

# **FOCUS ON THE PROCESS**

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*ACTION GUIDE*



## Part I. What the process is and why it matters

Select one major goal you've achieved in the past.

My goal was:

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Then, answer the following questions:

What was the process that enabled me to reach my goals? What was I doing each day/week?

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What were the benefits? Rate yourself on each of them below:

Benefit #1. It reduced my stress, worry, and my sense of overwhelm.

I \_\_\_\_\_ IO

Benefit #2. It boosted my emotional resilience.

I \_\_\_\_\_ IO

Benefit #3. It enhanced my focus.

I \_\_\_\_\_ IO

Benefit #4. It strengthened my self-discipline.

I \_\_\_\_\_ IO

Benefit #5. It compounded my results.

I \_\_\_\_\_ IO

Benefit #6. It put the focus back on myself.

I \_\_\_\_\_ IO

## Part II. How to focus on the process

### A. Prioritize process goals over result goals

Select one goal you want to work on. Then, follow steps 1 to 4 below:

- Step 1—set a clear target
- Step 2—break it down into milestones
- Step 3—put in place the right process
- Step 4—focus on the process

Step 1—set a clear target

Write down your specific goal below. Make sure it's as specific as possible.

My goal:

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Step 2—break it down into milestones

Identify at least three main milestones you'll need to reach along the way:

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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Step 3—put in place the right process

Try to identify a couple of habits or actions you could take each day to make progress toward your goal in the coming weeks and/or months.

What my process could look like:

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Step 4—focus on the process

Once you have identified your process, practice focusing on it so that you get some of the six benefits mentioned in part one (stress reduction, emotional resilience, focus, self-discipline, compound effect, inner focus).

**B. Understand the cycle of excitement**

Think of a time you entered the cycle of excitement with one of your goals.

Write down the specific goal I have in mind:

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Reflect on what happened. Did you keep going? Did you give up? What could you have done differently, if anything?

What happened:

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**C. Develop faith in the process**

How much time do you spend worrying about the results? Rate yourself below:

My overall level of worry

I \_\_\_\_\_ 10

Now, is it helping you reach your goals? If yes, how? If not, why is that?

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**D. Realize that the process is the goal**

Take a moment to reflect on the fact that your process will lead you to the achievement of your goals.

Then, visualize yourself making progress toward your goals each day—forever. Consider the following question:

What will likely happen in the next six months, twelve months, five years, and ten years, if I stay consistent, keep going, and refuse to give up?

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**E. Clarify your goals**

Revisit your previous goal in A. *Prioritize process goals over result goals.*

Now, how could you make it even more specific and create a better process?

My previous goal:

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What could you do to make it more specific and improve the process?

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**F. Start small**

If you were to do something consistently, for at least six months, which small action(s) would enable you to make progress toward your goals with almost one hundred percent certainty?

My small action(s):

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## **G. Make consistency part of your identity**

Think of consistency as part of who you are. Tell yourself that you're someone who is extremely consistent. You always keep focusing on the process until you reach your goals.

Adopt the following mantra:

*I keep going until I reach my goals. It's just who I am.*

Alternatively, come up with your own mantra.

## **H. Commit to a thirty-day challenge**

Revisit your previous goal.

Then, select one habit to stick to for the next thirty days as part of your challenge.

My one habit:

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## **I. Practice self-compassion**

1. Reassess your belief around self-compassion and let go of the following myths:

**Myth #1.** Self-compassion is selfish.

**Myth #2.** Being kind to yourself is a sign of weakness.

**Myth #3.** Self-compassion will make you lazy.

2. Monitor your self-talk

This week, pay extra attention to the way you talk to yourself. Write down examples of what you say to yourself in the following instances:

- When you make a mistake.
- When something doesn't go as planned.
- When you experience negative emotions such as frustration, anger, jealousy, or sadness.

My self-talk when I make a mistake:

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My self-talk when things don't go as planned:

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My self-talk when I experience negative emotions:

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### 3. Update your self-talk

Now, write down what you would like to say to yourself instead:

My positive self-talk when I make a mistake:

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My positive self-talk when things don't go as planned:

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My positive self-talk when I experience negative emotions:

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### Part III. Refining your process

#### Identifying the right process

Revisit your previous goals. Now, rate yourself on the three points below:

I learn anything I can about my goals

I \_\_\_\_\_ 10

I'm willing to commit to it long term

I \_\_\_\_\_ 10

I seek honest feedback as often as possible

I \_\_\_\_\_ 10

Answer the following question honestly:

*If I keep doing what I'm doing today or this week, will I achieve my goal?*

\_\_\_\_\_

#### How to achieve challenging goals

##### 1. Identify *what* you're trying to accomplish

Go back to your previous goal.

Now, make it as specific as you can. To do so, answer the following question:

How exactly will I know I've achieved that goal?

My answer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. Identify *why* it matters to you

Look at your previous goal and reflect on all the reasons you want to reach it.

The main reasons I want to reach my goal:

- 1.
- 2.
- 3.
- 4.
- 5.

Think of what new identity is required of you. Who do you need to be to achieve that goal? To achieve that goal, I need to adopt the identity of someone who:

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## 3. Identify *how* you'll get there

Identify the best road map by answering the following questions:

Who are the successful people I should study and learn from?

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Who could I interview?

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What books could I read? What blueprints could I find online? What case studies could I gather?

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### **Gathering feedback**

How could you gather more feedback so that you can increase the odds of attaining your goal?

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### **Building your process brick by brick**

Take a moment to realize that your level of struggle is constant regardless of your starting point. You're not behind or ahead of people. You're exactly where you're supposed to be *right now*.

Write down one skill you learned and mastered:

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Now, reflect on the initial struggle and the current struggle. Is there a difference? Would you say it was harder when you got started or that it is harder now?

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Finally, think of one habit that if you stick to it daily for months or years would yield exponential results in the long term. Write it down below:

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### Assessing your results

Processes fall mostly into one of the four categories below:

1. Effective process and quick progress
2. Effective process but slow progress
3. Ineffective process, but short-term progress
4. Ineffective process and no progress

Revisit your previous goal.

Now, assess the effectiveness of your process for that specific goal (up until now). Rate yourself using the scale below:

I \_\_\_\_\_ IO

Comments, if any:

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Then, think of what you could change to make your process more effective. Write your answer below:

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## How to improve your process

Write down what else you could do to optimize your current process and/or add to it.

I could optimize my process by:

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I could add to my process by:

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## Putting your process on autopilot

What could you do to transfer to your subconscious invaluable skills that will help you reach your goals?

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## Making your process sustainable

Remember the following concept:

*Consistency first, optimization later*

To help you apply that principle in your life make sure you:

1. focus on what matters most
2. start small, and
3. stay consistent.



Now, write down how you will apply the principle of “consistent first, optimization later” to reach your goal.

For my specific goal, consistency first, optimization later means:

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### **Creating a chain of habits**

Write down two or three powerful habits that if you were to link together would yield the biggest positive impact over the long term.

Habit #1:

Habit #2:

Habit #3:

Over time, consider adding more habits to create a solid chain of habits.

## How to focus on the process (reminder)

Below are the steps to follow to focus on the process and stay consistent:

1. **Identify the right process.** Figure out what blueprint you need to follow to reach your goals. To do so, find role models, interview people, and look for specific plans or methods online.
2. **Start small.** Eliminate friction and make it easy to focus on the tasks that matter each day/week.
3. **Be consistent.** Stick to your process for weeks, months, and even years if needed. Remember, consistency first, intensity later.
4. **Optimize your process.** As consistency becomes part of your identity, gradually optimize your process.
5. **Add to your process.** Make your process more elaborate by adding elements to it but *only* when/if necessary.
6. **Stack your processes.** Link that process to a new process and rinse and repeat to create a powerful chain of habits.