



RESTORE ~ REBALANCE ~ REJUVENATE WORKBOOK

*Create Your Future
Six Weeks of Positive Action Steps*

by Mary Francis

SAMPLE - 11 pages from 164 page workbook

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Repeat out loud: “For a long time, my mind has been packed with negative, limiting thoughts. But today I’m beginning to change my mind, to make a new beginning with no limitations. I was created to be in control of my life and today I’m taking that control back.”

Let Go of the Past

We live in a society that loves to make excuses, and one of our favorite phrases is “It’s not my fault.” But the truth is, if we are bitter and resentful, it’s because we are allowing ourselves to remain that way.

We’ve all had negative things happen to us. If you look hard enough, you can easily find reasons to have a chip on your shoulder. Anyone can make excuses and blame the past for their poor choices. You may have valid reasons, but if you want to live in victory, you cannot use past emotional wounds as an excuse for making poor choices today.

You have to learn to let go of the past, to let go of your excuses (even valid ones), and start thinking instead of all that you can do. Quit comparing your life to someone else’s, and quit dwelling on what could have been, should have been, or might have been. Quit asking questions such as “Why me?” or “Why that...?” or “Why this...?”

You can’t do anything about what’s already happened to you. Don’t hold on to feelings of resentment or bitterness as they will only poison your future. Let go of your hurts and pains. Forgive yourself for the mistakes made and forgive others who did you wrong.

When you are unable to forgive, you are headed for trouble. You are on a destructive path – change your course. If you want to be happy, if you want to be free, you must be willing to change the course of your life.

Describe that impossible situation in which you would like to see some course changes.



It's Already Within You!

INSTRUCTIONS:

- We often have role models or people we admire. It could be their image, their energy, their people skills, leadership skills, the way they make life seem so easy and uncomplicated or something else.
- Whatever inspires you, this exercise helps you think about who you would like to be by considering what it is in others that you admire and aspire to: If you can see it in others, you already have that quality within you!
- Allow yourself 20 minutes of quiet time to relax and write your answers!

1. **Who are my Top 3 Role Models? Who impresses me? Who do I admire?**

NOTE: They can be real or in your imagination, someone you know or don't, in a film or book, alive or even dead!

1. _____

2. _____

3. _____

2. **Who has been most influential** in my life over the last year, personally and in my career?

Personally _____

In your Career _____

3. **What about them has impacted** me? What do I **most admire** about my role models above and why? What can I **learn** from them?

4. **Which of these qualities** would I like to **emulate** or have for myself?

5. **How could I begin to bring** some of those **qualities into my everyday life?**

NOTE: Think how you could adapt what your role models do to fit you and your life, what unique slant could you add?

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

Finally, what one specific action will I choose to help me move forward?

by when _____

Last word: Reading books, memoirs, autobiographies or watching/listening to podcasts, radio, films and documentaries about the people you admire can give you plenty of ideas and inspiration on how to grow.

Am I a “Glass Half Empty” or “Glass Half Full” Person?

Write your answer below and include **how or why** you came to have these expectations, for better or worse. This will help you understand your mental frame of mind.

Mental

For each category, indicate how fully you are experiencing your best. Using 1 (not at all) to 10 (tremendous blessings).

Maintain a positive attitude	1	2	3	4	5	6	7	8	9	10
Read uplifting material	1	2	3	4	5	6	7	8	9	10
Regulate TV viewing	1	2	3	4	5	6	7	8	9	10
Regularly learn something new	1	2	3	4	5	6	7	8	9	10
Moods are stable, not up and down	1	2	3	4	5	6	7	8	9	10
Able to express and receive love	1	2	3	4	5	6	7	8	9	10
Listen carefully when others speak	1	2	3	4	5	6	7	8	9	10

Begin reprogramming your mind today: Start believing that things are going to change for the better, not necessarily because you deserve it, but simply because we move towards that which we see in our minds.

What if everybody around you was negative and critical, depressed and discouraged? No doubt, you may be tempted to use your negative upbringing as an excuse to live the same way. But you can be the person to change your family tree!!

You don't have to keep that negative cycle going.

Refining Goals – Making Them **SMART** Goals

Specific - The more specific you are the easier your goal is to achieve.

Measurable - So you know when you have achieved it.

Actionable - Success needs to be within your control. The lottery is not a "SMART" goal.

Realistic - Goals need to be both challenging to inspire AND realistic for success.

Time-bound - Has a deadline.

Some people seem to be constantly lost in a fog of confusion. They go one way, then another. They try one thing and then shift to something else.

Their problem is simple: They don't know what they really want. If that sounds familiar, you need to sit down and put your dreams on paper. You're going to figure out, once and for all, where you want to go and the steps you need to take to get there.

Once you write out your dreams and see it on paper it will be easier to plan for it to become a reality.

What Are Your Goals?

What gives you the best value for your time? That indicates what you should do. Remember time spent is forever gone - it's not like money that can be earned.

Don't let fear get in your way. Maybe more to the point is what would you like to leave as a legacy? Do you live life to the fullest? After you're gone what would you like people to say?

Ask yourself: What do I want to do with the remaining years of my life?

You are free to be yourself without trying to please your parents or grown children. You may be here to be the very best parent/grandparent there is or do some volunteer work that is calling your name. Whatever it is, you find yourself when you have a purpose or goal that you're working towards.

Close your eyes and envision your goals:

- Where do you want to live?
- What would you like to weigh?
- What do you want to do in the next 6 months?
- Where would you like to travel?
- Would you like to meet new people?
- Pay off a bill?
- Learn a new skill?

Assume control of your life and you will be happier. This might be a good time to get some uplifting and inspiring art for your walls. Surround yourself with objects from nature and plants with bright colors to liven up your home.

It can be fun to take charge of some easy remodeling and painting. It will give you a boost to clean out a room and rebuild it with fresh paint, plants, new artwork and less clutter.

It may take energy you don't feel like you have, but just getting up and doing this as a project will make you feel like your accomplishing something. That feeling will help you move on to the next project and give you something positive to work from.

We often express bewilderment at the lack of understanding from friends and families. Time and time again I hear this refrain: "but they don't understand".

Some friends are incapable of understanding your goals and offering support. Perhaps as time goes by your relationship with old friends will change to suit your new life, but don't be surprised if some old friends drift away.

Repeat out loud: "Today, I will not settle for mediocrity. I will not be limited by my past history, my present circumstances, or by anything that I feel I lack in my life."
No doubt you've figured it out by now: goals don't unfold overnight.

I once heard it said, "The average overnight success took twenty years to succeed."
During all that time, they kept the goal alive by working daily toward its fulfillment.

Dreaming, envisioning the person you want to be, is just the first step on a journey you'll be traveling the rest of your life. You won't become the person you want to be tomorrow just because you set some goals today. But you can move closer to becoming that person if you advance confidently in the direction of your dreams.

If you're going to dream, you might just as well dream big. Small dreams never got anyone out of bed in the morning. As the person you want to be begins to emerge, new opportunities will emerge as well. New experiences. New friends. New insights.



“Gratitude unlocks the fullness of life. It turns what we have into enough, and more. It turns denial into acceptance, chaos to order and confusion to clarity. It can turn a meal into a feast, a house into a home, a stranger into a friend. Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow.” By Melody Beattie

Action Steps:

Remove negative words from your vocabulary. Be on the lookout for negative words that creep into your speech. Be aware of your talk and here is a list to get you started:

Eliminate These Words

I can't ...

If only ...

I don't think ...

Maybe ...

I'm afraid ...

I don't believe ...

Replace with These Words

I can ...

I will ...

I know ...

Absolutely ...

I'm confident ...

I'm sure ...

If you continually look for and embrace the positive, you will help yourself to think positively every day. Like any new habit, it will not happen on its own. You need to make the necessary adjustments every day.

What happens **to you** is largely outside your control, but what happens **in you** is totally within your control. Your response is what matters. Make a commitment to yourself that you will take entire responsibility for your current attitude and that you will **choose to be positive** – no matter what.

Checklist – How Are You Doing?

Answer these questions honestly and consider how far you have come in your journey from Day 1 to Day 42 of this course:

- I have given myself permission to live a full life.
- I am expressing my feelings and not burying them inside me.
- I have more physical and emotional energy than I did at the start.
- I am not as depressed and I can concentrate.
- I no longer feel like crying most of the time.
- I can control my anger.
- I can sleep all night without taking any sleep aids.
- My appetite is back to normal and my weight has stabilized.
- I no longer go mindlessly through my day.
- I have outgrown the feeling that I am losing my mind.
- I am beginning to be more sociable.
- I feel emotionally alive rather than emotionally dead.
- I understand the goal process and the power of action steps.
- I'm comfortable talking about my feelings.
- I have written in my journal every day.

Please have patience as you work through this course. I hope that you were able to check off some items on the above list. Remember it is a journey and it does take time.