

Better Focus Worksheet

When you strengthen your focus, you feel better, improve your memory, gain clarity and get more done. Use this worksheet to help you strengthen your focus.

What being focused looks like to me:

Why I want to become more focused:

Benefits I will receive by becoming more focused:

- ---
- ---
- ---
- ---

Things that hold me back from being as focused as I'd like:

How I can overcome these obstacles:

Areas of my life where I need to be more focused:

- ---
- ---
- ---
- ---

I'm going to start with this one area/task (be specific):

Tools I can use to help me be more focused:

Steps I need to take in order to be more focused:

- *Find at what time of day I am most attentive.*
- *Determine how long I can stay focused before getting distracted.*
- *Practice mindfulness throughout the day.*
- *Exercise the body and mind*
- *Strengthen your mind with memory and strategy games*
- ---
- ---
- ---

- _____
- _____

How I plan to stay on track once I regain my focus:

- _____
- _____
- _____
- _____
- _____

PROGRESS REPORT

Steps I have taken:

Positive results I've experienced since becoming more focused.

Things I still need to improve on:

How I will improve them:

Setbacks I've encountered:

How I overcame them (or am working to overcome them):

I am better able to stay focused because:

How I feel now that I'm more focused:

Boost My Confidence Worksheet

If you are not comfortable with who you are, it's time to give your confidence a boost. This worksheet is designed to help set the stage for becoming a more confident person.

If I had more confidence, I would....

The benefits I will receive by being more confident.

- _____
- _____
- _____
- _____

Obstacles I might face while trying to boost my confidence.

- _____
- _____
- _____

I will overcome these obstacles by:

- _____
- _____
- _____

Top 4 talents, skills or good qualities I have:

- _____ I practice these (daily / weekly)
- _____ I practice these (daily / weekly)
- _____ I practice these (daily / weekly)
- _____ I practice these (daily / weekly)

Complete these sentences:

I like myself because... _____

I consider myself an expert at... _____

I feel good about... _____

My friends say I have great... _____

People who love me include... _____

People say I am a good... _____

I've been complimented on my... _____

I consider myself a good... _____

I have a natural talent for... _____

My goals for the future include... _____

I know I will reach my goals because I am... _____

I've been successful at... _____

Traits I admire most in myself are... _____

Notes / Thoughts:

Areas of Improvement

Talent, skill or quality I want to improve: _____

I will do this by: _____

Talent, skill or quality I want to improve: _____

I will do this by: _____

Talent, skill or quality I want to improve: _____

I will do this by: _____

Boosting Your Creativity Worksheet

Some people are naturally creative, seeming to have an endless supply of ideas. Others struggle with finding their creative spark. This worksheet is designed to help you boost your creativity.

What being creative means to me.

What I gain by becoming more creative.

Obstacles I may face when trying to be more creative: _____

I will overcome these obstacles by: _____

Steps I will take to boost my creativity

- _____
- _____
- _____
- _____

Tools and resources to find inspiration

- _____
- _____
- _____
- _____

People I find inspiring.

- _____
- _____
- _____

When coming up with ideas, I find myself.... _____

What I can do differently. _____

I am most motivated when... _____

I am most creative _____

11 strategies for boosting your creativity:

1. Buy something new that you use when you're being creative (paper, colored pencils, sketch pad, software, templates, etc.)
2. Draw/write something – anything to get your juices flowing
3. Listen to your favorite music
4. Dig through the recycle bin on your computer to see if something inspires you or if you can combine ideas to create something new.
5. Select a photo and write about it or edit it in a photo editing program.
6. Meditate for 10 minutes. Practice being in the moment.
7. Visit your local library for inspiration.
8. Take a break and step outside. See what inspirations you can get from nature.
9. Look for video tutorials to learn something new.
10. Listen to children play and see where their imagination takes you.

11. Grab a piece pf paper and a pencil. Set a timer for 3 minutes and let your thoughts flow. Whatever comes to mind, be it words or images, write it down.

Breaking Bad Habits Worksheet

When it comes to our own bad habits, we often tend ignore them. We may feel we cannot overcome them, so why bother trying. Yet breaking bad habits is not nearly as hard as one might think. This worksheet is designed to help set the stage for turning bad habits into good habits.

To me, a life with fewer bad habits means:

Bad Habits I Want to Break

Habit: _____

Why I want to break it / benefit of breaking it: _____

Obstacles might I face while trying to break this habit: _____

I will overcome these obstacles by: _____

Triggers that have me doing the bad habit & how I can avoid them.

_____	_____
(trigger)	(how to avoid it)

_____	_____
(trigger)	(how to avoid it)

_____	_____
(trigger)	(how to avoid it)

Alternative (not-so-bad habit) I can do instead: _____

Tools I can use to help break this bad habit:

- _____
- _____

People I can turn to, to help me break this bad habit:

- _____
- _____
- _____

PROGRESS REPORT

WEEK	1 Poorly	2 Okay	3 Steadily Improving	4 Almost There	5 Habit Broken	NOTES
1						
2						
3						
4						
5						
6						

Thoughts: _____

Habit: _____

Why I want to break it / benefit of breaking it: _____

Obstacles might I face while trying to break this habit: _____

I will overcome these obstacles by: _____

Triggers that have me doing the bad habit & how I can avoid them.

(trigger)

(how to avoid it)

(trigger)

(how to avoid it)

(trigger)

(how to avoid it)

Alternative (not-so-bad habit) I can do instead: _____

Tools I can use to help break this bad habit:

- _____
- _____

People I can turn to, to help me break this bad habit:

- _____
- _____
- _____

PROGRESS REPORT

WEEK	1 Poorly	2 Okay	3 Steadily Improving	4 Almost There	5 Habit Broken	NOTES
1						
2						
3						
4						
5						
6						

Thoughts: _____

Creating Good Habits Worksheet

If you're tired of trying to create new habits but never reaching your goal, it's time to change how you do things. Before you can achieve anything, you must first have a plan on how you're going to do it. This worksheet is designed to help set the stage for creating new habits that last a lifetime.

Why it's important to me to make new habits:

Good Habit I Want to Make: _____

Why I want this habit: _____

How I see this habit

Obstacles might I face while trying to create this habit: _____

I will overcome these obstacles by: _____

Steps I will take to create this new habit.

- _____
- _____
- _____
- _____

Tools I can use to help this habit stick:

- _____

- _____

People I can turn to for help if I need it:

- _____
- _____
- _____

PROGRESS REPORT

WEEK	1 Not So Well	2 Pushing Forward	3 Steadily Improving	4 Almost There	5 Habit Created!	NOTES
1						
2						
3						
4						
5						
6						

Thoughts: _____

Good Habit I Want to Make: _____

Why I want to have this habit: _____

Obstacles might I face while trying to create this habit: _____

I will overcome these obstacles by: _____

Steps I will take to create this new habit.

- _____
- _____
- _____
- _____

Tools I can use to help this habit stick:

- _____
- _____

People I can turn to for help if I need it:

- _____
- _____
- _____

PROGRESS REPORT

WEEK	1 Not So Well	2 Pushing Forward	3 Steadily Improving	4 Almost There	5 Habit Created!	NOTES
1						
2						
3						
4						
5						
6						

Thoughts: _____

Get Motivated Worksheet

Everyone feels unmotivated at times. It's a part of life. The key is that you don't let yourself sink into these 'off days' for too long. If you're feeling a slump in your motivation, this worksheet will help give you a boost.

UNDERSTANDING MY MOTIVATION

My definition of motivation is: _____

What motivates me (check all that apply):

- | | |
|---|--|
| ☐ Money | ☐ Faith |
| ☐ Fear | ☐ Goals |
| ☐ Family | ☐ To prove myself capable |
| ☐ Desire to get ahead or do better | ☐ The desire to help others |
| ☐ Guilt | ☐ Other: _____ |

The last time I felt motivated (describe it)

What made me motivated – made me take that first step: _____

What kept me motivated: _____

How I made it happen: _____

What I told myself when I was feeling unmotivated: _____

What hurts my motivation/the reason I'm feeling unmotivated (dig deep for the core reason).
This might be fear, harsh criticism, shame, laziness, losing hope, lack of support, little progress,
etc.

What I can do to fix the issue(s) causing me to be unmotivated: _____

How I can protect myself from allowing these things to hinder my motivation in the future?

MOTIVATION GOALS

One thing I want to be more motivated to do: _____

Why this goal? _____

When I think about this goal, I feel: _____

What will make achieving this goal even more appealing (small rewards along the way, a new pair of shoes, etc.)? _____

When is the best time of day for me to focus and work towards this goal? _____

When trying to reach this goal previously, things that got in my way were: _____

I plan to overcome these obstacles by: _____

If someone were to try to talk me out of this goal or stop me from working towards it today, I would say to them: _____

Specific steps I'll need to take to make this change: _____

Things/tools that will help me stay committed to making this change (books about the topic, motivational audios, an accountability partner, etc.): _____

How I will measure my success to know when I've reached my goal: _____

TRACKING MY PROGRESS

Things I have done to stay on track: _____

What I say to myself when I feel like I'm losing focus:

- *I control my life. I can continue to _____ [negative action] or I can make this happen and _____ [positive result]*
- *If I don't do this, I'm going to _____ [negative consequence]*
- _____ is more important to me than _____ ever was.
- _____
- _____
- _____
- _____
- _____

How I feel about my progress. On the scale of 1-5 with 1 being poorly and 5 being extremely excited: _____

Why I gave this rating. _____

What I can do to raise the point level or hold the level I am at: _____

Get Organized Worksheet

Getting organized has so many benefits. It frees up more time in your day. It reduces stress. It helps you work more efficiently and so much more. This worksheet is designed to help set the stage for becoming a more organized person.

What being organized looks like to me:

Why I want to become more organized:

Things that hold me back from being organized:

How I can overcome these obstacles:

Areas of my life that need better organization:

- ---
- ---
- ---

- _____

I'm going to start by organizing this one area/task (be specific):

Tools I can use to help me get and stay organized:

Steps I need to take in order to get organized:

- *Let things go. Purge, donate, toss.*
- *Create to-do lists & use reminder apps.*
- *Schedule time to work on it every day. Make it a priority.*

- _____
- _____
- _____
- _____
- _____

How I plan to stay organized after I get organized:

- _____
- _____
- _____
- _____
- _____

PROGRESS REPORT

Steps I have accomplished:

Setbacks I've encountered:

How I overcame them (or am working to overcome them):

I am now better able to stay organized because:

How I feel now that my life is more organized:

Goal Setting Worksheet

Every year millions of goals are set but almost as many fail. The main reason for this is lack of proper planning. This worksheet is designed to help set the stage for creating achievable goals.

Goal (be specific – who, what, when, where, how): _____

Realistic target completion date: _____

Why this goal is important to me: _____

Positive results I will receive when achieving this goal: _____

Skills I need in order to achieve this goal:

- _____
- _____
- _____
- _____

Steps I will take to reach this goal.

- _____
- _____
- _____
- _____

- _____
- _____

Tools/Things I will need to help me reach this goal:

- _____
- _____
- _____
- _____

People I can turn to for help if I need it:

- _____
- _____
- _____

How I will know when I have reached my goal: _____

PROGRESS REPORT

WEEK	1 Not Going Well	2 Pushing Forward	3 Steadily Improving	4 Almost There	5 Goal Achieved!	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

11

12

Positivity Worksheet

There is a huge amount of power in thought. Whether you choose to view the glass as half full or half empty, can make a big impact on your life. Use this worksheet to add more positivity to your life.

What would make my life more fulfilled or meaningful?

What strengths do I have that bring positivity to my life?

- ---
- ---
- ---
- ---

Three people in my life that I deeply love.

How I express my love for them.

Who I want to make deeper connections with.

Ways I can strengthen those connections.

What act of kindness have I done today?

Ways to strengthen my resilience so I can quickly adapt when life throws me a curve ball.

5 things that bring me hope and happiness.

Ways I can build my courage so I can face my fears and life's challenges head on.

What one thing happened today that made me feel gratitude _____

Three more things I am grateful for.

- _____
- _____
- _____

Things I am proud of:

- _____
- _____
- _____
- _____
- _____

I am unique because...

When things go wrong, I will ask myself:

- *What am I feeling right now?*
- *Am I thinking clearly?*
- *What part do I play in this?*
- *What is in my control?*
- *What is out of my control?*
- *What are my options?*
- *What can I do right now?*
- _____
- _____
- _____
- _____

While life may be tough right now, at least I....

Today I choose to let go....

Today, I free myself from resentment by forgiving...

One thing I did this week that was the right thing to do, even though it may not have been the easiest.

Compliments I have recently received.

Compliments I have recently given.

10 things that make me excited about life

- ---
- ---
- ---

- _____
- _____
- _____
- _____
- _____
- _____
- _____

5 mistakes I've made and what I've learned from each

- _____
- _____
- _____
- _____
- _____

Excuses I need to stop making so I can move forward with my life.

- _____
- _____
- _____
- _____
- _____

People who make me feel down or affect me negatively (that I need to spend less time with).

- _____
- _____
- _____
- _____
- _____

Positive things that happened today.

PROGRESS REPORT

Things I have done that have helped me feel more positive.

Things I am still working on.

Setbacks I've encountered:

How I overcame them (or am working to overcome them):

How my life is different even with the few changes I have made so far.

Thoughts/Notes:

SelfImprovementMastery.com

Productivity Worksheet

Ever see someone who is highly productive and wonder how they got there? There's a good chance, they started with a plan. This worksheet is designed to help set the stage for becoming a more productive.

What being productive looks like to me:

Why I want to become more productive:

Benefits I will receive by becoming more productive:

- ---
- ---
- ---
- ---

Things that hold me back from being as productive as I'd like:

How I can overcome these obstacles:

Areas of my life where I need to be more productive:

- _____
- _____
- _____
- _____

I'm going to start with this one area/task (be specific):

Tools I can use to help me be more productive:

Steps I need to take in order to be more productive:

- *Stop working overtime. (Studies show, productivity actually increases when you work less.)*
- *Learn to say "no".*
- *Start delegating.*
- *Kill the perfectionist in myself.*
- *Automate tasks (paying bills, sorting emails, scheduling appointments, posting on social media, running reports, etc.)*
- _____
- _____
- _____
- _____
- _____

How I plan to stay on track once I become more productive:

- _____
- _____
- _____
- _____
- _____

PROGRESS REPORT

Steps I have taken:

Positive results I've experienced from being more productive in this area.

Things I still need to improve on:

How I will improve them:

Setbacks I've encountered:

How I overcame them (or am working to overcome them):

I am now better able to stay productive because:

How I feel now that I'm more productive:

Notes/Thoughts:

Time Management Worksheet

With how busy schedules are these days, it's no wonder so many people struggle with managing their time wisely. This worksheet is designed to help you get a better grasp on your time.

What I would do if I had more time in my day.

The benefits of effective time management include:

- ---
- ---
- ---
- ---

Obstacles that get in my way of making the best use of my time

Ways I can overcome these obstacles.

Steps I can take to gain control of my schedule

Commitments I cannot change (work, school, family, meals, etc.)

Commitments that have some flexibility (sleep, recreation, etc.)

Tasks I perform best in the mornings (reading, problem solving, phone calls, etc.).

Tasks I perform best in the afternoons (research, computer work, physical activities, etc.).

Tasks that take me longer than necessary to complete (that I can delegate to someone else)

DAILY SCHEDULE & PRIORITY LIST

SCHEDULE	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	

TASKS (PRIORITIZED)	

NOTES:
