



From Daydreams to Plans

A Resource Workbook on
Turning Ideas into Reality



FROM DAY DREAMS TO PLANS

Prepared by Sublimity: Pathways to Peace

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1. INTRODUCTION

We all daydream about things we want to do or hope to do one of these days: organizing photo albums, learning to play an instrument, taking up ballroom dancing, changing a behaviour, taking on a new habit, getting the kitchen renovated, and so forth. But, for a variety of reasons, sometimes our ideas never come to pass. We are either too busy to make it happen, or we're not sure where to begin with turning our ideas into reality, or we believe there are certain impediments that make the idea just too fanciful & pie-in-the sky so to speak, or we have too many "project" ideas so none come to pass.

This Resource Workbook will give you a framework through which to get clear on your daydreams/ideas, and to figure out how to make them happen. You've heard about strategic planning in the workplace. Well, this Resource Workbook is about personal planning to help you implement the daydreams/ideas that really matter to you.

Some of the exercises in the Resource Workbook will be done in-class, while others will be assigned to participants to do in between one class and the next. To gain the full benefit of the experience, I encourage you to complete all the exercises and assignments for they offer you a way to engage with the subject of how to move from idea to implementation, with all the nuances that this entails – from uncovering in some cases your eagerness and confidence to pursue a goal, to hesitancy and possibly fear in other cases, while in still others you may become aware that what you thought you wanted to pursue is not a priority after all, or that there is a better way to achieve the desired outcome.

For those who don't attend the workshop sessions, the Resource Workbook provides enough general guidance for you to be able to apply its principles and use the templates.

2. GETTING CLEAR ON YOUR GOALS

A goal is something you want to pursue or are currently pursuing.

How do you decide between two or more desirable goals? Have you ever been in that situation? Maybe you want to take a Photoshop course and a car maintenance course and they are both at the same time, or you can only afford to take one at a time, or you are hesitating about whether either is where you really want to invest your time and energy.

Perhaps you've been in the situation where you can't decide between two job opportunities. Or you can't decide if you want to go for retraining in order to make a complete change in job/career.

Or, it could be that you want to make a change in your life – which could be anything from relocating, to starting/ending a relationship, to an attitudinal shift – yet you don't quite know whether this is indeed a change you truly want to pursue or how to proceed.

And so, the mind wanders, from daydream to daydream while you, holding the reigns, may or may not be ready to allow the mind its free movement to delve, explore, and take a chance.

But here you are! You must be in a seeking mode. So let's begin by taking a closer look at how you can start to make sense of the daydreams (potential goals). It's really a matter of getting clear about the role and purpose in your life of any given goal. Why does that matter? Because, if you are investing yourself, - your time, possibly money, your attention, and your focus in pursuit of something, don't you want to have a sense of its significance to you? And sometimes in life, there are competing possibilities that present themselves and you have to make a choice between them. How do you decide? How do you work through sorting out your genuine goals? Let's look at some guiding principles.

Principle 1: Cultivate Your Curiosity

- Curiosity is largely about exploration - seeking out an experience that is novel, perhaps complicated or uncertain/risky whether that means finally taking the leap and doing karaoke for the first time or deciding to enroll in university as a senior citizen.

Principle 2: Have Meaningful Goals

- This is about understanding the aim behind a given goal. The aim behind the goal helps you identify its purpose in your life and how it will add to your life. Two simple questions to probe on the worthwhileness of a goal are:
 - 1) What will I get from pursuing this goal?
 - 2) How do I expect to feel when I achieve this goal?

Principle No 3: Be Aware of the Nature of Your Goals

- Being aware of what part of your life your goals fit into helps you get a picture of your priorities and where you place your focus, or attention. When you stop and think about it, your goals fit into one of four categories:
 - 1) *Activities* (e.g., jogging, volunteering, writing a memoir, working).
 - 2) *Behavioural Change* (e.g., becoming more respectful, being less quick to judge, being more understanding, less quick to get angry, less fearful).
 - 3) *A Relationship Dynamic* (e.g., improving your interaction with someone, ending a relationship).
 - 4) *Acquisitions* (e.g., a house, a cottage, a car, antique piece of furniture, new kitchen appliances).

Principle 4: Set Yourself Up for Success With Your Goals

- To maximize the likelihood of success, ask yourself if this is the right time to pursue a given goal? Determine your state of readiness to stick with it and to work through whatever challenges may present along the way. You also optimize your potential for success by making sure that you have the right resources (“inputs”) to achieve your goal. More on Principle 4 in Part 5.

Exercises 1 and 2 that follow, give you an opportunity to practice getting clear on your true goals.

EXERCISE 1: BEING CLEAR ON YOUR GOALS

Instructions

1) Identify two goals you are currently undertaking and ask yourself:

- i. what do I derive (get) from each goal; and,
- ii. how does what I derive from each goal make me feel?

Note: it can be a personal or work-related goal - e.g., gardening, playing a sport, making wine, carpentry, volunteering, singing, yoga, job change, promotion, undertaking a complex project.

2) For each goal, list as many benefits as you like – i.e., Step 1 (i) & 1 (ii).

3) List two other ways that you might enjoy achieving the same benefits identified from 1(i) & 1(ii).

GOAL	WHAT I DERIVE FROM THE GOAL?	HOW I FEEL FROM WHAT I DERIVE?
<p><u>Example</u></p> <p><i>Sing in a Choir</i></p>	<p><i>Learn something new; challenge myself; share a common interest with others; the pleasure of public performances; socializing.</i></p>	<p><i>I feel uplifted, without a care in the world when I sing with the choir; proud of how I've stretched my skill; feel more confident; happy to have made some life long friends.</i></p>
<p><i>Alternative Ways to Achieve the Benefits</i></p>	<ul style="list-style-type: none"> • <i>Join a cross-country ski club.</i> • <i>Join an amateur acting group.</i> 	
<p>1.</p>		
<p><i>Alternative Ways to Achieve the Benefits</i></p>		
<p>2.</p>		
<p><i>Alternative Ways to Achieve the Benefits</i></p>		

EXERCISE 2: BEING CLEAR ON YOUR GOALS

Instructions

- 1) Identify one goal you have in relation to each of the four categories below.
- 2) Identify what you expect to get from each goal, and how you expect to feel when you accomplish your goal.

CATEGORY & GOAL	WHAT I EXPECT TO DERIVE FROM THE GOAL?	HOW I EXPECT TO FEEL FROM WHAT I DERIVE?
<p><u>Example</u></p> <p>Behavioural Change - Positive Self-Talk</p>	<p><i>Less critical of myself; less critical of others; more optimistic attitude; less complaining; I'll be better company.</i></p>	<p><i>Hope to feel less pessimistic and less defeatist; less fearful; more content/at peace.</i></p>
<p>CATEGORY: ACTIVITIES - e.g., jogging, volunteering, writing a memoire, working.</p>		
Goal:		
<p>CATEGORY: BEHAVIOURAL CHANGE - e.g., less quick to judge; less fearful; less negative.</p>		
Goal:		
<p>CATEGORY: A RELATIONSHIP DYNAMIC - e.g., improving interaction with someone, ending a relationship.</p>		
Goal:		
<p>CATEGORY: ACQUISITIONS - e.g., a car, antique piece of furniture, new kitchen appliances.</p>		
Goal:		

ASSIGNMENT 1

Instructions

- 1) To help you identify potential goals, review each day to identify what you appreciated, or what gave you a lift. This is a way of putting you in touch with what you value, which is an indicator of where you may want to focus more energy in future.
- 2) If you find this practice useful, continue it over subsequent weeks.

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

ASSIGNMENT 2

Instructions

- 1) In relation to each of the four categories below, identify one goal you would like to pursue in future.
- 2) Identify what you expect to get from each goal, and how you expect to feel when you accomplish your goal.
- 3) Based on the benefits you list for each goal, identify two alternatives for achieving similar results.

CATEGORY & GOAL	WHAT I EXPECT TO DERIVE FROM THE GOAL?	HOW I EXPECT TO FEEL FROM WHAT I DERIVE?
<p><u>Example</u></p> <p>Activity - <i>Meditation</i></p>	<p><i>Getting out of my head. Obsessing less. Stepping back when I am upset/angry to gain perspective.</i></p>	<p><i>Hope to feel less agitated and out of control, more calm and able to get centred.</i></p>
<p>Alternative Ways to Achieve the Benefits</p>	<ul style="list-style-type: none"> • <i>Practice yoga.</i> • <i>Practice Tai Chi.</i> 	
<p>CATEGORY: ACTIVITIES - e.g., jogging, volunteering, writing a memoire, working.</p>		
<p>Goal:</p>		
<p>Alternative Ways to Achieve the Benefits</p>		
<p>CATEGORY: BEHAVIOURAL CHANGE - e.g., less quick to judge; less fearful; less negative.</p>		
<p>Goal:</p>		
<p>Alternative Ways to Achieve the Benefits</p>		

CATEGORY & GOAL	WHAT I EXPECT TO DERIVE FROM THE GOAL?	HOW I EXPECT TO FEEL FROM WHAT I DERIVE?
CATEGORY: A RELATIONSHIP DYNAMIC - e.g., <i>improving interaction with someone, ending a relationship.</i>		
Goal:		
Alternative Ways to Achieve the Benefits		
CATEGORY: ACQUISITIONS - e.g., <i>a car, antique piece of furniture, new kitchen appliances.</i>		
Goal:		
Alternative Ways to Achieve the Benefits		

3. THE POWER OF YOUR SELF-TALK

Our thinking affects our choices, our behaviour, and our experience of life. What we think about ourselves, the attitudes/beliefs we hold about ourselves, drives what we seek, and governs the extent to which we either feel fulfilled and content, or dissatisfied and out of step. Our preconceived ideas about ourselves either help us or they are a hindrance in our lives.

Let's look at some examples of self-talk – i.e., attitudes/beliefs that people sometimes hold and imagine, if your internal dialogue is like the statements below, how would it impact your life?

EXERCISE 3: EXAMPLES OF POSITIVE & NEGATIVE SELF-TALK	
Instructions	
	Consider how each of the statements below might have a positive or negative influence on one's goals or what one pursues in life.
1)	I love trying new experiences.
2)	I'm pretty creative and enjoy a challenge every once in a while.
3)	I think it's important to have a can-do attitude.
4)	Even though my present job is causing me tremendous distress, I believe it would be wrong for me to quit it without first having another one lined up that is going to pay me at least as much if not more.
5)	I believe I am intelligent.
6)	I have zero talent!
7)	I believe others don't respect my opinions/advice.
8)	I think when you get to a certain age, learning anything new is pretty much an uphill battle.
9)	I'm one to think through every imaginable risk before I decide to do something.
10)	If you don't have money, why bother having any dreams or goals, that's just stupid, you'll be disappointed all the time.

3.1 Being Aware Of Your Self-Talk

Our attitudes/beliefs about ourselves can either be enablers or disablers. They can be a source of strength or they can weaken us. They can liberate or enslave. Given the impact that attitudes/beliefs have on our life, it is important to get in touch with the attitudes/beliefs that you hold. The two exercises that follow do just that.

EXERCISE 4A: HOW OUR SELF-TALK SHAPES OUR EXPERIENCES

Instructions

Positive Thoughts

In the space below, identify an attitude/belief that has a positive impact on a goal in your life and describe how it has helped you.

E.G. I believe I can do anything I set my mind to. This attitude/belief has given me confidence in regard to my career goals: it helps me not set limits on what I might achieve. I go after the jobs I want, I have been proactive in my job search/career, I enjoy learning about new subjects, I assume that if there is something I want to try, or something I need help with, or something I want to consult on, that doors will be open.

EXERCISE 4B: HOW OUR SELF-TALK SHAPES OUR EXPERIENCES

Instructions

Negative Thoughts

In the space below, identify an attitude/belief that has a negative impact on a goal you have or prevents you from even daydreaming about a particular goal, and describe how it has adversely impacted/hindered you.

E.G. I believe that if something can go wrong, it will. Mishaps happen all the time. The world is becoming increasingly more dangerous: planes crash, terrorist attacks in public places, viruses when you travel overseas, horrific fires/floods, internet scams, etc. So I take no risks, am super careful what I do, where I go, and think it best to stay home as much as possible. Trying new things stresses me out because I'm always anxious about what might not go right. This makes for a boring life! Sometimes I feel I'm missing out on so much. It's exhausting being fearful all the time.

3.2 Fears That Get In The Way Of Goals/Daydreams

The messages we keep repeating to ourselves about our capabilities and resources impact the goals we allow ourselves to daydream about and our ability to achieve goals. More often than not, our messaging to ourselves is fear-based.

Being aware of the messaging we give ourselves is the first step in challenging the attitudes we hold in order to break through the barrier they create for us.

EXERCISE 5: AWARENESS OF FEARS

Instructions

To help shift your thinking from a mindset of fear to a mindset of freedom and possibility, reflect on the questions below and provide your answer in the space provided.

1. In relation to my daydreams and goals, what am I afraid of?

2. Why am I afraid? (i.e., Where does this fear come from/what has led me to this fear?)

3. What would I do if I weren't afraid? (i.e., If nothing were holding me back.)

4. How would I feel without the fear? (i.e., If you let go of the fear?)

5. Why is it okay for me to let go of the fear? (i.e., Giving yourself permission to shift your attitude/belief.)

ASSIGNMENT 3

Instructions

Identify positive and negative messages you feed yourself and describe how they help or hinder you.

Positive Messages I Feed Myself & Their Impact	Negative Messages I Feed Myself & Their Impact
<u>Day 1</u>	
<u>Day 2</u>	
<u>Day 3</u>	
<u>Day 4</u>	
<u>Day 5</u>	
<u>Day 6</u>	
<u>Day 7</u>	

4. HABITS THAT SUPPORT REALIZING YOUR GOALS

Because your thoughts set up the model of what you draw to you, it is important to think about what you want rather than what you don't want. You will not get what you want by fearing or hating its opposite. For instance, having money does not come from disliking living in poverty. Whatever you focus on is what you get, for energy follows thought.

It is also important to think in positive ways. Positive emotions and thoughts draw what you want to you. Negative emotions do not bring what you want; they bring only what you don't want. Spend quiet, reflective time thinking positively about what you want. When you do not think in higher ways, dwelling on things such as problems, you repel abundance.

Don't feel bad about negative thoughts you have, for fearing or disliking your negative thoughts gives them more power. Respond to negative thoughts as you would to small children who don't know any better; simply smile and show them a better way to be. If you recognize a negative thought, simply place a positive thought alongside it. If, for instance, you catch yourself saying, "I don't have enough money," simply say "I have an abundance of money."

(Source: Extract from Chapter 1 "Your Thoughts Create Your Reality" in [Creating Money, Attracting Abundance](http://bit.ly/2eH1r5X), by Sanya Roman, 2007.
<http://bit.ly/2eH1r5X>)

4.1 Moving To The Habit Of Stating Goals In The Positive

If you start monitoring how you communicate with yourself and others, you will notice whether you are prone to speaking in the negative – i.e., in terms of “don’t”, “not”, “no”, “no way”, “can’t”.

Our pattern of communication is something we have built-up over years and is habit – second nature. To successfully work with goals, we need to stop, catch ourselves, and restate what we’ve said in terms of the end result we want. When we do that, we begin to re-educate our mind – i.e., replace one habit with another.

As you become more aware of your pattern of communication you are in fact taking ownership and responsibility for your experience! You realize that if you want a particular outcome, you need to ensure that your self-talk and communication is conducive to your desired outcome.

The examples that follow illustrate how, in our day to day talk, it’s so common to communicate in the negative rather than in terms of stating what we want or hope for.

Goals Stated in the Negative	Goals Stated in the Positive
I don't want to feel that my life is so bland and uneventful.	I want to draw into my life that which will make me feel fulfilled.
I don't want to be so hard hearted and proud.	I seek to be more compassionate and tolerant.
I can't afford to rent a cottage in the summer.	I hope to spend time at a cottage this summer.
I don't want to feel so flustered and insecure when I am around people I don't know very well.	I want to become more confident in myself.
There's no way I can quit my job.	I'm open to ways I can leave my current job that leave me financially comfortable.
I don't want to get so stressed out when I am travelling.	I want to remain calm in the knowing that I can resolve all issues that may come up when travelling.
I don't want to get so angry with my brother.	I want to be patient with my brother.

EXERCISE 6: STATING GOALS IN POSITIVE LANGUAGE

Instructions

Restate each statement in positive language.

1. I don't want to be judgemental.	
2. I want to stop being so scared of trying anything that's new or different.	
3. I have no luck, something always goes wrong in whatever I plan or want.	
4. I don't want to hurt anyone's feelings.	
5. Don't drink and drive.	
6. I've thought about it and there's no possible way I can enroll to train as a dental hygienist.	
7. I don't want to be broke.	
8. I can't stand my sister-in-law.	
9. There's no way I can set up a studio at home and I can't afford to rent one.	

EXERCISE: 7

PRACTICING POSITIVE SELF-TALK IN RELATION TO YOUR GOALS

Instructions

1. Describe an attitude/belief you have that you want to change.
2. Review what you wrote and restate as necessary to word it in language that communicates the positive intentions you have regarding the change.
3. Condense your positively worded text to a short statement that is easy for you to remember. That will be what you repeat to yourself whenever you find yourself falling into negative self-talk in regard to the change you want to bring about (see page 19 for examples).
4. The short positive statement can be used like an affirmation to reinforce the habit of positive self-talk in relation to the change you seek.

4.2 Getting Into The Habit Of Checking-In On “Pay-Offs”

Despite best intentions, sometimes we may struggle with committing to our goals. This is because there may be losses associated with moving in the direction of your goal/the change you seek. In other words, there could be a “pay-off” from not pursuing a given goal! When we don’t take account of the potential losses, that’s when we may run into difficulties with realizing our goal. A simple approach to “checking-in” with yourself on the potential gains and losses associated with a goal you are considering, is provided in Exercise 8.

EXERCISE 8: CHECKING-IN ON PAY-OFFS

Instructions

1. In the space below, identify a goal or change you want to pursue.
2. Identify the potential gains and losses that you associate with the goal/desired change.
3. Identify ways of addressing the potential losses.
4. Determine whether you are still prepared to pursue the goal.

Example

GOAL: Quitting the job I dislike.

WHAT I STAND TO GAIN:

- More peace of mind.
- I'll be a less negative person.
- Hopefully all my minor physical ailments will subside.
- Less grouchy with my family.
- Friends don't have to listen to my endless complaining about my job.
- I will feel empowered – i.e. I'm in the driver's seat of my life choices.

WHAT I STAND TO LOSE:

- Loss of income while I am looking for work.
- May not find another job in my field.

WAYS TO ADDRESS THE LOSSES:

- I have some savings from a travel fund that I can dip into.
- If need be, I am prepared to offer house-cleaning services till I find the right position in my field.
- My sister said she'd lend me money; really don't want to do that, but, worse come to worst, I know there is that "safety net".

DECISION ON PROCEEDING/NOT PROCEEDING WITH GOAL: I am prepared to quit my job.

My Goal:

What I Stand to Gain:

What I Stand to Lose:

Ways To Address the Losses:

Decision on Proceeding/Not Proceeding with Goal:

ASSIGNMENT 4

Instructions

1. Each day spend 5 minutes sitting in a quiet place and repeating to yourself either silently or aloud, the short positive statement you developed in Exercise 7 on Practicing Positive Self-Talk.
2. As you repeat the affirmation, imagine you have reached the change you want: picture the impact on your life when the change is achieved, what result will it bring? How will the change leave you feeling physically, emotionally, and mentally?
3. Use the present tense. When you catch yourself slipping to the future tense, just bring yourself back to the present tense.
4. In the space provided below, write down your reflections after each day's 5-minute practice.
5. **Tip:** Also repeat the affirmation to yourself throughout the day whenever you remember to do so.

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

5. FROM IDEA TO IMPLEMENTATION

Too often our intentions don't make it to the implementation stage or we start then abandon our aim. This final section focuses on the specifics of how to achieve success with implementing your goals.

Let's begin by exploring your past experience with implementing goals.

EXERCISE 9	
YOUR EXPERIENCE WITH IMPLEMENTATION OF GOALS	
Instructions	
1.	Think of a goal you had that you feel you accomplished. It can be anything e.g., - daily jogging, learning to use a digital camera, quitting a particular habit, taking a long dreamed of trip, etc.
2.	Itemize what steps you took to implement your goal/change.
3.	From the steps you identified under No. 2, determine which ones would help you achieve success in other circumstances no matter what the goal/change?
<u>Step 1: Identify an Achieved Goal/Change from your Past</u>	
<u>Step 2: Itemize the Steps you took to Achieving the Goal/Change</u>	
<u>Step 3: Key Ingredients for Replicating Success in Future Based on No. 2</u>	

5.1 A Suggested Road Map For Developing Your Plan Of Action

Step 1: Get Clear on Your Goals – The What

- ✓ What do I want? (State goals in **positive** language.)
- ✓ What will change/be different/improve when I get it? (Be as **specific** as you can.)
- ✓ What signs/milestones will indicate that I am achieving my goal? (Have **verifiable** goals – i.e., what will success look like?)
- ✓ After you identify the goal, check-in with yourself on gains and losses from moving in the desired direction. (Take account of **pay-offs** and whether there are alternative ways to meet the benefits that may be lost from implementing your goal/change?)
- ✓ Ask yourself, are you ready to make the change? Is it worth it to you to pursue the goal you seek?

TIP:

- ⇒ Take a look at your answers to the exercises and assignments in Part 2 to get ideas on your goals.
- ⇒ Ensure goals are within your control. A goal such as: I want my co-worker to quit being a know-it-all, or I want my daughter to clean her room, are not goals about you!

Step 2: Be Aware of Your Own Resources – The How

- ✓ Identify the personal resources you already have that can help you achieve your desired goal? (i.e., what skills/capabilities, equipment, funds, previous experience in something similar, can you draw on to help you implement your goal?)

Step 3: Identify The Help You Need To Accomplish Your Goal – The Who

- ✓ Who can help you get started on implementing your goal? (E.G., individuals, organizations, information resources such as books/websites.)
- ✓ During this step, identify the external resources that can assist you. E.G., Maybe you need financial advice, counselling, a carpenter, a travel agent, and so forth.

TIP:

- ⇒ To help you identify external resources that can assist you with the goal you identified under Step 1, see the Check-List on page 25.

Check-List: Suggestions on the Type of External Resources You May Need	
✓	Engage in some self-help/information-gathering by reading on the goal/subject of the change you desire through library, internet or book store resources.
✓	Seek guidance from specialists - e.g., subject specialist, counselor/therapist, family doctor, spiritual advisor, financial advisor, etc.
✓	Consult a trusted family member, friend, and/or colleague.
✓	Look to someone you know and consider a good role model in relation to your goal, and ask them how they do it; perhaps they'd be willing to coach you.
✓	Explore joining a support group that can help you with a given goal/change.
✓	Explore joining a club that relates to a given goal/change you want to pursue.

Step 4: The Time Table – The When and Where

- ✓ In relation to the previous Steps 1 to 3, prepare a schedule of target dates for all that needs to be completed to achieve your goal.

Example of Steps 1 to 4 For Developing Your Plan of Action	
THE GOAL – The What:	Want to downhill ski on week-ends in winter at a really nice resort (a pampering experience).
<u>The Difference It Will Make:</u>	I'll feel physically healthier, will enjoy winter more, will meet new people, will have something outside work to look forward to.
<u>The Milestone:</u>	Ideally, 4 ski trips (one per month on a week-end from December to March).
<u>The Pay-Offs:</u>	<p>⇒ <i>On The Side of Gains</i> - healthier and happier physically, mentally, and emotionally. Will save close to \$2,000 from not taking a trip to the Caribbean.</p> <p>⇒ <i>On The Side of Losses</i> - won't be taking a winter vacation to the Caribbean.</p> <p>⇒ <i>Ways To Address the Losses</i> - I am comfortable with forgoing a Caribbean vacation because I can't afford it.</p> <p>⇒ <i>Decision to Proceed/Not Proceed With Goal</i> - I will proceed. (Note: If decision is <u>not</u> to proceed, you stop here.)</p>
YOUR RESOURCES – The How:	I have all the ski gear. I have the funds to cover the trip.
EXTERNAL RESOURCES – The Who:	<p>I used to take ski trips all the time about 10 years ago so I generally know where to go.</p> <p>There are a couple of friends who may be willing to join me for a downhill skiing trip.</p> <p>If neither friend is interested, I can take a bus trip package with a group of other skiers.</p> <p>Will need neighbour or someone else to take care of my dog and house for the week-ends I am away.</p>

Example of Steps 1 to 4 For Developing Your Plan of Action

THE TIME TABLE – The When & Where:

September 15th Start Doing the Following:

Confirm neighbour is willing to take care of dog and check-in on my house once a month four times over winter.

If neighbour agrees, find out their travel dates; make sure ski trips don't conflict with their absence.

If neighbour can't take care of dog/house, check if another friend can, or kennel options or house-minder service.

September 25th Start Doing the Following:

Talk to each of the two friends to determine which one would be willing to join me.

Agree on a location for the trips.

Agree on potential week-end travel dates for each of the four trips.

If neither friend wants to go, search internet/contact travel agent for bus package ski trips.

October 10th Start Doing the Following:

Book the trips.

Let neighbour/friend/kennel know the dates services needed.

November 10th Start Doing the Following:

Pull out ski gear from storage and check I have everything I'll need for the trips.

Buy or borrow anything I will need for the trip.

Contact house-minder to book service if neighbour not available to check on the house.

Complete everything for the trip by end of November as December is always full of activities.

EXERCISE 10: DEVELOPING A PLAN OF ACTION

Instructions

In the space below complete the plan using as an example, wanting to stop putting oneself down.

The Goal – The What (positively worded goal statement)

The Difference It Will Make - the impact of achieving the goal

The Milestone: - the specific, measurable result(s) you will achieve

EXERCISE 10: DEVELOPING A PLAN OF ACTION

Instructions

In the space below complete the plan using as an example, wanting to stop putting oneself down.

The Pay-Offs:

⇒ *On The Side of Gains*

⇒ *On The Side of Losses*

⇒ *Ways To Address the Losses*

⇒ *Decision to Proceed/Not Proceed with Goal (Note: if decision is not to proceed, stop here.)*

YOUR RESOURCES – The How

EXTERNAL RESOURCES – The Who

THE TIME TABLE – The When & Where

TEMPLATE: DEVELOPING YOUR PLAN OF ACTION

Instructions

For each of your goals/desired changes, use this template to develop your plan for implementation.

The Goal – The What (positively worded goal statement)

The Difference It Will Make - the impact of achieving the goal

The Milestone: - the specific, measurable result(s) you will achieve

The Pay-Offs:

⇒ *On The Side of Gains*

⇒ *On The Side of Losses*

⇒ *Ways To Address the Losses*

⇒ *Decision to Proceed/Not Proceed with Goal* (Note: if decision is not to proceed, stop here.)

YOUR RESOURCES – The How

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6. CLOSING WORD

From Daydreams to Plans provides a process through which to move from idea to implementation. This process involves getting clear on the nature of the idea or goal in the first place in order to map out how to get there. Typically, when we first have an idea about something we might want to pursue, the mind steps in, as if on cue, to offer up to us an opinion or judgement about the potential goal. These opinions or judgements either have a self-limiting or self-empowering impact. They can stop us dead in our tracks, bringing us to a defeatist, no-can-do place of inertia, or they can be our cheerleaders to explore our ideas and goals. With this awareness in mind, the Resource Workbook offers guidance on the power of self-talk and how to cultivate habits that support realizing your goals.

If you find yourself procrastinating when it comes to navigating your way from an idea to its implementation, it could be for several reasons. First, check in with yourself as to whether this is a goal you really want to pursue (Part 2). Ask yourself, “am I excited by the idea/goal I want to pursue?” Second, become aware of yourself-talk and monitor it for signs of unsupportive, cynical, messaging (Part 3). Third, confirm whether the pay-offs (Part 4) have been fully identified, and that you have determined adequate ways of addressing the pay-offs. The fourth issue which may be at play when it comes to procrastinating could be fear of failure:

Procrastination is a silent killer of dreams and aspirations. Everybody has dreams and visions of what they would like to accomplish and how they would like their lives to be. We have the ability to achieve most, if not all, of our dreams. It is usually at the point of action where things go wrong. Like rabbits caught in the headlights we become frozen with fear. Fear of failure leads to us focusing on the things that could go wrong; all that we stand to lose; and all the essential knowledge and skills that we are lacking. Rather than learning from failure; we allow this fear of failure to influence our decisions, and so we procrastinate.

The truth about fear is that most of it is nonsense. The majority of the things that we focus on are highly unlikely to occur. Unfortunately, in those moments, it is not actual reality that is important. It is our perception of reality which shapes our decisions. In our minds, these fears do not just appear real, they are real. Failure seems like a certainty so we choose not to take action. We fail to see that by embracing failure, and learning from failure, we can continuously improve our performance and our results.

We can choose to embrace failure. We can choose to view it as a necessity and an opportunity for learning. Learning from failure allows us to gain valuable insights which will increase our chances of success in the long run. It may seem strange to embrace failure, but when you see failure as just another step in the process you realize that it is a temporary experience.

Source: Coaching Positive Performance Blog Post, "Learning From Failure to Overcome Procrastination" by Carthage Buckley
<http://bit.ly/2bxJntU>

If your hesitation is about fear of failure, revisit your self-talk (Part 3) and return to Part 5 of the Workbook for assistance, especially in relation to identifying the external resources that may be able to assist you to gain courage to make the move. Remember, we are most alive when we venture beyond our daydreams into the realm of actual experience which can only be achieved by taking a chance on yourself and on life!

