



# PRODUCTIVITY

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AND

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# MINDSET SHIFT

**Coaching  
Differently**  
...your accountability partner

01



# SELF REFLECTION

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## 1. 1. What's one belief about yourself that no longer serves you?

### **ACTION:**

Write it down, then rewrite it as the opposite truth. Repeat it daily for a week.

### **MINDSET SHIFT:**

You don't rise to the level of your goals — you fall to the level of your beliefs.

### **PRODUCTIVITY LINK:**

Freeing mental space helps you make sharper decisions.

## 1. 2. When do you feel most like your true self?

### **ACTION:**

Block 30 minutes this week for an activity that brings out that version of you.

### **MINDSET SHIFT:**

Your authentic self is your most productive self.

### **PRODUCTIVITY LINK:**

Alignment produces natural motivation.

## 1. 3. What are three words that describe who you are today?

### **ACTION:**

Ask 2 trusted people to describe you in 3 words and compare.

### **MINDSET SHIFT:**

Perspective helps you see blind spots.

### **PRODUCTIVITY LINK:**

Feedback accelerates growth.

## 1. 4. What parts of your life feel 'on autopilot'?

### **ACTION:**

Pick one area and  
disrupt the routine with  
a new action.

### **MINDSET SHIFT:**

Autopilot preserves  
comfort, but not growth.

### **PRODUCTIVITY LINK:**

Conscious shifts create  
intentional productivity.

## 1. 5. What do you secretly wish others knew about you?

### **ACTION:**

Share one hidden truth with someone you trust this week.

### **MINDSET SHIFT:**

Vulnerability is a gateway to freedom.

### **PRODUCTIVITY LINK:**

Transparency builds trust and momentum.

## 1. 6. What emotions do you find hardest to express?

### **ACTION:**

Journal on one hard emotion for 5 minutes today.

### **MINDSET SHIFT:**

Avoided feelings become mental clutter.

### **PRODUCTIVITY LINK:**

Clear emotions  
= clear focus.



## 1. 7. What brings you meaning beyond work?

### **ACTION:**

Plan one activity this week not tied to work.

### **MINDSET SHIFT:**

Meaning fuels energy beyond tasks.

### **PRODUCTIVITY LINK:**

Rested minds execute better.

## 1. 8. What do you most often say 'yes' to that you wish you said 'no' to?

### **ACTION:**

Say no once this week  
to reclaim time.

### **MINDSET SHIFT:**

Every no is a yes  
to yourself.

### **PRODUCTIVITY LINK:**

Boundaries are productivity's  
best friend.

## 1. 9. Which past version of you would be proud of you today?

### **ACTION:**

Write a letter to your younger self about your growth.

### **MINDSET SHIFT:**

Gratitude for past progress  
fuels future progress.

### **PRODUCTIVITY LINK:**

Celebrate wins to  
fuel motivation.

## 1. 10. Where in your life do you crave more honesty?

### **ACTION:**

Name it in your journal today, then share with someone you trust.

### **MINDSET SHIFT:**

Honesty creates alignment.

### **PRODUCTIVITY LINK:**

Clarity drives execution.

# 02.



## CLARITY & GOALS

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## 11.1. If nothing was holding you back, what would you start today?

### **ACTION:**

Take the smallest first step  
in 10 minutes.

### **MINDSET SHIFT:**

Someday is a myth.

### **PRODUCTIVITY LINK:**

Momentum starts with  
one small move.

## 12. 2. What is one big dream you've been putting on the shelf?

### **ACTION:**

Write down the first step to revive it.

### **MINDSET SHIFT:**

Dreams ignored turn into regrets.

### **PRODUCTIVITY LINK:**

Dreams fuel long-term productivity.

### 13. 3. What does success truly mean to you?

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**ACTION:**

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Define success in one sentence today.

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**MINDSET SHIFT:**

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Society's definition is noise.

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**PRODUCTIVITY LINK:**

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Clarity prevents wasted effort.



## 14. 4. What's one thing you would do differently if no one judged you?

### **ACTION:**

Experiment with one judgment-free action this week.

### **MINDSET SHIFT:**

Courage precedes growth.

### **PRODUCTIVITY LINK:**

Freedom boosts performance.

## 15. 5. Which part of your life most needs attention right now?

### **ACTION:**

Schedule one focused hour this week toward it.

### **MINDSET SHIFT:**

Attention reveals priority.

### **PRODUCTIVITY LINK:**

Focus creates results.

## 16. 6. What would 'enough' look like this year?

### **ACTION:**

Define your 'enough list'  
and cut the excess.

### **MINDSET SHIFT:**

Enoughness is  
abundance.

### **PRODUCTIVITY LINK:**

Saying no creates room  
for deep work.

## 17. 7. What's one thing you could simplify?

### **ACTION:**

Declutter one commitment, tool, or space.

### **MINDSET SHIFT:**

Simplicity unlocks clarity.

### **PRODUCTIVITY LINK:**

Simplicity boosts speed and focus.

## 1.8. Which of your goals feel exciting vs. obligation?

### **ACTION:**

Circle one exciting goal  
and take action today.

### **MINDSET SHIFT:**

Obligation drains,  
excitement fuels.

### **PRODUCTIVITY LINK:**

Joy increases consistency.

## 19. 9. If you could only accomplish 3 things this year, what would they be?

### **ACTION:**

Write them down and post where you'll see daily.

### **MINDSET SHIFT:**

Less is more.

### **PRODUCTIVITY LINK:**

Fewer goals = greater focus.

## 20. 10. What would your 80-year-old self tell you to focus on now?

### **ACTION:**

Write that advice down  
and act on one part  
this week.

### **MINDSET SHIFT:**

Future wisdom prevents  
present regret.

### **PRODUCTIVITY LINK:**

Long-term focus drives  
meaningful productivity.

# 03



## HABITS & BEHAVIORS

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## 21. 1. Which daily habit supports your best self?

### **ACTION:**

Double down tomorrow by extending it by 5 minutes.

### **MINDSET SHIFT:**

Excellence compounds.

### **PRODUCTIVITY LINK:**

Tiny wins grow into lasting change.

## 22.2. Which daily habit keeps you from your best self?

### **ACTION:**

Skip it once this week and track how you feel.

### **MINDSET SHIFT:**

One skipped bad habit proves it's not permanent.

### **PRODUCTIVITY LINK:**

Cutting drains increases energy.

## 23. 3. What small win could you celebrate today?

### **ACTION:**

Write it down and reward yourself.

### **MINDSET SHIFT:**

Celebration builds confidence.

### **PRODUCTIVITY LINK:**

Acknowledgement sustains motivation.

## 24. 4. What activity puts you in flow?

### **ACTION:**

Do it for 30 minutes  
this week.

### **MINDSET SHIFT:**

Flow = fulfillment.

### **PRODUCTIVITY LINK:**

Flow maximizes  
efficiency.

## 25. 5. What does your ideal morning look like?

### **ACTION:**

Design one and test it tomorrow.

### **MINDSET SHIFT:**

Mornings set the tone.

### **PRODUCTIVITY LINK:**

Morning structure boosts productivity all day.

## 26. 6. Where in your life are you overcommitted?

### **ACTION:**

Drop or delegate one task this week.

### **MINDSET SHIFT:**

Busyness  $\neq$  effectiveness.

### **PRODUCTIVITY LINK:**

Space creates productivity.

## 27. 7. What do you most need to say 'no' to this week?

### **ACTION:**

Say it once and reflect on how it felt.

### **MINDSET SHIFT:**

Boundaries protect focus.

### **PRODUCTIVITY LINK:**

No creates yes for priorities.

## 28. 8. What's one thing you could automate or delegate?

### **ACTION:**

Pick one and set it up this week.

### **MINDSET SHIFT:**

Delegation is self-leadership.

### **PRODUCTIVITY LINK:**

Freeing energy fuels bigger goals.



## 29. 9. What do you do when you feel stuck?

### **ACTION:**

Choose a new 5-min  
action next time.

### **MINDSET SHIFT:**

Action breaks  
stuckness.

### **PRODUCTIVITY LINK:**

Small movement  
restores momentum.

## 30. 10. What's one tiny change that could make tomorrow 1% better?

### **ACTION:**

Commit to it before sleeping tonight.

### **MINDSET SHIFT:**

Compounding 1%  
= transformation.

### **PRODUCTIVITY LINK:**

Small gains =  
consistent productivity.

04



# RELATIONSHIPS & CONNECTIONS

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## 31. 1. Who in your life consistently brings out your best self?

### **ACTION:**

Send them a thank-you message today.

### **MINDSET SHIFT:**

Relationships are energy exchanges.

### **PRODUCTIVITY LINK:**

The right people multiply productivity.

## 32. 2. Who drains your energy the most—and what boundary could you set?

### **ACTION:**

Write one boundary you'll practice this week.

### **MINDSET SHIFT:**

Boundaries =  
self-respect.

### **PRODUCTIVITY LINK:**

Energy saved is energy  
redirected to priorities.

### 33. 3. What do you need to forgive yourself for?

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**ACTION:**

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Write a forgiveness  
letter to yourself.

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**MINDSET SHIFT:**

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Self-forgiveness clears  
mental clutter.

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**PRODUCTIVITY LINK:**

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Inner peace boosts  
focus.

## 34. 4. What do you need to forgive someone else for?

### **ACTION:**

Decide to release one resentment.

### **MINDSET SHIFT:**

Forgiveness frees you, not them.

### **PRODUCTIVITY LINK:**

Less resentment = more bandwidth.

## 35. 5. What conversation have you been avoiding?

### **ACTION:**

Commit to starting it within 7 days.

### **MINDSET SHIFT:**

Avoidance steals energy.

### **PRODUCTIVITY LINK:**

Hard conversations clear hidden blocks.



## 36. 6. Which friendship deserves more attention?

### **ACTION:**

Schedule time with them this week.

### **MINDSET SHIFT:**

What you water grows.

### **PRODUCTIVITY LINK:**

Nurturing bonds fuels emotional stability.

## 37. 7. How do you want to be remembered by those closest to you?

### **ACTION:**

List 3 qualities you want to embody daily.

### **MINDSET SHIFT:**

Legacy is built in moments.

### **PRODUCTIVITY LINK:**

Character drives impact at work and life.

## 38. 8. What relationship pattern do you want to break?

### **ACTION:**

Journal the first step  
toward change.

### **MINDSET SHIFT:**

Repeating patterns  
repeat outcomes.

### **PRODUCTIVITY LINK:**

New patterns =  
new productivity.

## 39. 9. How could you show kindness today?

### **ACTION:**

Choose one act before bed tonight.

### **MINDSET SHIFT:**

Kindness compounds trust.

### **PRODUCTIVITY LINK:**

Positive energy improves environments.

## 40. 10. Who inspires you—and how could you learn from them?

### **ACTION:**

Reach out, study their work,  
or model them.

### **MINDSET SHIFT:**

Inspiration can become  
imitation.

### **PRODUCTIVITY LINK:**

Role models fast-track  
mastery.



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## 41. 1. When was the last time you did something that scared you?

### **ACTION:**

Do one bold act  
this week.

### **MINDSET SHIFT:**

Fear points to growth.

### **PRODUCTIVITY LINK:**

Discomfort drives results.

## 42. 2. What fear is quietly running your decisions right now?

### **ACTION:**

Name it, write it,  
challenge it.

### **MINDSET SHIFT:**

Awareness shrinks fear.

### **PRODUCTIVITY LINK:**

Fear unchallenged  
stalls productivity.



### 43. 3. When do you usually play small—and why?

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**ACTION:**

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Take one step where you'd normally hold back.

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**MINDSET SHIFT:**

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Playing small protects, but limits.

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**PRODUCTIVITY LINK:**

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Bigger risks =  
bigger results.

## 44. 4. What is one risk that feels exciting, not terrifying?

### **ACTION:**

Take the first micro-step toward it.

### **MINDSET SHIFT:**

Excitement is growth disguised as risk.

### **PRODUCTIVITY LINK:**

Aligned risks create breakthroughs.

## 45. 5. What new skill or knowledge do you want to master this year?

### **ACTION:**

Block 1 hour this week to start learning it.

### **MINDSET SHIFT:**

Skill-building is self-trust in action.

### **PRODUCTIVITY LINK:**

Skills = leverage in productivity.

## 46. 6. What setback shaped you most?

### **ACTION:**

List 3 strengths it gave you.

### **MINDSET SHIFT:**

Setbacks = setups for resilience.

### **PRODUCTIVITY LINK:**

Resilience sustains long-term productivity.

## 47. 7. Where do you need to trust yourself more?

### **ACTION:**

Say yes to one instinct this week.

### **MINDSET SHIFT:**

Self-trust is self-leadership.

### **PRODUCTIVITY LINK:**

Decisiveness fuels speed.

## 48. 8. When have you surprised yourself with your strength?

### **ACTION:**

Write a note about it for future tough days.

### **MINDSET SHIFT:**

You've been strong before, you'll be again.

### **PRODUCTIVITY LINK:**

Evidence of strength reduces burnout.

## 49. 9. What uncomfortable truth are you ready to face?

### **ACTION:**

Speak it out loud or  
journal it tonight.

### **MINDSET SHIFT:**

Truth heals faster  
than denial.

### **PRODUCTIVITY LINK:**

Honesty clears space  
for growth.

## 50. 10. If failure wasn't possible, what would you do next?

### **ACTION:**

Name it, and take  
one bold step.

### **MINDSET SHIFT:**

Failure is feedback,  
not final.

### **PRODUCTIVITY LINK:**

Freedom from fear  
accelerates success.