

# **Master Your Motivation**

## **Action Guide**

Thanks again for purchasing my book. I really want you to succeed and to get as much as you can from it. Please make sure you use this action guide alongside the book. In the end, your commitment is what will determine how much you get out of this book. I encourage you to print out this workbook to make it easier to refer to it as you are reading the book. Also, writing down your answers using a pen is more powerful than just typing on your computer.

Let's get started!

## **Stop —Do that one thing now!**

Complete one task you've been putting off for a long time. And complete it now!

Ask yourself the following questions:

- What is the one task I know I should do but don't want to do?
- What one task, if I were to do right now, would free my mind the most?

# **Part I. Assess your situation**

## **1. Accept your situation**

Accept your current situation completely and show yourself compassion. Let go of any sense of guilt and remove the weight on your shoulder. It's time for a fresh beginning.

## **2. State the facts**

Write down the raw facts regarding your current situation. Look at your situation objectively. What exactly happened?

What happened:

Then, ask yourself:

- Will that even matter twenty years from now?
- Is it the first time I feel that way?
- Is it really that big of a deal?
- Is that event relevant on the world scale?
- What can I do about it now?

## **3. Find an external perspective**

Seek an external perspective by doing one (or several) of the following:

1. Talk to a friend
2. See your situation from someone else's eyes, or
3. Imagine your best friend being in a similar situation.

## Part II. Build momentum

### 1. Declutter

#### A. Reconnect with the present

Meditate on the fact that this moment is the only thing that will ever exist. The past is gone and the future has yet to come.

#### Transfer responsibility to your future you

Go through the four-step process below:

1. Take a few deep breaths and relax
2. Remember any past accomplishments and challenges you've overcome in the past. You've been able to survive up until now so your future self will do just fine.
3. Imagine yourself transferring all your worries about your future to your future self. Feel yourself become lighter and more present.
4. Refocus on what you can do today and only on that.

#### B. Sort out your worries

Fill in the table below:

What I worry about	Level of control (C/NC/SC)	How it benefits me	What can I do about it



## D. Free up your schedule

Identify why you're not saying no

Fill in the table below

Things I said yes to	Y/N (wanted to say yes or no?)	Why I couldn't say no

## How to say no

a) Start small

What small favor(s) or invitation(s) could you say no to?

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- 
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b) Stop over justifying yourself

What will you say to decline the invitation(s)

Example:

I'm sorry but parties are not my things so I'm going to skip this time.

I'm sorry but right now I'm entirely focused on a very important project.

c) Practice saying no

Visualize a particular situation and see yourself saying no. What words would you use? How would you say them? If you can say it out loud. Even better, practice with someone

d) Offer alternatives

In the future, what alternative(s) could you offer instead of just saying yes or no? Write a few of them below:

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- 
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- 

**Eliminate unpleasant tasks**

Fill in the table below

Your unpleasant tasks	What can you do about them (delegate them? Eliminate them? Reframe them?)

### **E. Declutter your desk**

Remove anything unnecessary on your desk such as files you don't need right now, your smartphone etc.

### **F. Declutter your physical environment**

Get rid of *everything* that you don't need to only keep things that bring your joy

1. Sort out your possession by categories (clothes, books, papers, miscellany and items with sentimental values)
2. Gather all the items in the first category, put the unnecessary ones in a plastic bag.
3. Move on to the next category and repeat the same process

### **G. Revise your forecast**

When you set your daily goals, double the time you think you need to complete each of your tasks and see what happens.

### **H. Take breaks**

Test one of the following techniques for a week:

1. Taking breaks every 75-90 minutes (with 10 to 15-minute breaks)
2. Taking breaks every 52 minutes (with 17-minute breaks)
3. Taking break every 25 minutes (with 5-minute breaks)



## 2. Focus

### A. Assess your productivity

Create your time log using the time log sheet (separate pdf file)

### B. Leverage the 80/20 Principle

What are the 20% of your tasks that bring you 80% of your results?

For each of the areas below, write down the few things that if you were to do, would make a big difference.

Social life:

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- 
- 

Finance

- 
- 
- 

Health

- 
- 
- 

Well-being

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### **C. Destroy distraction**

What one thing could you do right now to boost your motivation? If you feel any resistance, seek to identify the root of that resistance (fear of not being good enough, lack of clarity, lack of interest or lack of energy)

One thing I could do to boost my motivation is:

### **D. Optimize your environment**

What could you change in your environment to feel more motivated and make it more likely you achieve your life goals?

- What physical objects could add or remove?
- Who could stop seeing or start hanging out with?
- What changes could you make at home or at your workplace?

How you will optimize your environment:

### **Digital detox**

Experiment with full and partial detox:

- Full detox: for 24 hours, 48 hours or more, refrain from using any digital device.
- Partial detox: create your own rules regarding your digital environment. For the next seven days, do your best to follow these rules you set and see how you feel.



What are you looking forward to the most every day?

If you could do only one activity you love every day, what would that be?

What activities, if you did, would allow you to feel good at the end of your day?

How would you describe your ideal day to your best friend?

Is there something you enjoyed doing in the past but stopped doing?

Is there something you've always wanted to try but never muster the courage to?

Write down 20 things you love to do:

<b>Things you love to do</b>

## **B. Identify what really motivates you**

### **Identify what you really want**

Ask yourself the following questions:

Is it really my goal or is it someone else's goal?

Is it exciting me? Do I feel pulled by it or do I have to continuously push and struggle?

What will I gain from achieving that goal? And is it what I want? Will it really improve my life?

## **Find your strengths**

Answer the following questions:

What are your biggest strengths?

What is it that you believe only you can do? What is unique about you?

What do you find so easy to do that you genuinely don't understand why others have difficulties doing it?

What people compliment you on? If you don't know, ask your friends, family members or colleagues

If you need help to find your strengths, check out my free ebook [Find What You Love: 5 Tips to Uncover Your Passion Quickly and Easily](#)

## Understanding your personality

Take the following test to help you better understand your personality.

Introversion test:

<https://www.quietrev.com/the-introvert-test/>

Briggs Myers's test (16 personalities):

<http://www.humanmetrics.com/cgi-win/jtypes2.asp>

Big Five Personality test:

<https://www.truity.com/test/big-five-personality-test>

Now, what one thing could you do to better express your personality?

## Identifying your core values

Top 5 core values	Living by them?	How could I better align with them?



## **Creating your vision**

Write down your answer to the following questions:

a) How do you want the world to change as the result of your own actions?

b) What group of people, causes or organizations do you want to serve in this world?

c) If you could solve only one problem in the world, what would that be? Why?

d) What are your unique ways to express yourself to this world? What verbs best describe

### **C. Set exciting goals**

#### **a) Reconnecting with your original whys**

Take some time to reconnect with your vision. Look at different areas one by one and ask yourself whether you're moving in the right direction. Observe the gap between where you are and what you aspire for.

Career:

Why did you choose your current career? What were your aspirations when you first got started? What motivated you?

Family:

What original vision did you have for you and your family? How could you close the gap between your current situation and what you aspire for?

Relationship:

How did you feel at the beginning of your relationships? What were your deepest aspirations

Social life:

What the ideal social life for you? What could you do to move closer to this ideal?

#### **b) Make new plans**

Write down your answers to the following questions: what do I want?

Let your imagination go wild and make sure you pay attention to any sign of excitement you may experience.

- Is there any goal or idea you feel drawn toward?
- Is there anything that makes you feel really good?
- Is there something you feel like doing right now or can't wait to make happen in the near future?

Remember that how you feel is important. Your emotions tell you a lot about yourself and what you value the most.

What I want:

c) Strengthening your why

**Exercise: strengthen your why**

Answer the question, “What’s the most important (and exciting) goal I want to pursue right now and why? What are all the reasons it must happen?”

Come up with a list of at least twenty reasons you want to achieve that goal. If you can, try to come up with 100 reasons.

My most exciting goal:

Reasons it must happen:

## 4. Jump

### A. Do the impossible

Write down everything you think you could never do. Now, select one thing in your list and commit to doing it this week or this month.

What I think I could never do

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The one “impossible” thing I will do:

## **B. Meet new people**

Answer the following questions:

What type of people do I want to meet? And what are their values, vision, traits of character etc.)

Where can I find them?

What concrete actions will I do to meet like-minded people?

### **C. Break old patterns**

How do you think, feel and act now as opposed to before?

	<b>Before</b>	<b>Now</b>
How I feel		
How I think		
How I act		

Remember a time you felt motivated. What were you thinking, feeling and doing? Spend a few minutes reconnecting with the way you felt.

Do things differently

What different activities could you engage in now? Write them down below:

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### **D. Perform an act of kindness**

Do one act of kindness today.

## 5. Complete

### A. Complete tasks one hundred percent

Write down below some unfinished projects. How does that make you feel?

Now, remember a time you completed a project that was important to you? How did you feel? And what happened after that? Did you feel more motivated? More confident?

### B. Destroy shiny object syndrome

Overcome distractions using the following steps:

- **Be aware:** See which area of your life you fall off track with your goals. Understand how success works and change your mindset accordingly.
- **Implement an effective strategy:** Spend time to craft an effective plan that, when you follow, will deliver the results you want. Don't reinvent the wheel. Instead, copy what people who've achieved your goal did.
- **Be patient:** Life is a marathon, not a sprint. Think long-term and you will do better than most people. Your mantras: "Be patient" and "it's okay you have time".
- **Be consistent:** Stay focus on a specific course of action and do that consistently every day until you achieve the results you want.
- **Overcome your fears:** be honest with yourself and face your fears instead of using procrastination as a way to stay within your comfort zone. Remember: action cures fear.
- **Commit:** Set a specific goal that excites you, establish a clear deadline and resolve to achieve that goal. Make it public or find an accountability partner or coach if needed.
- **Avoid information overload:** have a clear intent behind what you do, create a learning schedule and remove as many external stimuli as you possibly can. The more deliberate you are, the less overwhelmed you will feel.

### **C. Honor your promises**

a) Keep your promises to others

What are some of the things you said to people you would do but haven't? Do one of these things now.

b) Keep your promises to yourself

For a week, set 3 simple daily tasks and complete them. Make sure you're consistent.

### **D. Procrastinate smartly**

Write down all the small actions you could take right now. Try to lean towards activities you enjoy or at least, activities that move you in the right direction. Now, select one action and resolve to take it now or, if you can't, later today.

### **E. Deep dive**

Identify one project you've started but haven't completed. Then, give yourself a short period of time to focus on it until it's complete one hundred percent.



## Part III. Sustain momentum

### 1. Acknowledge

#### A. Complete three tasks

Write down three tasks you want to complete today, finish them and celebrate your wins. Repeat the process every day until it becomes a habit.

Today's three tasks:

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#### B. Feel proud of yourself

Find something you're proud of and acknowledge yourself for that now. Say to yourself "I'm proud of you for \*insert what makes you proud of yourself\*."

Then, before going to bed, think of three things you're proud of.

#### C. Right actions vs. right results

Look at goals you want to accomplish in various areas of your life. Identify the right actions for each of them. What are a few things that if you keep doing repeatedly would allow you to build momentum over time and eventually achieve your goals?

Goal #1

Right actions:

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Goal #2

Right actions:

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Goal #3

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## **2. Commit**

### **A. Seek external accountability**

What is one thing you could do to build accountability? Write it down below

### **B. Create a morning ritual**

Create your personalized morning ritual using the steps below:

**1. Clarifying your “why”.** Write down your main objective below (feeling grateful, being more productive etc.)

**2. Getting excited.** Write down one or several activities you thoroughly enjoy and want to do first thing in the morning.

**3. Identifying obstacles and preparing yourself mentally.** Write down potential obstacles and visualize yourself dealing with them.

**4. Selecting the components of your morning ritual.** Select activities that will feed your body, mind and soul. Write them down below

**5. Deciding how much time you have available.** Write down how much time you will dedicate to your morning ritual

**6. Removing roadblocks and distractions.** Write down what you will do to remove frictions. (Prepare your running gears the day before etc.)

**7. Setting yourself up for success.** What will you do to make sure you get enough sleep so that you wake up energized and stick to your morning ritual?

**8. Committing one hundred percent.** Spend a moment to really commit to doing it.

**9. Undertaking the 30-Day Challenge.** Commit to sticking to your new morning ritual for 30 days.

To learn in more details how to create an exciting morning ritual, you can refer to my book *Wake Up Call* available [here](#).

### **C. Live with intent**

Set daily intents using the step-by-step method below.

1. Write down the main segments of your day below:

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2. Select the segment(s) in which you want to feel different than you currently do.

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3. Set a specific trigger for your intent. Write down your trigger below:

4. Decide what you will do to change your emotional state. Create a sort of ritual before you enter that segment of your day. Write it down below:

5. Set reminders. If necessary, have something that reminds you of the intended action (post-it, timer etc.)

## **D. Commit to 30-day challenges**

Implementing a 30-day challenge is a great way to build momentum and boost your motivation. Below is what you can do to make your 30-day challenge a success.

### **How to undertake a 30-Day Challenge successfully**

Answer the following questions.

*a) What would make the biggest impact on your life if you committed to start or stop doing it for thirty days?*

*b) What exactly do you commit to doing every day for the next thirty days?*

*c) How will you create accountability for your challenge? (who will be your accountability, how will you communicate and how often etc.*

*d) What will happen if you fail? (What are the consequences of not following through?)*

*e) How will you reward yourself?*

## **E. Change your self-talk**

Think of something you believe you can't do well. For instance, "I can't talk in front of an audience".

Then, replace the expression "I can't" with each of the expressions below.

Ex: I can talk in front of an audience.

- I can do/become...
- I will do/become...
- I want to do/become...
- I love doing/becoming...
- I choose to do/become...
- What if I could do/become...?
- Imagine if I could do/become...? How can I do/become...?
- What would I need to believe to be able to do/become...?
- How would it make me feel if I could do/become...?

## **F. Develop self-compassion**

Undertake a 7-day compassion challenge. For the next seven days, wherever possible, refrain from criticizing yourself. To help you become aware of your negative self-talk, I encourage you to wear a rubber band around your wrist and to snap it whenever you notice any self-criticism. Then, give yourself words of encouragement. They could be something like:

- "I know you're struggling right now, but you're doing the best you can."
- "You're doing okay. Everybody goes through challenging times once in a while."
- "I'm proud of you. Even though you feel the urge to criticize yourself, you still make an effort to be kinder to yourself."

Don't get too caught up with the exact words you should use. Your intention to be gentle with yourself is what matters the most. Over time, you'll find the right words to encourage yourself and show yourself the compassion you deserve.

## **G. Practice daily gratitude**

Practice one of the exercises below for at least 7 days:

### **a) Thank people**

Sit down on a chair or lie down in your bed and close your eyes. Then, think of someone you know and thank him or her. It doesn't matter who the person is. Whenever possible, think of something specific they did for you. Perhaps, they gave you some advice, helped you learn an important lesson or brought you joy during the time you spent with them. Repeat the process

### **b) Thank items in your life**

Select one specific item in the room you're sitting in right now. For instance, it could be your desk or the chair you're sitting in. Then, take the time to appreciate it.

- Think of the way this item improves your life.
- Think of all the people involved in its creation.

### **c) Create a gratitude journal**

Buy a journal and every time you receive a compliment, write it down in your journal.

### **d) Gratitude exercise**

Every day when you wake, write down three new things you would like to acknowledge. Try to come up with three different things each morning.

### **e) Gratitude meditation**

Listen to gratitude meditation and follow the instructions. You'll find many examples on YouTube.

## **Part IV. 25 Simple strategies to get your motivation back**

Motivation comes and goes but there are many things you can do to get your motivation back. Below are some techniques you can use to get out of a slump and start generating momentum:

### **A. Get it done**

Use the completion principle to get your motivation back.

- 1. Complete a task you've been putting off for too long.** Identify one task or project you've been putting off for a while and go complete it right now.
- 2. Write it down, get it done.** Write down a list of all things you know you have to do but have been putting off. Now, schedule a block of time to complete them by batching them together.
- 3. Complete a simple and easy task.** Work on a small task that moves you toward your goal. Then, if you feel like it, work on another one and see where it leads you.
- 4. Complete one specific project.** Deep dive on a specific project you have left unfinished and complete it one hundred percent.
- 5. Complete three things today.** Write down three simple tasks you want to complete today. Complete them, then cross them off your list and say to yourself "good job!". Reward yourself with your favorite treat or movie at the end of the day. Repeat this process tomorrow and the day after.

### **B. Give yourself a break**

Take a step back and get out of your head. Things probably aren't as bad as you think.

- 6. Look at the facts.** Take a step back and look at your current situation from a purely objective point of view. What are the facts? Facts are no big deal but your interpretation can be. Will you remember your current situation twenty years from now? Is that really a big deal? If not, can you let go?
- 7. Talk to a friend.** Call a friend or meet him or her to get a different perspective.



**8. Hire a coach or find an accountability partner.** Find someone you can work with. It will give you a new perspective and will create accountability making it more likely you take consistent actions.

**9. Take a break.** Perhaps, all you need is a break. Take your day off. Have a relaxing weekend and just do nothing.

**10. Cultivate self-compassion.** Give yourself a break. How you feel now is fine. Just let go of self-criticism and encourage yourself instead.

**11. Do something for someone else.** Helping other people prevent you from being overly focused on yourself and on your own problem. Who could you help today? Could you buy a gift for someone? Could you send a thank you letter? Could you help someone with his or her goals?

**12. Exercise.** Get your body moving. Go for a run. Work out. Do yoga. Exercise is a great way to get out of your mind and into your body.

### **C. Sort things out**

Put some order in your life. Too much clutter can make you feel stuck.

**13. Sort out your worries.** Make a list of all the things you worry about. Next to each item write down whether you have control (C), some control (SC) or no control (C) over these things. Practice letting go of things you have no control over. For things you have (some) control over, write down what you can do about it.

**14. Free up your schedule.** Be ruthless with the way you use your time. Seek to remove any activities you don't enjoy or that don't move you toward your ideal vision.

**15. Declutter your desk.** A cluttered desk can be the manifestation of a cluttered mind. Clean your desk and your computer. Reorganize files on your computer.

**16. Declutter your digital space.** Clean up your email box, unsubscribe from newsletters, remove softwares you don't use etc.

**17. Declutter your house.** Spend your weekend decluttering your house. Only keep things you love and remove anything else. (See declutter your physical environment)

### **D. Get the excitement back**

Focus on what you love and do right and get your motivation back.

**18. De more of what you love.** Schedule time during your day to do one of the things you love the most.

**19. Ask yourself what excites you.** Sit at your desk, take a pen and a piece of paper and write down “What do I love?”. Then, write anything that comes to mind. See what projects, goals or ideas you feel drawn toward.

**20. Start a new exciting challenge.** Forget about your small goals. Think of a challenge that really excites you no matter how big or unrealistic it may seem. Then, take one action that move you forward whether it is buying a book, watching a video or contacting someone.

**21. Celebrate your accomplishments.** Take a piece of paper and write down everything you’ve ever accomplished in your life. Make sure you acknowledge yourself for personal problems you overcome. The more specific, the better.

**22. Express gratitude.** Cultivate the habits of expressing gratitude for all the things you have going on for you. Focus on the positive.

### **E. Reinvent yourself**

Do something different. You can’t do the same thing and expect different results.

**23. Move beyond your comfort zone.** Go do something a little bit scary. Do something you’ve never done before. Is there anything you’ve always wanted to try but never dare to? Go do that.

**24. Meet new people.** Who do you want to be surrounded with? Find a group of like-minded people and join it (use Meetup.com for instance). Or create your own group to attract people you want to meet.

**25. Break old patterns.** Spend your day doing things you don’t normally do. Call an old friend, go for a walk etc.

## THANK YOU SO MUCH!

I hope you enjoyed this book and that you'll be able to change yourself and change the world in your own and unique way.

Let me wish you all the best with your new endeavors. I'm very much looking forward to hearing from you on my website.

If you have any questions send me an email at [thibaut.meurisse@gmail.com](mailto:thibaut.meurisse@gmail.com)

- Click [here](#) to connect with me on my Facebook page.
- Click [here](#) to follow me on YouTube.
- Click [here](#) to check out my author page.

Thanks a lot!

Thibaut Meurisse

Founder of [Whatispersonadevelopment.org](http://Whatispersonadevelopment.org)



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Thank you for your support!!  
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Goal Setting: The Ultimate Guide to Achieving Goals That Truly Excite You

Habits That Stick: The Ultimate Guide to Building Powerful Habits That Stick Once And For All

Master Your Emotions: A Practical Guide to Overcome Negativity and Better Manage Your Feelings

Productivity Beast: An Unconventional Guide to Getting Things Done

Success is Inevitable: 17 Laws to Unlock Your Hidden Potential, Skyrocket Your Confidence and Get What You Want from Life

The Greatness Manifesto: Overcome Fear and Go After What You Really Want

The One Goal: Master the Art of Goal Setting, Win Your Inner Battles, and Achieve Exceptional Results

The Passion Manifesto: Escape the Rat Race, Uncover Your Passion and Design a Career and Life You Love

The Thriving Introvert: Embrace the Gift of Introversion and Live the Life You Were Meant to Live

The Ultimate Goal Setting Planner: Become an Unstoppable Goal Achiever in 90 Days or Less

Upgrade Yourself: Simple Strategies to Transform Your Mindset, Improve Your Habits and Change Your Life

Wake Up Call: How to Take Control of Your Morning and Transform Your Life