



**Let's cut  
to the  
chase..**

**What do I want to achieve?**

Goal, wish, measurable result? Be as specific as possible: what, by when and how much?

What:

By when:

Measurable result:

**How will I feel after I have achieved my goal?**

**What kind of benefits will I get achieving my goal?**

**What am I willing to invest to achieve my goal?**

## What action steps do I need to take?

## How can I implement the action steps into my normal life?

## My Action & Achievement Journal

1. Take 3 min every morning, before having a shower or a coffee etc. to write down:

**Today I will ..... to do so I will .....**

2. Take 3 min every evening just before you go to bed and note:

**Today I succeeded to ..... to do so I .....**

1 action is a step into the right direction is good, if you can achieve more even better.

For the first week please feedback both messages to me on a daily basis,

### Next:

1. Please buy a lined note book of your choice, Size A5 or larger
2. Cut the question boxes out and stick them into your new notebook 1 question per page in the same order as in this e-booklet.
3. Use your notes and write out each and every question as specific and detailed as you can.
4. If you are a visual person, find some pictures representing your thoughts and stick them on the same page ( if you plan to use pictures you might want to use 2 pages per question)