



MASTER YOUR THINKING

A PRACTICAL GUIDE TO ALIGN WITH REALITY AND
ACHIEVE TANGIBLE RESULTS
IN THE REAL WORLD.

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Master Your Thinking

Action Guide

Thanks again for purchasing my book. I 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!

Part I. Letting go of inaccurate thinking

1. The cost of inaccurate thinking

A. Inaccurate thinking creates unnecessary suffering in your life

Write down two or three examples of inaccurate assumptions you may be making right now or have made in the past.

B. Inaccurate thinking leads you to waste time

Look at everything you did this week. Were they all absolutely essential? Were any of these tasks unnecessary?

Write down your answer below:

C. Inaccurate thinking leads you to feel bad about yourself

Write down three situations when you had unrealistic expectations and felt disappointed or frustrated when you failed to achieve your goals or reach your targets.

Situation #1:

Situation #2:

Situation #3:

Then, write down your answer to the following questions:

What is one current goal for which you may have unrealistic expectations?

How could you adjust your expectations to make them more realistic?

2. Why your current thinking is inaccurate

A. Poor assumptions distort your thinking

Write down three disempowering assumptions you may be making in your life right now.

Assumption #1:

Assumption #2:

Assumption #3:

Write down one limiting assumption you may have adopted from each of the sources below:

Your parents/family:

Your teachers:

Your friends/peers:

The media:

Your experiences:

Your interpretation:

B. Five common biases that distort your thinking

Write down how each bias plays out in your life. Aim to give at least one specific example for each bias below.

One example of self-serving bias:

One example sunk cost fallacy:

One example of planning fallacy:

One example o survivorship bias:

One example of Dunning-Kruger Effect:

C. How your ego affects your thinking

Write down one specific example from your personal life for each ego activity below:

One example of living in denial:

What I could do about it:

One example of refusing to ask for help:

What I could do about it:

One example of avoiding failures:

What I could do about it:

One example of blaming other people or external circumstances:

What I could do about it:

D. How your emotions distort your thinking

Complete the exercise below:

- Remember a time when everything felt hopeless or gloom and you didn't believe you could be happy again. Then, realize your negative emotions eventually faded away.
- Think of three current challenges in your life one after the other. How does each one make you feel? Now, visualize three things you're grateful for or excited about. Feel better?
- Think of one poor decision you made as a result of negative emotions (anger, hopelessness, frustration etc.) or positive emotions (euphoria).
- For one full minute give yourself some words of encouragement. Remind yourself that you're doing okay, that you have good intentions and that you're proud of all the things you've accomplished. How does it make you feel?

3) Three common negative thought patterns to avoid

Thought pattern #1 – Generalization

Whenever you find yourself generalizing, reframe the sentence to reflect reality more accurately. See examples below:

I'm always late

—> I may be late more often than I'd like to be, but I'm also on time on many occasions

I'm always the one people make fun of

—> People might make fun of me occasionally, but I'm certainly not the only one. And it doesn't happen all the time.

I never get things right

—> I get things wrong on some occasions, but I get things right many times, too.

Thought pattern #2—All or nothing thinking

Look at each area of your life and see how you may be falling for the all or nothing thinking. Try to come up with specific examples:

Career:

Finance:

Health:

Personal growth:

Relationships:

Spirituality:

Thought pattern #3—Dramatization

Remember one time you worried about something that never happened. Write it down below.

One thing I worried about but that never happened:

Part II. Aligning yourself with reality

1. Accepting reality as it is _

Should vs. could

Complete the following exercises:

Write down at least three “should” statements you often use.

Should statement #1:

Should statement #2:

Should statement #3:

Replace “should” by “could” for each statement.

Could statement #1:

Could statement #2:

Could statement #3:

See how it makes you feel and how it changes your thought process.

2. Uncovering your assumptions

A. Identifying your assumptions

Select one important goal and make a list of all the assumptions you may be making about it. We'll keep using this goal for future exercises.

Your goal:

Your assumptions:

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To help you identify your assumptions, please refer to the questions below:

- What are your assumptions regarding the best ways to achieve this goal?
What strategies do you assume will work and why?
- Do you think it will be easy or hard and why?
- How long do you think it will take you to reach this goal and why?

B. Testing your assumptions

- Look at your list of assumptions you just wrote down.
- Next to each assumption, write down the accuracy score you would give it on a scale from 1 to 10, (one being completely inaccurate and 10 being one hundred percent accurate).

3. Refining your model of reality

A. Revising your assumptions

What do you know for sure regarding your goal? Write down below assumptions you believe to be correct regarding your goal.

How can you be so certain? Write down the reasons you think you're right.

B. Sharpening your thinking by asking yourself questions

Spend some time answering the questions below to sharpen your thinking.

1) *Do I believe I will achieve my goal?*

2) *Do I have a track record of achieving similar goals?*

3) *What makes me think I will achieve this goal? What concrete evidence or tangible results are there to support this claim?*

4) *Do the people around me believe I will achieve my goal?*

5) *Do I have the energy and/or time required to achieve this goal within the set timeframe?*

6) *How many people have achieved this goal before? How many people try to achieve it now?*

7) Who has achieved that goal before?

8) Why is this goal important to me?

9) If I keep doing what I'm doing every day will I achieve my goals? If not, what exactly needs to change?

10) What are the best approaches/strategies I can follow?

11) What does my intuition tell me to do?

C. Interviewing experienced people

Complete at least one of the exercises below, (and preferably both).

- Ask each question to the relevant person/people
- Watch interviews/read biographies and try answering the question below based on the information you gathered.

1) *How does this work?*

2) *What are the biggest assumptions you make? And how do you know these are accurate or effective?*

3) *What do I need to understand that I may not understand yet?*

4) *If you were in my shoes what would you do?*

5) *If you were to start all over again, what would you do to get results faster?*

6) *If you had to choose only one activity to focus on, which one would give you the best results?*

D. Doing your own research

1) How to find high-quality information

What is the highest quality of information out there and where can you find it? Write down your answer below:

2) How to find the right information for *you*

a. Making sure you have a clearly defined goal

Answer the questions below:

What exactly is my goal? What do I hope to create by using this information?

If I could obtain the perfect information that would guarantee I achieve my goal, what would it look like? How would it be structured?

b. Understanding how the information applies to *you*

Does the recommended blueprint, program or advice apply in my specific case?

Do I have the desire to take action on that information? If not, why not? What changes do I need to make?

c. Ensuring the information is up to date

To ensure the information is up to date, you can ask yourself some of the questions below:

Is this information still relevant today?

How can I make sure it actually is?

If I'm unable to answer the two questions above, do I know someone who does have the answer?

E. Being curious

Remain curious by engaging in the following activities:

- Stay up to date by checking out new publications on a regular basis.
- Identify the experts in your industry and follow them.
- Challenge your assumptions regularly and revise your strategy as necessary.
- See how you can apply ideas or strategies in areas that are unrelated to your goal.
- Look for trends and practice predicting what could happen in the coming years.

F. Listening to your emotions

Answer the following questions:

How motivated do you feel about your goal?

What could you do to boost your motivation? Could you reframe your goal, find out other reasons to incentivize you, or change it altogether?

4. Avoiding common misconceptions and delusional thinking

On a scale from 1 to 10, (1 being irrelevant and 10 being spot on), rate how each of these four misconceptions applies to your specific situation.

Misconception #1—I deserve to be successful

1

10

Misconception #2—I do great work, therefore, I should be successful

1

10

Misconception #3—I'm just one breakthrough away ...

1

10

Misconception #4—I'm already good enough and don't need to improve

1

10

A. Narrowing your options

Complete the following exercises:

- Review the ideas you came up with in the previous exercise.
- Come up with at least three possible strategies by combining some of your ideas.
- For each strategy, take a moment to think of all the things this strategy suggests you should *not* be doing.

Strategy #1:

Strategy #2:

Strategy #3:

B. Putting in place an effective process

Complete the exercise below:

Review the strategies you've already identified and select the one you believe to be the best.

Write down the process you think you need to implement to make that strategy work, (e.g. what you need to do every day/regularly to maximize your chances for success).

C. Cultivating long-term thinking

Complete the sentence below with as many answers as you can think of:

If I was better at thinking long term I would:

-
-
-
-
-
-
-
-
-

5) How to transition from short-term to long-term thinking

a. Creating a long-term vision

Think of a major goal. Then, answer the following questions:

What's the ultimate vision behind your goal?

How can you make that goal even more specific?

Why is that goal so important to you?

What financial, physical, mental and/or emotional benefits will you gain from reaching it?

b. Thinking of your long-term goals often

- create a vision board and put it somewhere you'll see it often
- write down your long-term goal on a piece of paper and put it on your desk or somewhere you'll be able to see it daily, and/or
- read your long-term goal every day/week.

c. Dedicating time to focus on the big picture

Carve out time every week to focus on the big picture. To help you do so, go through the list of questions below:

- What am I satisfied with?
- What do I want or need to improve?
- What can I do differently to speed up my progress?
- If I were to start the week all over again, what could I do differently?
- If I keep doing what I've done this week will I achieve my long-term goal? If not, what changes do I need to make?
- Is my current strategy the best one possible? If not, how can I refine it to make it even better?
- What are the very few things that generate most of my results? Can I focus more on these things?
- What are all the things that haven't proven to be effective so far? Can I get rid of some of them?
- If I only work on one thing next week/month, this year, what would be best in terms of overall progress?

d. Learning to love the process

Complete the sentence below.

For me, focusing more on the process would mean _____

e. Letting go of the fear of missing out

Complete the exercises below:

Write down the area(s) of your life in which you experience fear of missing out.

-
-
-
-

Select one specific area or goal and write down all the opportunities that actually exist out there. What are all your options? What are all the things you could do?

Your area/goal:

All the options out there/things you could do:

-
-
-
-
-
-
-
-
-

Take a moment to appreciate all the opportunities available to you.

f. Reminding yourself to be patient

Regularly remind yourself that you have time. To do this, you can: Create your own mantras such as “life is a marathon, not a sprint”, or simply “I have time” or “be patient”. Then, think of them often, write them down and/or display them on your desk or on your wall.

Watch some of Gary Vaynerchuk’s videos on the importance of being patient

- [Your Lack of Patience is Killing You](#)
- [People Have Forgotten the Art of Patience](#)
- [The Importance of Patience](#)
- [Overnight Success](#)
- [The Practicality of Patience](#)

Visualize everything you’ve already done in the past few months/years and remind yourself of how much more time you have available.

7-step method to approach any new task

To make sure you're as productive as possible, I encourage you to follow the 7-step process outlined below, before you start any significant task:

Step 1. Prioritizing your task

Before you start working on a task, ask yourself:

- If I could do only one thing today, which task would have the most impact?
- Is this task moving me closer to my main goal?
- Do I really need to do it right now, or can I do it later?

Train yourself to think in terms of priorities and keep an eye on the big picture.

Step 2. Assessing the validity of your task

To ensure the task is something you actually need to do, ask yourself the following questions:

- Do I really need to do this task?
- Is right now the best time? What would happen if I delay it for a week? A month? Forever?
- Do I need to do this task, or am I doing it because it makes me feel good? In short, am I working on this task to escape from what I really should be doing?

There is nothing more unproductive than doing something you didn't need to do in the first place. Answering these questions can help you avoid making such a mistake.

Step 3. Clarifying what needs to be done

Before working on a task, be certain you know exactly what is required. Therefore, before starting any task, ask yourself:

- What exactly do I need to do here?
- What am I trying to accomplish?
- What does the finished product look like?

Be specific. By knowing exactly what the output needs to be, you'll be able to optimize your approach and tackle the task more effectively.

Step 4. Determining whether you should be the person doing it

You have strengths, but you also have weaknesses. Whenever possible, try to delegate any task someone else can do better, faster or more cheaply than you. Ask yourself the following questions:

- Is this task really worth my time?
- Can someone else do it better than me? If so, can I ask for help?
- What would happen if I simply remove/postpone this task?
- Do I enjoy working on this task? Does it motivate me?

Little by little, you want to get into the habit of outsourcing everything you're not good at and focus only on the high-value tasks at which you excel.

Step 5. Finding out the most effective way to tackle a task

Just taking a few minutes to work out the best way to approach a task can save you so much time. Ask yourself the following questions:

- What tool(s) can I use, people can I ask, or method can I rely on to complete this task as efficiently and effectively as possible?
- What skill(s) could I learn or improve to help me complete this task faster in the future?

Step 6. Batching the task with other similar tasks

Some jobs can be combined with other tasks that require the same type of effort or preparation. For instance, many YouTubers block one full day a week to record videos, as opposed to creating one video every day.

Ask yourself:

- Can I batch this task with other similar tasks to boost my productivity?

Step 7. Automating/systemizing your task

Finally, you want to find ways to automate or systemize your task, especially if it's a repetitive one. Ask yourself:

- Can I create templates to reuse every time I work on this, or on similar tasks? For instance, you could design templates for the specific emails, presentations or documents you need to create over and over.
- Can I create a checklist? Checklists provide you with specific steps to follow, making it less likely you will become distracted or confused.

By following this seven-step approach you can boost your productivity significantly. Even though it may take time for you to internalize this process, once you do, it will become almost automatic.

So far, we have discussed what you can do to align yourself with reality and achieve better results. Now, it's time to see how you can put your new model of reality to use in a way that maximizes your odds of success long term. It's time to empower your model of reality.

Part III. Empower your model of reality

1. Design an empowering environment

A. Changing your peer group

Answer the following questions:

Who do I want to spend more time with?

Who do I want to spend less time with?

Who are the people who have already achieved the goals I seek to achieve?

Where can I find these positive and supportive people?

1) How to protect yourself from negative people

Make a list of all the people who are having a negative impact on your life:

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-
-
-
-
-

Answer the following question: How likely am I to achieve my goal if I hang out with the same people?

2) Surround yourself with people who will support you

a. Join groups of like-minded people

What group or groups could you join? Who could you contact?

b. Create your own event

Who do you want to attract into your life, and what kind of event could you organize that would appeal to them?

c. Look for a mentor/d. Hire a coach

If necessary, start looking for people who could mentor you or coach you.

B. Change your physical environment

What one thing could you do to spend more time with people who will support your goal?

What one thing could you do to create a more positive environment to motivate you to work on your goal?

What one thing could you do to optimize your current environment and make it easier to work on your goal?

C. Optimizing your digital environment

Optimize your digital environment by:

- Turning off phone notifications
- Checking your emails as few times as possible, (if possible, limit your email access to once or twice per day)
- Turning off WIFI or stay away from social media or any other sources of online distraction, (e.g. install software to remove distractions as and when necessary)
- Unsubscribing from newsletters

2. Developing unshakeable confidence

A. Understanding belief

Remember the following when it comes to cultivating belief:

1. Not possible → 2. possible → 3. probable → 4. inevitable

B. Adopting key empowering beliefs

Print out the page with the five beliefs at the end of this action guide and read them on a regular basis. Think of them often. If you identify other great beliefs you want to adopt, add them to your repertory. As a reminder, the five beliefs are:

1. I can always improve over the long term
2. If someone else can, I can
3. If I can do it once, I can do it again
4. Others will give up, therefore, I will succeed
5. Success is inevitable

C. Achieving goals consistently

Complete the exercises below:

- Re-using the goal you've been working with, break it down into yearly, monthly, weekly and daily goals.
- For the next thirty days, set three simple daily tasks and make sure you complete them.

Your goal _____

Now, break it down.

Yearly goals:

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-

Monthly goals:

-
-
-

Weekly goals:

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-
-

Daily goals:

-
-
-

D. Conditioning your mind

1) Using affirmations

Create your own affirmations using the few tips to create your own affirmations:

- **State your affirmation in the present tense.**
- **Avoid using negatives** and state your affirmation in the positive form. For instance, say “I’m courageous” rather than “I’m no longer afraid.”
- **Aim to change your physiological state.** Engage your body and experiment with different vocal tones. This will add power to your affirmation.
- **Use the power of visualization.** See yourself in specific situations that relate to your affirmation, then try to feel as though you already have what you want. Engaging your emotions this way will make your affirmation significantly more powerful.

Write down your own affirmations below:

-
-
-
-

2) Changing your self-talk

Write down a few sentences you can use as positive self-talk to overcome some of the limiting beliefs you hold relating to your goal.

Your limiting belief #1:

Your positive self-talk:

Your limiting belief #2:

Your positive self-talk:

Your limiting belief #3:

Your positive self-talk:

2) Repeatedly thinking about what you want

Spend a few minutes focusing on what you want every day. I recommend you focus on your goal twice (first thing in the morning and before going to bed).

3) Broadcasting your desires to the world

What is one specific thing you could do to broadcast your goals to people who could potentially help you achieve it?

4) Taking consistent action in line with a clearly defined strategy

Make sure you take consistent action toward your goal. These actions should be the ones you identified in 5. *How to create an effective process, B. Putting in place an effective process.*

5) Learning as much as you can from the feedback you receive from reality

Make sure you learn from every setback you face. Ask yourself, what's great about it? What can I learn from that situation?

B. Asking yourself empowering questions

Answer the questions below:

How can I achieve my goal? What can I do to help me reach it?

What if I could achieve my goal? What if it was possible?

C. Taking consistent action

1) The benefits of taking action

Answer the following questions:

How well is my current approach working for me?

Am I really taking enough action to reach my goal?

What would taking massive action mean to me?

2) Doubling down on what works

Answer the following questions:

What, if anything, is bringing me the best results?

What could I do to double down on that success?

D. Leveraging the power of gratitude

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

- Write down things you're grateful for.
- Thank people who crossed your life.
- Focus on one object and appreciate its existence.
- Listen to gratitude song/guided meditation.

5 Key Empowering Beliefs

1. I can always improve over the long term
2. If someone else can, I can
3. If I can do it once, I can do it again
4. Others will give up, therefore, I will succeed
5. Success is inevitable

THANK YOU SO MUCH!

I hope you will become the hero of your own story and achieve all your goals and dreams in the coming years.

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

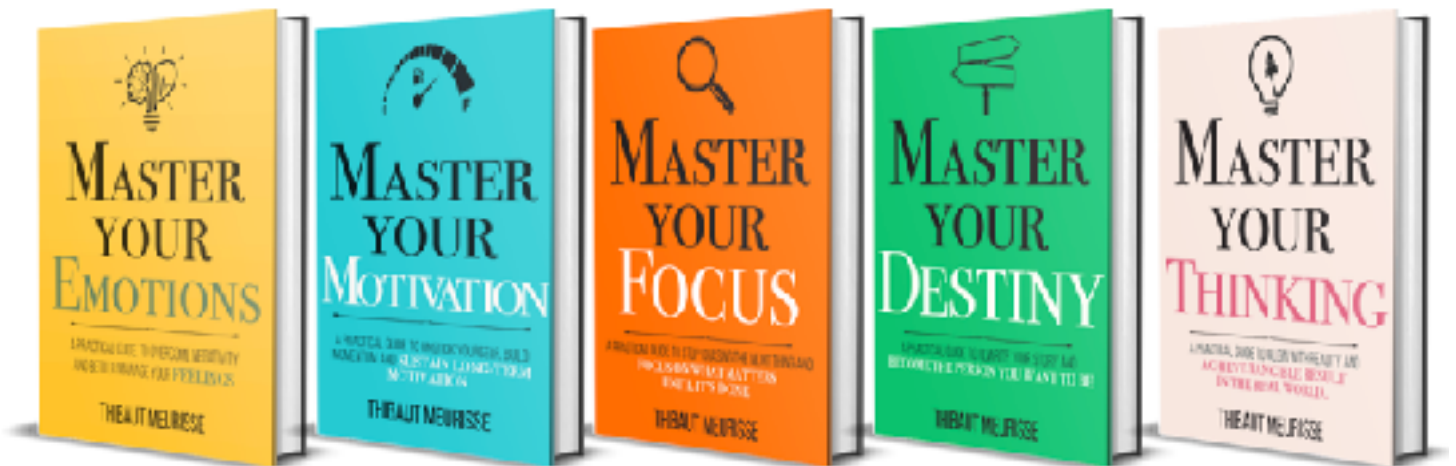
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Thanks a lot!

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Master Your Focus: A Practical Guide to Stop Chasing the Next Things, See Projects Through, and Achieve Tangible Results

Master Your Motivation: A Practice Guide to Unstick Yourself, Build Momentum and Sustain Long-Term Motivation

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

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

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