others’ values when making important decisions.

5. **Self-Management:** (being resilient rather than temperamental) The skill of effectively managing your own emotions. It represents how frequently you over-think things that cause your emotions; explore the causes of things that upset you; engage in activities that make you feel positive; & move on from things that upset you.

6. **Positive Influence:** (being empowering rather than indifferent) The skill of influencing the moods & emotions of others. It represents how frequently you help others find effective ways of responding to upsetting events; effectively help others resolve issues causing them distress; & create a positive environment for others.

*Anyone can be angry – that is easy. But to be angry with the right person, to the right degree, at the right time, for the right purpose, and in the right way – that is not easy.* (Aristotle)

---

Emotional Notes!
Appendix 10: Minimising Unhelpful Thinking

Automatic Negative Thoughts (ANTS)

Sometimes you can be trapped in a vicious cycle of automatic negative thoughts. Break the cycle of limiting beliefs by challenging unhelpful thinking or by using a thought stopping statement. Then find something that takes your interest & focus toward more useful thoughts & activities. (Squash the ANTs!)

The Dirty Dozen:

1. **All or Nothing** thinking:
   Black-or-white thinking. If it is not perfect, it’s a failure.
2. **Overgeneralisation**:
   See a single negative event as a never-ending pattern.
3. **Mental filter** (negative):
   Pick out the negative in a situation & dwell upon it.
4. **Discounting the positive**:
   Thinking that positive experiences just don’t count!
5. **Mind-reading**:
   Without checking it out, you decide what people think.
6. **Fortune-telling**:
   Predict that things will turn out negatively. For example, I just know I am going to fail.
7. **Catastrophising**:
   See only the worst possible outcome in a situation.
8. **Magnification**:
   Exaggerate the importance of your problems, or minimise the importance of your good qualities.
9. **Emotional reasoning**:
   Assume negative feelings reflect the way things really are.
10. **Should** statements:
    Tell yourself that something should (must, ought, has to) be the case. If directed inward, a ‘should’ statement leads to guilt & frustration, & if directed outwards, leads to anger & frustration. Try alternative statements such as: I could..., I might... or, I want to... (Don’t should on yourself!)
11. **Labelling**:
    Extreme all-or-nothing style and instead of saying; I made a mistake, you say, I’m a loser or I’m stupid!
12. **Personalisation & Blame**:
    When you personally feel responsible for an event that isn’t totally under your control, or think that it’s other people’s fault when you are ultimately responsible.

Those who cannot change their minds cannot change anything. (Shaw)

What I Now Think about My Thinking: ___________________________________________________________
Appendix 11: Overcoming Procrastination Info

**Staying on Track**

Procrastination is when you carry out less important or less urgent or more pleasurable tasks in preference to the more important or more urgent or less pleasurable ones. Procrastination is a way that you get stuck, & you might not realise you are, & you create reasons that supply you with logic to delay the task at hand—sometimes indefinitely!

Whether you procrastinate because of stress, laziness, high impulsivity, perfectionism, low self-discipline, a fear of success, poor time management, or whatever, here are a range of strategies to help...

![Diagram of Procrastination Buster](image)

What you Focus on you Amplify. Where Attention goes Energy flows. (Redfield)

Notes for Keeping on Track:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Appendix 12: Thinking Optimistically Info

On Being Optimistic

You will be happier in life by understanding & explaining what happens to you, both good things and not so good things, using an optimistic view.

Remember, the way you think about things changes how you feel & behave.

The glass half full is how to see the world because it improves physical and psychological wellbeing. Yet, some struggle to be optimistic because of their personality, or their explanatory style, which refers to how they explain life events.

The great news is that since this is a thinking style, it can be learned via repeated deliberate practise. You too can be an optimist. There are three dimensions people unconsciously, i.e., automatically, consider to explain a life event which influences whether or not they are optimistic.

First, consider whether the event is enduring or transitory; ask yourself: Will time change things, or will things stay the same regardless? Next, consider if the situation is global — your life as a whole — or local — a reflection of only one part of life. Finally, do you think events are caused by you or an outside force?

Optimists believe positive events occur because of their efforts, as evidence that other positive things will happen in the future, and also in other areas of their life. Optimists see negative events as not being predominantly their fault, and as isolated situations that have nothing to do with other areas of their life or future events. Pessimists think the opposite.

Pessimists believe they cause negative events, that one mistake means more will happen, and mistakes in other areas of life are inevitable. On the other hand, they see positive events as flukes, caused by things outside their control, and something that probably won’t happen again.

An optimistic view is learned by deliberately challenging negative, self-limiting thinking and replacing it with an optimistic thought pattern. You can do it; I’m optimistic for you!

Don’t cry because it’s over, smile because it happened. (Dr. Seuss)

My Optimism Notes: ________________________________________________________________

______________________________________________________________________________
Appendix 13: Extending Life Expectancy

Living Longer

You can live longer, & be happier & healthier by optimising your lifestyle & surroundings. Here are 9 key lessons for living longer, from the people who live the longest, so that you can create a positive environment for wellbeing.

My interest is in the future because I am going to spend the rest of my life there. (Kettering)

Notes for Longer Life: ________________________________________________________________
## Appendix 14: Goals & Actions Overview

### Goal-setting & Action-planning Worksheet

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Date: ___ / ___ / 20</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>GOAL A</strong></th>
<th><strong>GOAL B</strong></th>
<th><strong>GOAL C</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>My GOALS are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STEPS IN THE PLAN</strong>&lt;br&gt;(in chronological order)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SKILLS &amp; KNOWLEDGE</strong>&lt;br&gt;I will need to access</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OBSTACLES to success</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INDIVIDUALS, GROUPS,</strong>&lt;br&gt;<strong>&amp; ORGANISATIONS</strong>&lt;br&gt;which will help me</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How I will FEEL &amp; THINK&lt;br&gt;when goal is achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMPLETION date</strong>&lt;br&gt;/___/20</td>
<td>/___/20</td>
<td>/___/20</td>
</tr>
</tbody>
</table>

**JUST GET STARTED.** (Pychyl)

**Notes:**

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

*(Keep this overview in your appointment book or post it in your workspace)*
Appendix 15: My next moves...

Notes to Self

Do or do not. There is no try. (Yoda)

Dr John Barletta

For over 30 years John has provided education, counselling, and psychological services. His career began as a teacher, then guidance counsellor, relationship educator, and tenured senior university academic, and continued with extended studies and work in the USA and Italy. He trained at QUT (DipT, GradDipCouns), ACU (BEd), UQ (MEDSt), OhioU (PhD), and APF-Rome. John is an energetic, practical, down-to-earth professional who bases his work on scientific research not crazy pop psychology. He has a passion for helping adults challenged by various issues, as well as those seeking greater balance in life. John promotes healthy living via the application of integrated positive psychology principles. His expertise includes psychotherapy, workshops, keynotes, medico-legal and psychological assessments, corporate consulting, executive coaching, mediation, clinical supervision, and peer consultation. The Counselor Education faculty at Ohio University recently honoured him with the George E. Hill Memorial Award which recognises the outstanding scholarship, service and leadership of a graduate. John is author of The Home Therapist and The Practice of Clinical Supervision, is the psychology expert columnist for Style magazines, and he presents at Universities on an invitational basis.

Be yourself. Everyone else is already taken. (Wilde)

COPYRIGHT © MMXVI Dr John Barletta, Australia. All rights in all media reserved.