

Focus on the 1

Your Personal Progress
to Greatness Workbook

Created by

MTClife



Before We Begin

We are so happy that you are here! Get ready because this guide will be (IF YOU LET IT) life changing.

Little by little you will declutter your mind, get clear on the things that matter, and start your personal progress to greatness (a.k.a. the things you really want).

This guide is divided into 8 different phases, each phase will have prompts that will guide you through this process. Dig deep, trust the process, trust yourself and lets get started!



Phase 1 – Discovery (Decluttering)

As anyone who has ever tried meditation knows, a busy mind can be a major obstacle to inner peace. The worry and stress of daily life can quickly overload our mental circuitry, resulting in feelings of anxiety and restlessness. One way to declutter your mind is to use a checklist.

So here is what you are going to do... Write down all the things that are on your mind, no matter how small or trivial they may seem. Then, go through the list and identify the items that worry you the most. Be honest with yourself—no judgment will follow. This exercise allows you to take stock of your worries and concerns and can help you to prioritize your thoughts. By taking the time to declutter your mind, you can help to reduce stress and promote feelings of calm and relaxation. If you need more space, use the back of this page.

Here are some examples to get you started. Be honest and know that there is nothing too big or too small to write down.

High level of debt

Strained relationship

Not Eating Healthy

Weight-loss

Feeling tired/fatigued

Overburdened at work

Don't like my job

Life event (wedding,
baby, divorce)

Dating

Studies/education

Lack of sleep

Being bullied

Watching too much TV

Always arriving late

Not making it to the gym

Buying too many clothes

Drinking too much



Phase 2 – 1,2,3, Go!

In today's world, there are many things that can cause worry and stress. For some people, it may be financial insecurity, while others may be concerned about their health or the well-being of their loved ones. However, everyone has different fears and concerns, and what may be a top worry for one person may not even register for another.

Now with that in mind, look at your list above and pick **your top three** things that worry you the most. Now place them in order of importance 1, 2, 3. Let's get clear!



Phase 3 – It's All in the Minutiae

Now it's time to break it down to its simplest form and figure out what's going on.

Here is what you're going to do...Look at priority #1 from phase 2, and identify/list all potential problems associated with this priority.

There could be a multitude of reasons as to why you have this challenge. Whatever the reasons may be, it is important that you identify these reasons so that you can address them effectively in a later phase. Only by doing so will you be able to overcome this challenge and improve your performance. There is no minimum, the more specific you are, the better your results. If you need more space, use the back of this page.



Phase 4 – True Why Deep Dive

What is your "why"? Why do you get up every morning and go about your day? Why do you do the things you do? For many people, the answer to this question is simply "because I have to." But if you take the time to dig a little deeper, you may find that there is a much more meaningful answer waiting for you. We all have a "why." It's that thing that drives us, that motivates us to do what we do every day, but it can be hidden deep within us.

To help uncover why your #1 issue from phase 2 is your #1, take some time to go at least 7 layers deep. Start by asking yourself why do you want to change this aspect of your life? Then keep asking yourself why, a minimum of 6 more times. By the time you get to the 7th level (or beyond), you will have a good understanding of your motivations. Use the back of this page if you need more room.

Once you know your "why," you can use it as a compass to guide your actions and help you stay on track when times get tough while working through this process. You know you've hit your true, deep down "why", when your answer creates emotion (get the tissues ready there could be tears!).

*For example, let's say you are trying to figure out why you want to lose weight. You might come up with an answer like "because I want to be healthier." But then you can ask yourself why again: "Why do I want to be healthier?"

Why is this important to me?

Why is (above) important to me?



continued

Why is this important to me?

Why is this important to me?

Why is this important to me?

Why is this important to me?

Why is (above) important to me?



Phase 5 –Resource and Solution Mining

When you're trying to find solutions to the problems you identified in phase 3, it can be helpful to use some specific strategies.

Break each problem down into smaller chunks. Then, look for resources from those who have overcome this challenge themselves or are established experts in the field that you are concentrating on. This could include books, podcasts, websites, articles, apps, webinars or even people you know who have successfully overcome similar challenges.

Now find and list 3 resources that you will use and gather 3 possible solutions.

What three resources will you use?

What three possible solutions have you found?

Once you've gathered these possible solutions, take some time to evaluate each one. Consider whether it would be realistic and feasible to implement, and whether it would address the problem at hand. By taking these steps, you'll be well on your way to finding the best solution for your situation.



Phase 6 – What, When, Where

Creating an action plan can seem daunting, but it doesn't have to be. Simply start by taking the list of solutions you already made in phase 5, this is the “what”. Now plan when (time), and where (place) you will implement your solutions. Doing this exercise will give you clarity and increase your chances of following through.

Use the table below to guide you

What	When	Where

Then fill in this sentence

I will [BEHAVIOR] at [TIME] in [LOCATION].

1. I will _____ at _____ in _____
2. I will _____ at _____ in _____
3. I will _____ at _____ in _____

Now it's time to Act!! You ARE READY to go and do!

Remember that this can be the hardest part of your journey. Take a deep breath and remind yourself that you can do this... that you have a plan... that your actions will make a difference... and each step you take will take you closer to where you want to be!



Phase 7 – Rewards

You are well on your way!!! Now it's time to set up a personal reward system that will keep that momentum going.

Now we want to remind you the rewards are NOT for the result or the achievement of your goal, but rather they are there to reward you for your effort.

Here are 3 suggested strategies:

- **“Never break the chain”** – grab a calendar, place it somewhere where it's visible and each time you accomplish your action for the day mark it with an X. The purpose of this is to see how many Xs you can get, the more you have the more momentum you build, the more excitement or feel good chemicals you release, the more you will want to keep at it! Research shows that tracking creates a spike in our motivation and increases momentum. Try it!
- **Never miss it twice** – life happens, things will implode and there will be times when we might miss the mark, that's okay! This strategy will help you honor all your efforts, give you grace, and then help you refocus for the next day. Your only goal is not to miss the next day!
- **Big Effort – Big Reward** – A dinner out? A pair of new shoes? An Experience? Pick something that is meaningful to you and that you wouldn't just do without a reason. Make it special because you are celebrating a special person, you!

Now in the space below write down (or draw/print a picture of) what you will do to celebrate all your efforts. What will your rewards be?



Phase 8 – Reflection

This is a time that you will take to think about and evaluate yourself. This can help you to get to know yourself deeper as you review your progress each day and at the end of the week. It is up to you. For this phase we recommend getting a journal or a notebook to record your thoughts.

Ask yourself

- How did I do today / this week?
- What did I do well?
- What was challenging this week?
- What can I focus on as I head towards tomorrow / next week?

Wisdom comes from learning from our past experiences, then re-focusing on the future to continue growing and progressing towards the life we want.

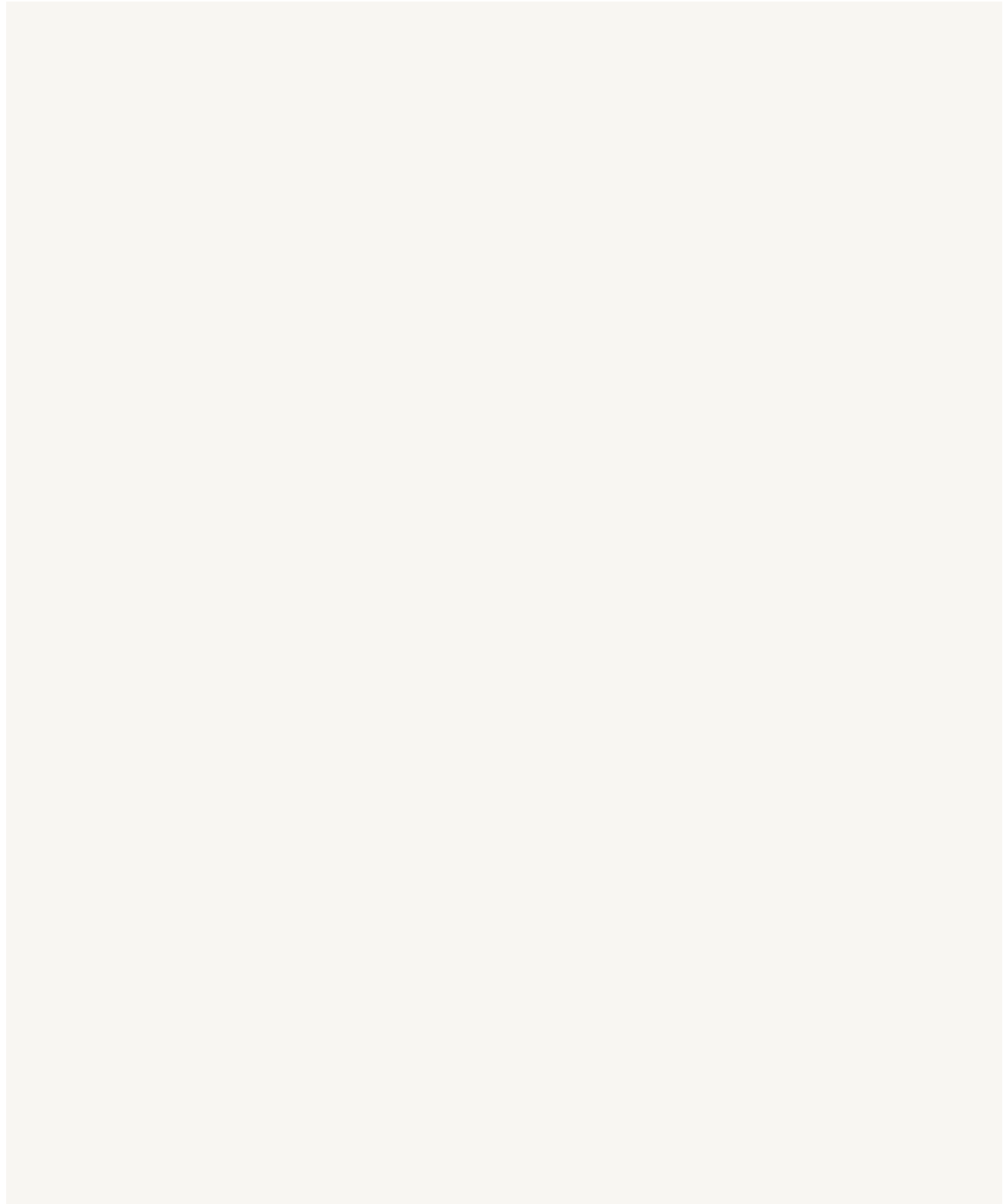
As you embrace this process here are some tips to keep in mind:

- Be honest with yourself
- There is no right or wrong answer
- This is about you and for you
- Have no expectations – allow your thoughts to flow freely (this can be in the form of free writing in your journal, it can be very therapeutic)

You can get started in the space below.



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Congratulations!

You have made it through the whole process, and we are so proud of you! Did you have some successes? Great! Did you have some failures? Great! It means you are making effort.

We know that change is not easy, but we know that as you use this guide it will give you the structure that you need to help you get started, but most importantly keep you going. Every step you take, every time you adjust and KEEP GOING, gets you one step closer towards the life that you want. So use this workbook again and again and again!

Thank you for doing this with us and let us know what your experience with it! We would love to hear from you. Send you feedback to: info@mtclife.com.

Remember... Every effort to change you make—no matter how tiny it seems to you—just might make the biggest difference in you live.

We wish you all the success in this world!!

With Love,

Miguel Martinez
Maria Bunt