

# 101 SELF HELP TIPS



**CHECKLIST**

## **Finding Your Motivation**

- ☐ Make a deal with yourself
- ☐ Leave yourself uplifting messages
  - Helps build your self-image
- ☐ Avoid the snooze button
  - Don't start your day off with procrastinating
- ☐ Practice positive self-talk
- ☐ Maintain a regular schedule
  - Know what to expect
- ☐ Always eat breakfast
  - Key to starting day off right
- ☐ Have a morning routine
- ☐ Exercise in the morning
- ☐ Concentrate on a single action at a time
- ☐ Keep moving forward
  - Maintain productivity to accomplish tasks
- ☐ Give yourself rewards
  - Keep motivated after completing difficult tasks
- ☐ Leave yourself positive notes
  - Serve as a reminder that you can do anything
- ☐ Track your progress
- ☐ Make small goals
- ☐ Work on a single project at a time
- ☐ Turn to others
  - Great resources for finding motivation
- ☐ Clear your mind
  - Give you a fresh perspective
- ☐ Think about things that motivate and energize you
- ☐ Listen to upbeat music
- ☐ Find your mantra

## **Building Self-Discipline**

- ☐ Plan a routine
  - Great way to build discipline

- ☐ Keep your routine
  - Helps you maintain momentum
- ☐ Have the same routine daily
- ☐ Set specific goals
- ☐ Define your life to fit your goals
- ☐ Organize your day
  - Helps you stay motivated and productive
- ☐ Utilize a pinup board
- ☐ Talk through your motions
  - Pay better attention to what you're doing
- ☐ Celebrate small victories
- ☐ Compete with yourself
- ☐ Challenge yourself
- ☐ Allow others to challenge you
- ☐ Filter out negative thoughts
  - Allows you to focus on what matters
- ☐ Talk kindly to yourself
  - Build a positive mindset
- ☐ Develop a can-do attitude
- ☐ Develop positive affirmations
- ☐ Break bad habits
  - They keep you from being the best version of yourself
- ☐ Make an action plan
- ☐ Keep the bigger picture in mind
- ☐ Focus on the present
- ☐ Learn from your experiences
  - Both good and bad

## **Managing Your Time**

- ☐ Take a step back
  - Write down tasks
  - Determine how much time is needed
- ☐ Have a plan
- ☐ Stick to your plan
- ☐ Allow time for rest

- Avoid burnout
- ☐ Prioritize your day
- ☐ Write your tasks down
- ☐ Schedule your day
- ☐ Don't forget about other's schedules
- ☐ Plan for the unexpected
- ☐ Carry a schedule
  - Record daily thoughts, conversations, and activities
- ☐ Decide what results you want to attain
- ☐ Create time management goals
- ☐ Utilize time management tools
- ☐ Learn to say no
- ☐ Don't multitask
- ☐ Get organized and stay organized
- ☐ Batch related tasks together
- ☐ Eliminate non-essential activities
- ☐ Leave time in between tasks

## **Developing a Positive Mindset**

- ☐ Remember it's not about you
- ☐ Don't take things personally
- ☐ Try to find the good in everything
- ☐ Reinforce your positive belief
  - Collect references
- ☐ Practice visualization
- ☐ Avoid negative people
- ☐ Avoid instant gratification
- ☐ Live up to your values
- ☐ Don't compare yourself to others
- ☐ Look for the good in people
- ☐ Practice meditation
  - Trains your mind to be in the present moment
- ☐ Focus on present activities
- ☐ Be aware of your thoughts
- ☐ Face your fears

- ☐ Have faith in yourself
- ☐ Trust in your own value
- ☐ Be optimistic
- ☐ Always show your real self
- ☐ Always speak your mind

## **Reaching Your Goals**

- ☐ Have an end result in mind
- ☐ Break down goals into smaller steps
- ☐ Set reasonable time frames
- ☐ Stack your goals
- ☐ Create benchmarks
- ☐ Start with the basics
- ☐ Start on small goals
  - Then tackle the larger goals
- ☐ Prioritize your goals
- ☐ Don't take on too much
- ☐ Have someone to keep you accountable
- ☐ Don't become discouraged by obstacles
- ☐ Utilize your friends and family
- ☐ Let go of negative forces
- ☐ Find a support group
- ☐ Be open to change
- ☐ Set your sights high
- ☐ Think beyond the present
- ☐ Don't settle