



# Personal Growth Toolkit



**Essential**  
skills

# 25 Positive Thinking Affirmations

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Affirmations are simple reminders to our subconscious that tells it to stay positive and focused on reaching our goals. They are meant to be used for ourselves, not for others. Affirmations can create more appreciation for the things we have and are surrounded with. They can bring more joy and happiness to our lives.

When creating your affirmations, there are a few things to keep in mind.

- Including the words "I am" in your affirmations bring power to your statement.
- Positively state what you want, not what you don't want.
- Keep your statements short and specific.
- Include words that show action or emotion
- Before stating your affirmation, take a deep breath and focus on what you're saying.
- Be grateful for what you have, the people in your life and your surroundings.
- Let go of the past. You can't change it so don't waste time thinking on it.
- Celebrate your 'wins'.

Below are 25 positive thinking affirmations to get you started.

1. I can do better, just by deciding to do so.
2. Life is what I make of it.
3. I can.
4. I am above negative thoughts and actions.
5. Happiness is a choice. I choose it.
6. Today, I let go of old habits and take up new ones.
7. I am conquering obstacles every day.
8. I am seeing a positive in every situation.
9. My thoughts are becoming more positive each day.
10. Life is getting better all the time.
11. I am turning into the person I always wanted to be.
12. Thinking positive is starting to feel more natural to me.
13. My optimism is altering my reality.
14. I am at peace with my past and looking forward to the future.
15. I no longer fear tomorrow.
16. I am blessed.
17. This too shall pass.
18. I control how I feel.
19. I am willing to do what it takes to make positive changes.
20. The future is mine, if I choose to take it.
21. I am indestructible.
22. This moment is awesome.
23. Positive thinking is part of who I am now.
24. Today is the first day of my new life.
25. Everything happens for a reason that serves me.

# 30 Ways to Think More Positively

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After years of having a fixed, negative mindset, it's tough to change one's ways. But with practice, you can create a more positive outlook on life. Here's 30 ways to practice thinking more positively.

1. When talking, replace negative words with positive words. Instead of saying "This is too hard", say "I can do this" or "I accept this challenge".
2. When thinking, use empowering words; those that make you feel strong, happy, motivated and in control.
3. Journal your thoughts. Celebrate your successes. Document and analyze the losses. Find where you went wrong and plan to do better next time. Learn from your mistakes.
4. Counter each negative thought with multiple positive thoughts. When you catch yourself having negative thoughts, take a moment to think two or three positive thoughts.
5. Go somewhere that brings you peace and happiness. This might be a nature walk, a quiet place like a museum that is visually appealing, an area where you listen to music, a park where you can watch kids and pets play happily. As often as possible, visit this place where you feel peace and happiness.
6. Practice positive affirmations. The more you practice, the easier it will become.
7. Forgive yourself for missteps. It happens. The important this is not to dwell on them and keep moving forward.

8. Surround yourself with positive people.
9. Add inspiring visuals and colors to your home and work space.
10. Look at things from a different point of view. When you can see both sides, you can eliminate a lot of negativity.
11. Laugh aloud and often. There's always something to laugh about. Smiling and laughing releases 'feel good' endorphins in the body.
12. Remember your "why". Why you are trying to be more positive, what your goals are, how things will be better once you meet your goals, etc.
13. Practice gratitude. When you're feeling thankful, you'll feel more positive.
14. Live in the moment. Stop worrying about yesterday or what's coming. Do what you can do today to get one step closer to reaching your goals.
15. Indulge yourself occasionally. You are working hard to be a more positive person. You deserve a small reward.
16. Carry a funny photo with you. Save a funny video on your phone to give you a boost when you're feeling down.
17. Look at each challenge as an opportunity to grow. Strive for excellence.
18. Relax. Sometimes you just need to step back, breathe deep and relax to get the good vibes flowing again.
19. Get physically active to release more 'feel good' endorphins.
20. Believe in yourself. The only thing keeping you from succeeding is your own negative thoughts. Stop getting in your own way.
21. Stop making excuses and laying blame. Take responsibility for your actions and make the choice to do better next time.

22. Observe your thought patterns. Are there certain times of the day when you're feeling more negative? What can you do to make those times more positive?
23. Ask yourself, does this really matter? Will it matter next week or next month? If not, let it go. This called not sweating the small stuff.
24. Practice proper posture. Standing or sitting up with the back straight, shoulders back and chin up will help the mind and body feel better.
25. Be kind to others. Compliment a stranger. Do something nice for coworker or friend. Call a family member you haven't talked to in a while.
26. Read something inspiring every day. Follow those who inspire you most and see what they do each day to make like the best it can be. Follow their lead.
27. Dance and sing. It doesn't matter if you have two left feet or can't carry a tune. Crank up the music and give it all you've got.
28. Look for the positive. Even in the worst of situations, there's always something positive if you just look for it.
29. Have a personal mantra. No matter what it is, these will be the words you live by each day that reminds you to be positive.
30. Meditate, do yoga, concentrate on your breathing and relaxing your mind.

# 50 Confidence Affirmations



1. I am worthy of happiness and success.
2. I forgive others and their actions.
3. I change myself into the best version of me.
4. My choices are my own decisions.
5. I choose to give priority to how I want to live.
6. I am ready for success.
7. I choose joy in my life.
8. I am making my life better every day.
9. I am strong and able to accomplish anything I want.
10. I have what it takes to make my dreams a reality.
11. I easily pursue my goals with confidence.
12. I am unique and special just as I am.
13. I am worthy of respect from everyone.
14. My circumstances are not who I am.
15. I trust myself to make good decisions for my happiness.
16. I am on the path to my perfect future.
17. I am only limited by my own imagination.
18. I am open to everything I deserve.
19. I believe in myself and my wants.
20. My wants and needs matter.
21. My life has a unique purpose and I am fulfilling it.
22. I count my blessings every day.

23. I am grateful and open to blessings.
24. I am open to new opportunities.
25. I seek out opportunities.
26. I am open to what I can accomplish.
27. I am not afraid of failure, disappointment or being hurt.
28. I am strong and courageous.
29. I respect and honor myself.
30. I believe in me.
31. I inhale confidence with every breath I take.
32. I am bold and strong in every situation.
33. I am confident in my future.
34. I love myself completely.
35. I am creative, confident and persistent in everything I do.
36. I accept others as they are.
37. I release any negative feelings of misery or suffering.
38. I let go of the need to prove myself to others. I am the only one that approves of my actions.
39. I am never without support from the universe.
40. I fill my mind with healthy positive energy and thoughts. My life experiences come from my positive thoughts.
41. I face challenges and problems with confidence.
42. I love what I do and am doing what I love.
43. I am amazing in mind, body, spirit and love.
44. I am aware of my strengths and use them with confidence.
45. I surround myself with inspiring, positive people.
46. I am kind, compassionate and care for others.
47. I am optimistic in every situation.
48. I believe in my dreams.
49. My life is worthy of my desires.
50. My thoughts and opinions matter.

# 50 Motivational Affirmations



1. I choose to take the actions needed to meet my goals.
2. I choose to place a higher value on progress rather than quick success.
3. I am determined to move forward one step at a time.
4. I am filled with energy as I take action on my plan.
5. My positive attitude and dedication enable me to reach my daily goals.
6. I focus on my abilities and reinforce my self-confidence.
7. I choose to take responsibility for my own happiness.
8. I am in charge of what I think, say, and do. I will succeed.
9. I know what is best for me and I make smart decisions based on facts.
10. I easily handle issues that threaten to steal my peace.
11. I motivate myself and in doing so, I motivate others.
12. I consider other people's words and actions as I decide what I believe to be true.
13. I have faith in my abilities.
14. I watch for opportunities to take action.
15. I look for opportunities to be supportive of others.

16. I am excited about the future I am building.
17. Each day I review how my actions contribute to my ultimate success.
18. I motivate myself to take appropriate actions throughout the day.
19. I find inspiration in little things, which lead me to great accomplishments.
20. I believe it. I plan it. I do it.
21. I hold myself accountable for honoring commitments and fulfilling them.
22. I am a positive role-model to friends, family, and even strangers.
23. I inspire others to take action when I lead by example.
24. I think of mistakes as trial-run experiments and adjust my actions accordingly.
25. I choose to see something positive in every situation.
26. I discover new strengths within myself each day, as I take action.
27. I am inspired to take action each day by learning from others and the world around me.
28. I use my compassion for others to help motivate me to take action every day.
29. I use my positive mindset to overcome hurdles, making my actions look easy and feel productive.
30. I am confident that by taking calculated actions in a timely manner that I receive unlimited benefits and success.
31. I believe in myself. I deserve to accomplish my goals.
32. I am committed to anything I put my mind to.
33. I will follow through with every choice I make.

34. I find optimistic ways of dealing with difficulties.
35. I choose to participate fully in my day.
36. I have all it takes to make this day productive.
37. I am in control of my life.
38. I have faith in my ability to pursue my dreams no matter what.
39. I am successful in whatever I do.
40. Every step that I take to move forward allows me to grow stronger by the day.
41. I accomplish my tasks on time because I am always fully motivated.
42. Every action I take increases my confidence.
43. Everything I think, say and do makes me healthier.
44. I am fully committed to my goals and objectives.
45. I don't give up.
46. I am focused.
47. I will do whatever it takes to reach my highest potential.
48. I welcome challenges and will persist through the challenging times.
49. I have the strength to get through obstacles.
50. I take care of my body and exercise every day.

Remember...

**“Perfection is impossible; just strive to do your best.”** ~ Angela Watson

# Top Characteristics of Happy People

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Ever wonder why some people always seem happy when others do not? It's all about how you view things. Below are the top characteristics of happy people.

Happy people:

- Practice gratitude and show their appreciation.
- Are genuinely nice to others
- Are open and honest
- Are cooperative
- Smile when they mean it
- Are well-adjusted and appreciate simple pleasures
- Surround themselves with other happy people
- Are spontaneous and adventurous
- Are good listeners
- Have fewer expectations, and fewer disappointments
- Don't judge others and don't let judgmental people affect them.
- Actively try to be happy each day
- Are resilient. They bounce back from obstacles and failures.
- Help others when they can
- Spend time doing nothing
- Choose meaningful conversations over small talk
- Stay connected with those they love
- Look for the positive in everything
- Regularly unplug from technology, if only for a few hours a week.

- Try to maintain a healthy mind and body through proper eating, exercise, and rest.
- Laugh loud and laugh often, fully enjoying the moment
- Like themselves
- Have self-control
- Are optimistic
- Are spiritual
- Lead a balanced life
- Embrace their creativity

# Assertive Communication



Being assertive is a communication style in which you stand up for yourself while being respectful. This worksheet will help you work through ways you can become more assertive when communicating with others.

## Things to remember:

- You are important as are your wants, needs, opinions, beliefs and rights. Others need to respect this but it's up to you to ensure they do.
- Compromise is okay but don't give in too quickly. Stand up for yourself.
- When being assertive, always express yourself in a calm manner. Use clear, factual statements. "The figures in this report don't add up" rather than "You did this wrong" or use "I" statements such as "I feel frustrated when..." instead of "you never respect me."
- Always be respectful when expressing your needs. Consider the other person's view as well.
- Plan what you're going to say and practice. Becoming assertive is a skill that takes a lot of practice.
- Never feel guilty for saying no. It's simply not possible for you to meet the needs of everyone. Be clear, be firm and be okay with saying no when you need to.
- Your body language should match your tone of voice; steady and confident.
- Always keep eye contact when stating your case.
- Listen to others without interruption.

## Three types of communication:

- Communicating passively** includes having poor eye contact, being soft spoken or quiet, allowing others to take advantage of you while rarely expressing your needs.
- Communicating aggressively** includes being disrespectful to others, interrupting when they are speaking, being critical or humiliating them, getting loud and pushy, unwilling to compromise.
- Communicating assertively** includes good eye contact, clearly stating your needs in a calm, factual, confident tone, listening without interruption, being willing to compromise at times.

## How comfortable are you with being assertive?

- Do you ask for help when you need it?
- Do you look people in the eye when talking to them?
- Do you speak in a clear, confident manner and does your body language match?
- Do you express your anger in an appropriate manner?
- Do you ask for clarification when you are confused?
- Do you share your opinion when you disagree with others?
- Do you speak up and defend yourself?
- Are you able to say "no" and stick to it?
- Do you often compromise to avoid issues?

## Exercises:

Why do you avoid being assertive?

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How does it make you feel to not be assertive?

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What can you do to overcome this?

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Write about a time when you communicated in an assertive way.

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How did it make you feel during and afterwards?

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Write about a time when you failed to communicate in an assertive way.

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How did it make you feel during and afterwards?

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How could you have responded in a more assertive way?

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If you had been more assertive, how do you think you would have felt afterwards?

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Take a moment to consider each of the scenarios below. Document how you would assertively respond to each.

I know it is last minute, but I need you to babysit this weekend. I just made plans.

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A co-worker wants to bum money for a snack. They haven't paid you back from the last time and you only have enough money for your own snack today.

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Oops! I left my wallet at home. Can you buy this for me and I'll pay you back?

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You're at a restaurant. Your meal just arrived and it is wrong.

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You've been asked to work late, again, but you have plans.

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Someone made a mess in the kitchen and left it.

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You are working from home today and your spouse keeps interrupting you.

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A friend or family member showed up uninvited, but you have plans.

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Your boss yelled at you for a mistake, then stomped off.

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You've been working hard and feel you're ready for a promotion.

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Your sibling asks to borrow your car, but it will be an inconvenience to you.

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Your co-worker is always borrowing your supplies but never returns them.

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You are shopping and need assistance. The sales person is busy on their phone and is ignoring you.

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# Banishing Negative Self-Talk



For years, you have unconsciously trained your brain to think negatively about yourself. At this point, those thoughts come automatically. This worksheet is designed to help stop those thoughts and allow you to challenge those beliefs. Once you start thinking better about yourself, your confidence will soar.

Negative Thought:

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What triggered this thought?

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What emotions am I feeling right now while having this thought?

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Is this negative thought true or just my opinion?

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Could I be wrong about this?

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How else can I look at this?

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What evidence supports this thought?

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What evidence disputes it?

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Is this negative thought serving a positive purpose in my life? If so, how?

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Is this thought interfering with my goals and happiness?

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How can I change this thought into something more positive?

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If someone else had this thought, what would I say to them?

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What would someone else say to me if they knew I was having this thought?

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Is the true reason for this thought because I'm trying to avoid something? If so, what is it? Why am I avoiding this? How can I address this?

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Am I taking responsibility for something that is not my fault or within my control?

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What is the worst thing that could happen if this thought is true? Could I handle it and how?

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What's the best thing that could happen if this thought is true?

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Banishing negative self-talk is tough but it can be done with practice. Use the following examples when trying to change negative thoughts into positive ones.

<b>Negative Thought</b>	<b>To</b>	<b>Positive Thought</b>
I'm gullible	→	I'm trusting of others
I'm being criticized	→	They're offering advice or guidance
I'm a failure	→	I am learning
I'm tired	→	I'm taking a break to recharge
I'm disgusted	→	I am surprised
I am different or weird	→	I am unique
I am ugly	→	I am attractive to some people
They are nosy	→	They are interested
I hate this	→	I prefer something else
I suck at this	→	I need more practice
I am overwhelmed	→	I am good at what I do and in demand
This is a problem	→	I accept this challenge
I am boring	→	I can consistent
This is not going well	→	I can avoid disaster by
I can't complain	→	It's going better than expected
Nothing is going right	→	I'm grateful for
I can't	→	I can
I don't know how	→	I get to learn something new
It's too complicated	→	How can I do it differently
I might fail	→	This is going to work
I have no time	→	I will make time
They never get it right	→	I need to be clearer and more concise
I wish	→	I'm going to

# 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:

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## Bad Habits I Want to Break

Habit: \_\_\_\_\_

Why I want to break it / benefit of breaking it: \_\_\_\_\_

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Obstacles might I face while trying to break this habit: \_\_\_\_\_

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I will overcome these obstacles by: \_\_\_\_\_

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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: \_\_\_\_\_

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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:

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**Good Habit I Want to Make:** \_\_\_\_\_

Why I want this habit: \_\_\_\_\_

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How I see this habit

Obstacles might I face while trying to create this habit: \_\_\_\_\_

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I will overcome these obstacles by: \_\_\_\_\_

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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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Today I Choose to Feel Grateful



Today I'm grateful for...

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Something good that happened this week...

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I'm thankful for my health because...

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**I'm grateful for my family and friends...**

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**The best part of my day...**

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**The worst part of my day...**

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**My goal for tomorrow is...**

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# Feeling Gratitude



This worksheet is meant to help you become more aware of the positive things in your life. When you feel and express gratitude on a daily basis, you will become happier, more energetic and more confident.

It is recommended you complete this worksheet each day for a minimum of two weeks or until feeling and expressing gratitude becomes natural to you.

One NEW thing I am grateful for today...

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5 more things I am grateful for today....

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Something I need to express my gratitude for...

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I expressed my gratitude today for...

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# Health



**My Health Goal**

**3 Reasons why this goal is important to me**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**7 Ways I can stay motivated while reaching this goal**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

# Healthy Eating Worksheet

My Health Goal

3 Reasons why this goal is important to me

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

7 Ways I can stay motivated while reaching this goal

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

# Practicing Mindfulness

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Practicing mindfulness is something that can be integrated into your life so it becomes natural. Here are some ways to get started.

- ❑ Be aware of the moment. As you wake up in the morning, during your lunch break, as you go to bed at night, any time you have a moment. What are you seeing, smelling, physically feeling, hearing? What emotions are being evoked?
- ❑ Hydrate your body mindfully. As you drink water, notice the taste, temperature and how it feels in your body.
- ❑ Watch the sun rise or set. Notice the patterns, the colors, the wind, or lack of, the way it feels on your body.
- ❑ Walk barefoot. Feel the soil between your toes, the texture of the grass, the connection you have to mother earth.
- ❑ Slow down and enjoy life. It's often the small things that make the biggest difference. Don't ignore them because you're rushing through your life.
- ❑ When eating, be aware of the scents, flavors, and textures of the foods. Pay attention to how it makes your body feel.
- ❑ When cooking, observe the processes you go through, slicing, stirring, and pouring.
- ❑ Let your mind wander while you relax and breathe deep. Using all your senses take in the things around you.

- ❑ Observe your moods. How does your body feel when you are confused, happy, sad?
- ❑ Pay attention to your actions and reactions. How do you act or react in different situations? How does that affect the rest of your day or week?
- ❑ Connect with nature. Take a walk in a park, hike a trail, visit a beach. Notice the movement of the trees and flow of water.
- ❑ At the end of each day, list 2-3 things you are grateful for.
- ❑ Start each day with intention. Set goals for each day and strive to meet them.
- ❑ Reduce life clutter and distractions. This includes negative people who hinder your happiness.
- ❑ Observe your body language. How are you projecting yourself? If you could not speak, what would your body be saying?
- ❑ Write in a journal each day. Reflect on the day. Make note of things that happened, what you thought and how you felt in the moment.
- ❑ Practice meditation daily. Add soft music or scented candles if it helps.
- ❑ Plan for tomorrow so you face it head-on with few interruptions.
- ❑ Renew or create relationships with positive people.
- ❑ Exercise. Make note of how your body felt before, during and after.
- ❑ Notice the difference in your body and mind when you wake a few minutes early or get a full nights rest.

# Mindfulness Worksheet

When we are aware of what we are experiencing through all of our senses in any given moment, we are practicing mindfulness. Mindfulness helps us to observe with greater focus and better control how we think, feel and act. This worksheet is designed to help set the stage for becoming more mindful.

**What brings meaning to an experience? What makes it special or meaningful to me?**

**What benefits or goals do I hope to achieve by being more mindful?**

- *To improve my communication skills*
- *The ability to better manage my thoughts and feelings*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**What obstacles might I face while trying to become more mindful?**

- *My mind might wander while meditating*
- *Not practicing regularly*
- *Trying too hard/ over-focusing*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**I will overcome these obstacles by:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Questions to ask while I'm practicing mindfulness:**

- *How am I feeling right now?*
- *How do I feel about the day ahead (or tomorrow)?*
- *Can I feel the presence in my hands?*
- *Who am I? Who is the real person sitting here?*
- *Where is my attention right now?*
- *Where am I physically feeling my perceptions right now?*
- *Does time really exist in the present moment?*
- *How will this meditation session affect me, and others around me?*
- *Who would I be if I didn't have limiting beliefs?*
- *How can I better take care of myself?*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Thought Tracking Sheet

Event or Situation	Emotions Experienced	Physical Sensations	Unhelpful Thoughts	Why I Felt This Way	Results of My Thoughts	What I Can Do Better Next Time

Notes / Thoughts:

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# People Who Inspire Me Worksheet



Inspiration comes from many sources. The following people have made an impact on my life and have inspired me more than they will ever know.

1. Name: \_\_\_\_\_

What inspired me about this person: \_\_\_\_\_

\_\_\_\_\_

I want to adopt these same qualities into my life: \_\_\_\_\_

\_\_\_\_\_

This is important to me because: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_

What inspired me about this person: \_\_\_\_\_

\_\_\_\_\_

I want to adopt these same qualities into my life: \_\_\_\_\_

\_\_\_\_\_

This is important to me because: \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_

What inspired me about this person: \_\_\_\_\_

\_\_\_\_\_

I want to adopt these same qualities into my life: \_\_\_\_\_

\_\_\_\_\_

This is important to me because: \_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name: \_\_\_\_\_

What inspired me about this person: \_\_\_\_\_  
\_\_\_\_\_

I want to adopt these same qualities into my life: \_\_\_\_\_  
\_\_\_\_\_

This is important to me because: \_\_\_\_\_  
\_\_\_\_\_

5. Name: \_\_\_\_\_

What inspired me about this person: \_\_\_\_\_  
\_\_\_\_\_

I want to adopt these same qualities into my life: \_\_\_\_\_  
\_\_\_\_\_

This is important to me because: \_\_\_\_\_  
\_\_\_\_\_

6. Name: \_\_\_\_\_

What inspired me about this person: \_\_\_\_\_  
\_\_\_\_\_

I want to adopt these same qualities into my life: \_\_\_\_\_  
\_\_\_\_\_

This is important to me because: \_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

# Positive Thinking for Kids

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Use the ideas below to build your kids' positive thinking skills and positive character traits, as you model the behaviors you want to see in your children. Check off each suggestion as you introduce and implement each concept.

- ❑ Encourage an attitude of gratitude.
  - ❑ Help your children to identify negative statements and thoughts, especially those regarding other people and statements where children compare themselves to others.
  - ❑ Show your children what gratitude sounds like by frequently using "grateful" statements, that include "I am grateful for," "I'm thankful for," "I appreciate," "I'm happy for," etc.
  
- ❑ Support the development of positive character traits.
  - ❑ Show your approval of an action by commenting on the associated positive character trait.
  - ❑ Name and discuss positive character traits as well as negative traits.
  - ❑ Explain what makes a character trait positive or negative.
  - ❑ Identify positive and negative traits in others as the opportunities arise, in daily life.
  - ❑ Express your positive thoughts about how specific traits affect others' feelings, ideas, and actions.
  
- ❑ Provide visual positivity reminders.
  - ❑ Add a positive thought note in kids' lunch boxes.
  - ❑ Let them select positive quotes to add to an image and print out.
  - ❑ Ask your child to select a sign that makes them feel positive.
  - ❑ Create "wearables" that express a positive word or phrase that is meaningful to your child.



# SMART Goals Checklist



Goal: \_\_\_\_\_ Deadline: \_\_\_\_\_

## Specific:

- I have been specific in what goal I plan to accomplish and why I want to accomplish it.
- I have been very clear about what specific actions I will take.
- My goal will challenge me.
- My goal is something I want to accomplish for myself, not for anyone else.

## Measurable:

- I have identified the indicators that will tell me when I've reached each milestone and my final target goal.
- I have created a plan for how I will reach each milestone.
- I have used numbers or values so I can track my progress.

## Attainable:

- My goal is realistic.
- My goal is within my reach.
- My goal requires me to invest my time, energy and effort to reach it.
- I have resources in place to keep me motivated when I'm feeling frustrated.

**Relevant:**

- I have documented my "WHY" in detail.
- I have listed the benefits I will see once I've reached my goal.
- My goal fits with my future plans.
- Now is the right time to start this goal?
- I have plans in place to help keep me motivated when I get frustrated.

**Timely:**

- I have set a deadline for reaching my goal.
- My goal is achievable by the deadline, if I stay focused and motivated.
- My goal is doable even with the other commitments I currently have.
- I have a plan for overcoming any obstacles that get in my way.
- I have my milestones in place.













*“Finding your ‘why’ is a process of discovery, not invention.”*

~ Simon Sinek



**My Goal**

**10 Reasons Why This Goal is Important to Me**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# Quotes that Inspire Action



1. If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward. ~ Martin Luther King, Jr.
2. Action may not always bring happiness; but there is no happiness without action. ~ Benjamin Disraeli
3. The way to get started is to quit talking and begin doing. ~ Walt Disney
4. You are what you do, not what you say you'll do. ~ Carl Jung
5. Do it, and then you will feel motivated to do it. ~ Zig Ziglar
6. Never mistake motion for action. ~ Ernest Hemingway
7. Everyone is trying to accomplish something big, not realizing that life is made up of little things. ~ Frank A. Clark
8. Be like a postage stamp. Stick to one thing until you get there. ~ Josh Billings
9. Even if you're on the right track, you'll get run over if you just sit there. ~ Will Rogers
10. Activate your faith. Make your move. ~ Steven Furtick
11. Success seems to be connected with action. Successful men keep moving. They make mistakes, but they don't quit. ~ Conrad Hilton
12. Your future depends on what you do today. ~ Mahatma Gandhi
13. The worst thing you can do is nothing. ~ Terry Pratchett
14. You are how you act, not just how you believe. ~ Mitch Albom
15. Don't watch the clock; do what it does. Keep going. ~ Sam Levenson
16. Everybody can be great...because anybody can serve. You don't have to have a college degree to serve. ~ Martin Luther King, Jr.

17. To inspire others, you must first inspire yourself. Only true passion can awake passion in others. ~ Daniel Delgado
18. If your ship doesn't come in, swim out to it. ~ Jonathan Winters
19. I don't wait for moods. You accomplish nothing if you do that. Your mind must know it has got to get down to work. ~ Pearl S. Buck
20. Nothing will work unless you do. ~ Maya Angelou
21. If you really want to do something, you'll find a way. If you don't, you'll find an excuse. ~ Jim Rohn
22. It does not matter how slowly you go as long as you do not stop. ~ Confucius
23. I'm not in this world to live up to your expectations and you're not in this world to live up to mine. ~ Bruce Lee
24. Nobody motivates today's workers. If it doesn't come from within, it doesn't come. Fun helps remove the barriers that allow people to motivate themselves. ~ Herman Cain
25. As you think, so shall you become. ~ Bruce Lee
26. Nothing is impossible, the word itself says "I'm possible"! ~ Audrey Hepburn
27. I can't change the direction of the wind, but I can adjust my sails to always reach my destination. ~ Jimmy Dean
28. Believe you can and you're halfway there. ~ Theodore Roosevelt
29. Whatever the mind of man can conceive and believe, it can achieve. ~ Napoleon Hill
30. Only I can change my life. No one can do it for me. ~ Carol Burnett

Remember...

**You Got This!**

