

*Breathe It  
Then Do It*



# Tools for On-Going Use

A TOOL IS ONLY HELPFUL IF YOU USE IT.

# Review: Big Gets



## GOALS VS. INTENTIONS

Identify big dreams & create action steps to bring them to fruition.



## CONCEPT VS. CONCRETE

Take action steps that inspire your heart & compel your brain.



## PAIN VS. PLEASURE

Create internal & external motivators that will naturally move you to change &/or progress.



## ENVIRONMENT, HABITS & CELEBRATIONS

Shape the right environment to enhance positive implementation of key habits & celebrate every win.



## PRIORITY PLANNING

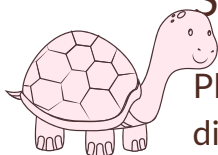
Design your life according to what & who is most important to you.



## COMMUNITY & ACCOUNTABILITY

Gather a community to inspire & motivate you.  
You were never meant to live life alone or accomplish big things in a vacuum.

## SLOW DOWN TO SPEED UP VS. STRATEGIC IMBALANCE



Plan daily rhythms and seasons of building and resting. Learning to discern between them (and schedule accordingly) is what will determine the difference between success & failure and striving verses satisfaction.



# On-Going Rhythm



P, N, D, L: **Pray**. There is no better Guide than the One that designed your life. Be honest with yourself about what you're feeling in this season about your **needs, desires & legacy**.



Intentions & Goals: Have big dreams & intentions but remember that you will have to have other's "buy in" for them to come to fruition. Then, set clear goals. (Doable & 100% up to you.) Always test your resolve & adjust if necessary.



Priority Plan: Once you have your dreams, intentions & goals written in a concrete way, now it's time to schedule and protect these priorities and activities. Time block when possible.



Design a Success Environment: Automate good decisions. Get in the flow. Crowd out negative influences.




Build & Utilize Your A-TEAM.  
A-Advocate for yourself  
T-Tell everyone  
E-Follow to Emulate  
A-Align for Accountability  
M-Engage Mentors









# On-Going Rhythm




**Navigate Obstacles:** There will always be obstacles that arise. Plan for those you can & overcome/adjust for those you could not predict. It is important to have "white space" in your calendar so you can mentally have the margin to "course correct" when needed.




**Stay Motivated:** Have a growth mindset. We can only remain determined if we believe we can learn & flourish even when we have a set-back. Revisit your pain & pleasure motivators often so that your internal drive stays alert & alive.



**Tap into Your Senses:** It is imperative that we honor the fact that we were designed to enjoy life. When we live through our senses we experience a cascade of positive brain chemistry which releases creativity. Enjoy the world around you & your success/fulfillment will escalate.



**Rest:** Rest is a gift given to us so we can relax, refresh, & recover strength. Every hour honor this by taking in 5 minutes of silence or nature. Every day respect this by getting adequate sleep. Every week observe this by taking a Sabbath.



**Have Fun:** Research shows play can improve abilities to plan, organize, get along with others, regulate emotions, and can even help cope with stress. Make sure to incorporate FUN into the daily rhythm of your life.



WE OFTEN OVERLOOK THE IMPORTANCE OF SMALL PROGRESS IN MANAGING OURSELVES AND OUR LIVES. BUT, IT'S OFTEN BY MAKING MICRO CHANGES TO OUR DAILY ROUTINE THAT WE CREATE BIG CHANGES IN OUR PERSONAL LIVES AND CAREERS!

# My MBA's: Micro, Momentum Building Activities

## MY TOP 3 PRIORITIES IN LIFE RIGHT NOW ARE:

1. .... 2. .... 3. ....

## MY TOP 3 OBSTACLES ARE:

1. .... 2. .... 3. ....

## HOW I WILL OVERCOME OR ADJUST:

1. .... 2. .... 3. ....

## WHAT MBA'S &/OR ACTIONS WILL YOU INTRODUCE?

MAKE THESE CONCRETE, SPECIFIC, & MEASURABLE SO YOU KNOW EXACTLY WHAT TO DO, AND CAN CLEARLY KNOW YOU HAVE COMPLETED THE STEP. SEE EXAMPLES BELOW:

- Have 15 minutes of silence or alone time each day
- Drink 8 glasses of water a day
- Be at my desk by 8.00am/leave by 6.00pm every day
- Eat a healthy breakfast every morning
- Make all my calls in the first hour of the day
- Write for 15 minutes, 5 days a week
- Connect daily with partner/spouse (10 mins listening)

1 -

2 -

3 -

4 -

5 -

## HOW ARE YOU GOING TO IMPLEMENT THESE ACTIONS? I WILL COMMIT TO THESE ACTIONS BY:

I WILL IMPLEMENT THESE ACTIONS ON: ..... (SPECIFIC DATE WHEN YOU WILL START)

## WHO DO I NEED TO BE TO IMPLEMENT THESE ACTIONS? I WILL BE SOMEONE WHO IS:

1. .... 2. .... 3. ....



# Test Your Resolve



1. WHAT COULD GET IN THE WAY?

2. ARE YOU 100% SURE?

3. IS THERE ANY HESTIATION AT ALL?



# Actions to Implement



ACTION LIST (MBA'S: MIRCO/MOMENTUM BUILDING ACTIVITIES)



PRIORITY DREAMS



COACH & CELEBRATE TEAM





# A

## Advocate:

Learn to be an advocate for yourself by asking for what you need and/or want, in order to accomplish your goals. Make decisions based on advocating for yourself in every area of your life. This is especially important if a goal requires time support (getting free time to accomplish your goals). List 3 areas where you will want to ask for support:

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# T

## Tell:

Tell everyone in your life about your goals. You never know who might have an asset, support or idea to help you reach your goal. You'll be surprised the ideas and resources that show up.

Who are your tell-cheerleaders? Tell-Cheerleaders will tell you what you need to hear, even if it's not true (*yet*). List your Cheer Squad here:

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# E

## Emulate:

Emulate the people you may never meet or have access to, but you want to do what they are doing. These are people you can follow on social media, read their blogs, listen to podcasts, etc. Because you value the way they live/work, you want to emulate their traits and abilities in your own life. It is important to learn from them, but not to become jealous of them. Everyone, including you, is meant for their own realm of influence, so be careful not to compare. List 1-3 people you want to emulate in your life:

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# A

## Alignment & Accountability:

Align with people different than you. Achieving any dream/intention is going to take diversity. Having people in your life with different personalities and abilities allows us to learn and grow. What skills and perspectives do you need to gain a different outlook? What talent do you need to bring in to accomplish your goals? Reference the additional A-TEAM worksheet for a more depth review on alignment & accountability.

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# M

## Mentors:

Mentors tell you the truth and coach you to a different level. They provide wisdom and help you to course correct to achieve your goals. Mentors are not afraid to correct, but do so with love, honor, respect and strength. A friendly reminder: Respect your mentors time & don't be an ASK-hole (asking for advice, you don't intend to put into practice). List 1-3 mentors you have in your life. Are you willing to put into practice the advice they provide?

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# A-TEAM: Align with Accountability Partners

## Step 1: Assess Your Needs

Where do I need accountability?

(Be as specific as possible about what actions/goals you need accountability for).



What tendencies do I have? Use this **Tendencies Chart** to find someone with traits that complement yours.

### Tendencies that hold me back:

- ☐ I make excuses and go easy on myself
- ☐ I get overwhelmed
- ☐ I'm motivated by competition
- ☐ Competition shuts me down
- ☐ Positivity inspires me
- ☐ I have trouble saying no
- ☐ I procrastinate

### My accountability partner should be someone who...

- will call me out and give me some tough love
- has been in a similar situation/who has already achieved my goal
- has the same goal at a similar or more advanced level than me
- has a complementary goal in a different area
- is a natural cheerleader and optimist
- can help me set and enforce boundaries
- can help me prioritize and decide on one action step

## Step 2: Identify Potential Accountability Partners

### Important Qualities

(put a ✓ in each quality box that applies to the person on your list)

People I Can Ask (list one per row)	Cares About My Progress	Dependable	Positive	Trustworthy	Gives Good Advice	Non-Judgemental



# A-TEAM: Align with Accountability Partners

## Step 3: Create A Plan



Get on the same page about how you'll be checking in with your accountability buddy, using this **Check-In Planning Chart**

What is the frequency?  
*(check all that apply)*

☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly

How will you check in?  
*(check all that apply)*

☐ Text ☐ E-Mail ☐ Phone ☐ Video ☐ Meeting

When will you check in?  
*(~~X~~ the weekday(s) and fill in times)*

Mo

Tu

We

Th

Fr

Sa

Su

\_\_\_\_\_ AM/PM

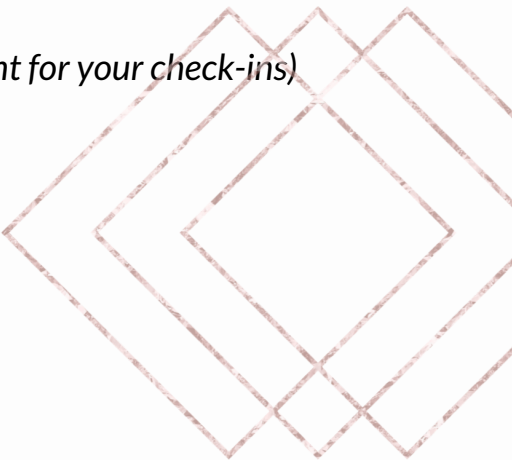
Using the information in the **Check-In Planning Chart** above, schedule your check-ins:

☐ Our first check-in will be: \_\_\_\_\_ (Day) at \_\_\_\_\_ (Time)

☐ Add the check-ins to both of your calendars as recurring events

Create an "agenda" for check-ins: *(select as many prompts as you want for your check-ins)*

- ☐ Review your progress. What's going well?
- ☐ Discuss any challenges that you've experienced or that you anticipate
- ☐ Review lessons you've learned
- ☐ Propose any changes you'll make going forward
- ☐ Recommit to your goal. Say, "I'm going to...."



Ways your Accountability Partner can help you (based on your **Tendencies Chart**, above)

My Tendencies:

Things my accountability partner can say or do to motivate me

I will do whatever it takes to uphold my word. \_\_\_\_\_(signature)





# Weekly Planner



MONDAY

Blank area for Monday's schedule.

TUESDAY

Blank area for Tuesday's schedule.

WEDNESDAY

Blank area for Wednesday's schedule.

THURSDAY

Blank area for Thursday's schedule.

FRIDAY

Blank area for Friday's schedule.

Always plan  
according to  
your priorities.  
-Kathrine Lee



# Monthly Planner



ADD THE DATES TO THIS BLANK CALENDAR, USE TO GET ORGANIZED,  
AND KEEP TRACK OF YOUR GOALS/PROGRESS.

*Remember to rest & have fun.*

MON

TUE

WED

THUR

FRI

SAT

SUN




# ~ Journal ~

*Make It  
Happen*

*Dream It  
Then Do It*

*Slay Them  
With  
Success*

*You Can &  
You Will*

Whatever You Do Don't Give Up  
BECAUSE FOR ONCE, THIS IS FOR YOU!





What are your questions?



1 - QUESTION

2 - QUESTION

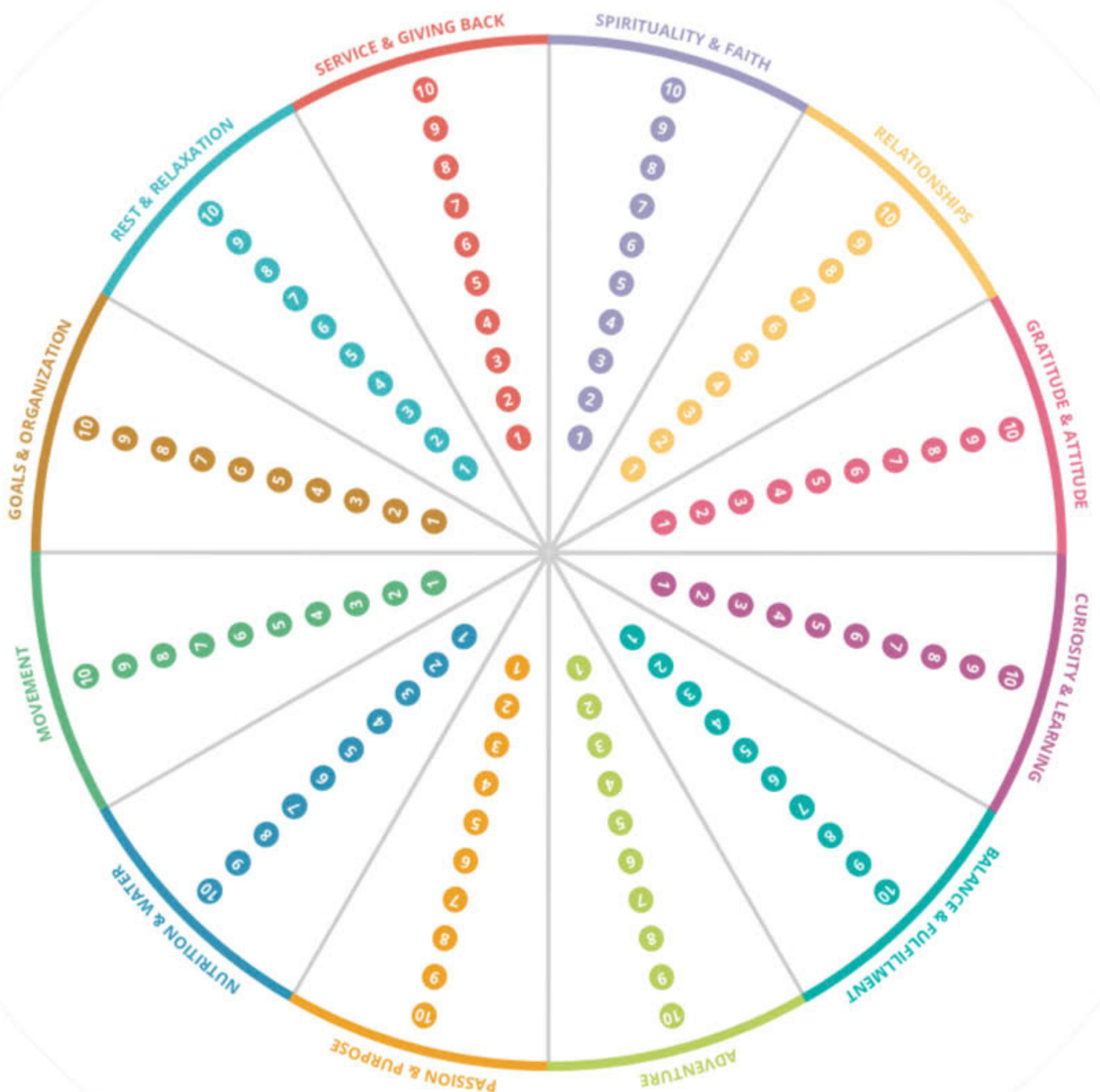
3 - QUESTION

4 - QUESTION

5 - QUESTION



# The Ultimate Source 12 Life Areas™



# The Ultimate Source 12 Life Areas™



Service & Giving Back

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Curiosity & Learning

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Nutrition & Water

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Spirituality & Faith

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Balance & Fulfillment

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Movement

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Relationships

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Adventure

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Goals & Organization

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Gratitude & Attitude

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Passion & Purpose

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Rest & Relaxation

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# Happiness Chemicals & How to Hack Them

WHAT ULTIMATE SOURCE LIFE AREAS™ DO YOU SEE?



## DOPAMINE

### REWARD/MOTIVATION CHEMICAL

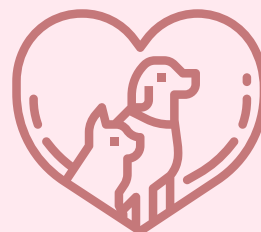
Seek out new experiences  
Celebrate small wins  
Take a warm bath or shower  
Exercise  
Listen to music  
Be grateful  
Complete a task



## OXYTOCIN

### LOVE/CONTENTMENT HORMONE

Positive conversations  
Hug someone  
Play with a dog  
Help someone  
Hold hands  
Pet a cat  
Get a massage



## SEROTONIN

### THE MOOD STABILIZER

"Replay" happy memories  
Breathe deeply  
Go for a run  
Get out in the sun  
Take a nature walk  
Increase omegas  
Finish a project



## ENDORPHINS

### THE PAIN KILLER

Watch your favorite comic  
Dance  
Savor dark chocolate  
Smell vanilla essential oil  
Pray & meditate  
Eat something spicy  
Watch funny videos



*Kathrine Lee*  
AUTHOR. SPEAKER. COACH