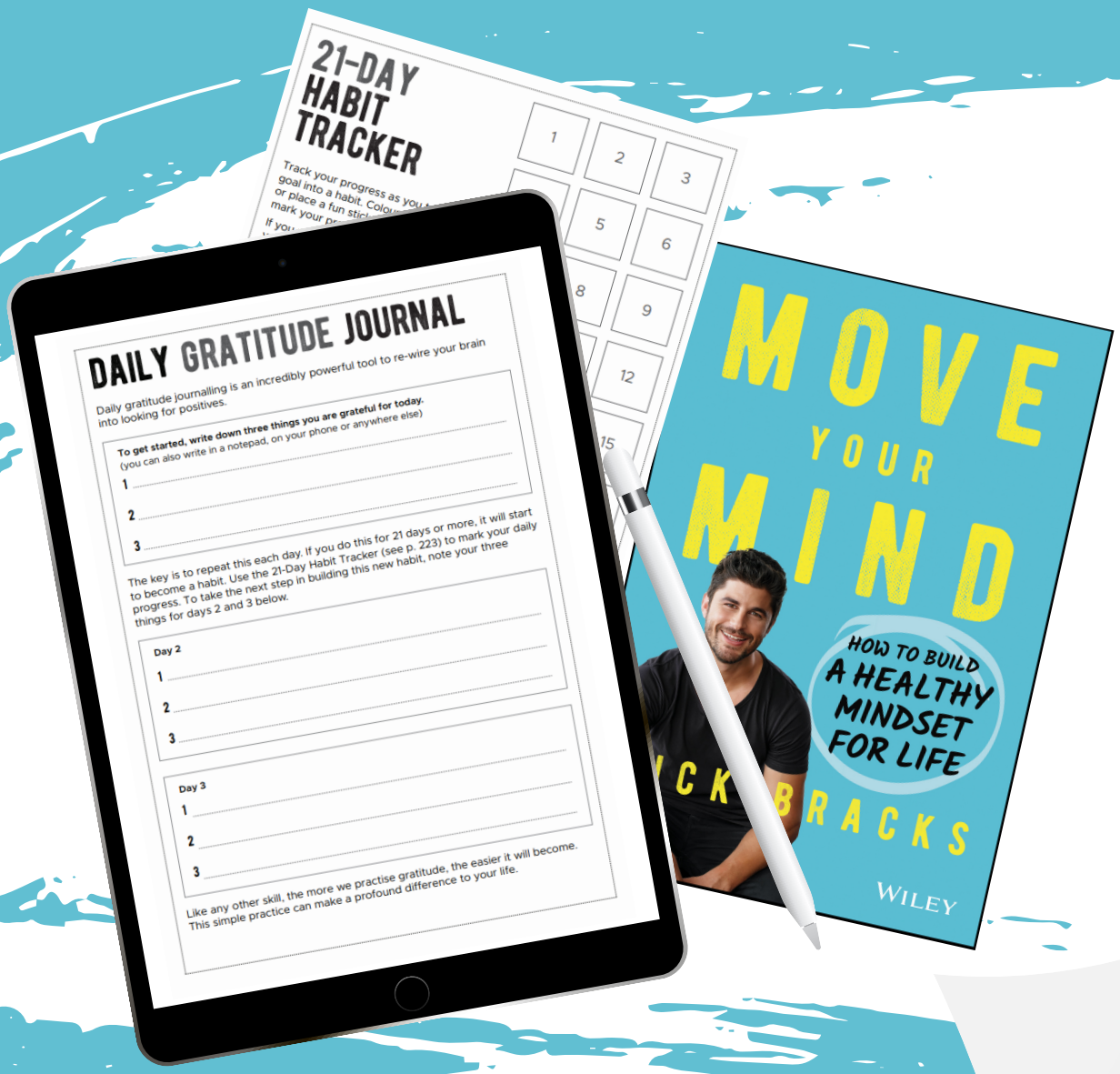
DOWNLOADABLE WORKSHEETS



CREATING HABITS ONE SIMPLE CHANGE AT A TIME

Start by reviewing what you want to change and selecting the most important. The goal is to do a small amount towards the change each day, and to stick to the pattern for a minimum of 21 days.

For example:

What is one thing you want to do more of?

Examples:
· Do 20 push-ups
· Cook with my family
· Say 'Hello' to the neighbours

What is one thing you want to do less of?

Examples:
· Putting yourself down
· Less screen time / social media
· Stop gossiping about others

What lifestyle change would you like to make?

Decided on your goal? Now use the 21-Day Habit Tracker (see page 223) to mark your progress and to spot patterns, like regular missed practices. Once your new habit is created, pick the next lifestyle change you want to make, and repeat this process to achieve it.

DAILY GRATITUDE JOURNAL

Daily gratitude journalling is an incredibly powerful tool to re-wire your brain into looking for positives.

To get started, write down three things you are grateful for today.
(you can also write in a notepad, on your phone or anywhere else)

1 .....

2 .....

3 .....

The key is to repeat this each day. If you do this for 21 days or more, it will start to become a habit. Use the 21-Day Habit Tracker (see p. 223) to mark your daily progress. To take the next step in building this new habit, note your three things for days 2 and 3 below.

Day 2

1 .....

2 .....

3 .....

Day 3

1 .....

2 .....

3 .....

Like any other skill, the more we practise gratitude, the easier it will become. This simple practice can make a profound difference to your life.

DAILY GRATITUDE JOURNAL EXTRA

Here are just a few things to get you started. Create your own list, with everything you're grateful for.

Today I am grateful for my ...

Family because .....

.....

Friends because .....

.....

Career because .....

.....

Body because .....

.....

Past because .....

.....

This moment because .....

.....

My birth because .....

.....

DAILY PLANNER

Track your sleep, exercise, meals, goals, and other regular patterns, and record your reflections with this daily planner. Use the 21-Day Habit Tracker (see p. 223) to help get used to filling this in each day.

Nick's Tip:
Set regular reminders on your phone to prompt you to fill in your planner as you go, instead of doing it all at the end of the day.

My goal for today:	*Exercise for the day:*	*How many hours' sleep did I get last night?*
What I am looking forward to today?	*Meals for today?*	
Schedule .... *Note* ..... *What am I grateful for?*	*To-do list* ☐ ..... ☐ ..... ☐ ..... ☐ ..... ☐ ..... *What did I learn today?* ..... *My goals for tomorrow:*	

21-DAY HABIT TRACKER

Track your progress as you turn a goal into a habit. Colour in, tick off, or place a fun sticker in each box to mark your progress.

If you practice for 21 days in a row, your brain will begin to re-wire itself to include the new pattern in your day-to-day life. After 21 days, you can start another cycle to really strengthen that new behaviour.

If you miss practice, write down why. A small change might be all it takes to help you stay on track.

No time to practice on Wednesdays?
Split practise into 2 × 10 min sessions

Too tired after working overtime?
Practise before going to work

Kids interrupt when they see you focussing on something else?
Set up a fun activity for the kids or make a deal with your partner to watch kids while you practise.

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21

Your notes about this experience:

Nick's Tip:
Make a note of your challenges. It will increase your self-awareness and help you 'hack' your schedule for performance, to save you time and stress, and to build your self-confidence.

MY GOALS FOR THE MONTH

Use this planner to set more ambitious goals, develop your strategy for behaviour change and monitor your progress. This planner works best when combined with the 21-Day Habit Tracker (see p.223).

Nick's Tip:
For long-term goals, keep a folder with blank copies of this planner and the 21-Day Habit Tracker. After 21-days/month, date and sign your completed worksheet, store it, and start a new sheet. Repeat as needed to reach your big goal.

Month of:

Work goals

Personal goals

Happiness goals

Wellness goals

What steps I am taking to achieve my goals

What were the challenges? What did I learn?

MONTHLY OBSERVATIONS

Use this monthly observations chart to reflect on your long-term progress, your patterns of commitment and your feelings about yourself. You can also use it to reward yourself for what went well and to make notes about what you can improve for next time.

Month of:

What was positive about this month?

- [ ] .....
- [ ] .....
- [ ] .....
- [ ] .....

What did not go to plan this month?

- [ ] .....
- [ ] .....
- [ ] .....
- [ ] .....

Why did it go well?

.....

.....

What did I learn?

.....

.....

What do I want to improve on?

.....

.....

I am grateful for:

.....

.....

IT IS OK NOT TO BE OK!

Build your self-awareness with this daily 'check-in'.

Ask yourself:

1. On a scale of 1 (not at all) to 10 (absolutely), how comfortable am I being open, truthful and seen for who I am?

2. Do I hold back my emotion? When? In front of who? And how does this affect my life?

3. What gets in the way of being my most authentic self? What do I think I'm putting at risk by being authentic?

4. What fears hold me back, in general?

5. Do I want to be braver? When? And why will I benefit?

Nick's Tip:
Be honest with yourself. There are no right or wrong answers, only useful information. We need to realise that no-one is perfect and remember that there is no such thing as being complete. We are all a person in progress!

REFRAMING 'FAILURE'

Life is a roller-coaster. We cannot control everything, and we are usually left burned-out and upset when we try to. We need to learn that in life, there is no such thing as 'failure'. We either get our desired outcome or we gain wisdom through our experience.

Approach every situation with the mindset that:

**I AM GOING TO EITHER GET THE RESULT I WANT,
OR LEARN FROM MY EXPERIENCE.**

Life rarely unfolds as we plan, but if we can face it head-on, we are likely to get to where we want to, in one way or another, no matter how many unexpected obstacles we have to navigate.

Remember, if you practise every day for 21 days or more, you are likely to create a new habit!

Make a list of situations, events, relationships and anything else that did not go to plan:	*What did you learn? What will you do differently? Did you gain new skills?*

MY THREE GO-TO TOOLS

At one point or another, we've all faced a problem that felt so big it seemed impossible to solve. When you're facing an overwhelming challenge, it's easy to freeze up and forget what you're supposed to do to make positive progress.

If you need help, if you want to make a change or if you are not sure where to go for support, this Three Things First tool will help you to break out of your panicked state and start moving toward success once more.

Take that first step!!!

Seek help

Change your routine and practise a new habit for 21 days or more.

Build a team around yourself.

Tap into these three things for what to do when you do not know where to go, or how to begin.

MY GOALS FOR THE WEEK

Use this planner to set smaller, short-term goals, develop your strategy for behaviour change, and monitor your progress and commitment. You can use the 21-Day Habit Tracker to record your progress, and turn short-term behavioural changes into long-term habits.

Week of:

Work goals

Personal goals

Happiness goals

Wellness goals

What steps I am taking to achieve my goals

What were the challenges? What did I learn?

WEEKLY OBSERVATIONS

Use this weekly observations chart to reflect on your short-term progress, your patterns of commitment and your feelings about yourself. You can also use it to reward yourself for what went well and make notes about what you can improve for next time.

Week of:

What was positive about this week?

- ☐
- ☐
- ☐
- ☐

What did not go to plan this week?

- ☐
- ☐
- ☐
- ☐

Why did it go well?

What did I learn?

What do I want to improve on?

I am grateful for: