

Lifebook Lite Workbook

Companion Workbook
with Jon Butcher

Welcome to Your Private Action Guide

8 Tips to Get the Most out of This Quest

1. Print out this guide before the Quest starts to make the most out of your experience. You can also download it and type directly in the guide to save paper.
2. Set aside private time so you can immerse yourself and receive the full benefits of the Quest.
3. As you are going through the videos, feel free to write down resonating quotes, thoughts, ideas, and inspirations.
4. Refer to this guide after the each class is over to work on the exercises.
5. Use the space to be creative, expressive, and honest.

Preparation Tips for This Quest

- Make sure you are in a quiet place with no distractions. Don't listen to the videos while driving a car or operating heavy machinery. Be in a comfortable position so you can fully take part in any guided meditation and visualization exercises that may be a part of some sessions.
- Stretch your muscles before starting each session. Stretching loosens the muscles and tendons allowing you to sit (or lie) more comfortably. Additionally, stretching starts the process of "going inward" and brings added focus to the body.
- Take a deep breath. Breathing deeply slows the heart rate and relaxes the muscles to help you have a comfortable experience during any guided practice that may happen during sessions.

"Make each day your masterpiece"

- John Wooden

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Day 1: Having It All

Think it through and decide:

1. When are you going to go through the program? _____
2. Where are you going to do the work (daily exercises)? _____
3. Create your "Stop Doing List."

Your stop doing list is an important step to avoid procrastination and excuses, and make the necessary room in your life for what matters most. If done properly, this simple exercise can be life changing.

My Stop Doing List

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Day 2: 12 Key Life Categories

Take Lifebook's Intra-Spect Assessment and discover:

- What are the most important areas of your life the need focus right now?
- Where are your greatest strengths? Where are your biggest opportunities?
- What is your number one category of focus right now?

Day 3: Your Ideal Health and Fitness

Describe in as much detail as possible:

- How do you currently look and feel when it comes to your Health and Fitness?
- How you would like to look and feel in the future.
What is your ideal weight? How exactly do you want to look? What kinds of physical activities do you see yourself engaging in? What would you like to achieve in this area of your life?

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Day 4: Your Health and Fitness Purpose

Take a look at the other 11 categories of your life and ask yourself - "What are my most important REASONS I want to get in great shape?" Now think about how improving your health and fitness will positively impact the other areas of your life, and briefly record your thoughts below:

1. Your Health and Fitness

2. Your Intellectual Life

3. Your Emotional Life

4. Your Character

5. Your Spiritual Life

6. Your Love Relationship

7. Parenting

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8. Your Social Life

9. Your Financial Life

10. Your Career

11. Your Quality of Life

12. Your life Vision

Day 5: Taking Control of Your Thinking

Observe your moments of mental negativity and replace them with more empowering expressions (E.g. instead of saying “this is hell,” you could write “this is a real challenge.”)

Use the space below to record some of your habitual negative thought language, and transform it into a more positive and empowering inner dialogue.

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Day 6: Your Intellectual Life

Think. Plan. Do.

THINK about an intellectual goal you would like to achieve, then write this goal down in detail below.

PLAN your strategy. Write down what you will need to do in order to achieve this goal.

DO it! Commit to achieving your goal, and take the first action step today.

Day 7: Understanding Your Emotions

Complete the following mindfulness exercise to deepen your understanding of your emotional life:

The next time a strong emotion surfaces in your mind and body (whether “positive” or “negative”), follow these simple steps:

1. Find a quiet (ideally isolated) place, close your eyes, and take 5-10 deep breaths.
2. Ask yourself – “What am I feeling right now?” Try to name the feeling. Is it anger, fear, sadness, or resentment – or maybe happiness, excitement, or contentment.

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3. Accept the feeling exactly as it is, without reacting to it. Know that it is absolutely normal and okay for you to feel this way. All kinds of feelings are important and necessary for our growth. You have a right to feel this way.
4. Take a few more deep breaths, and continue to sit in silent acceptance of your feelings, until they give way and transform into something new.
5. Record any thoughts or observations for future reflection.

Day 8: What Makes You Happy or Unhappy?

Choose one “positive” emotion you’d like to cultivate more of in your life, and one “negative” emotion you’d like to eliminate, and then share them with the tribe by posting them online.

To deepen this exercise answer the following questions:

A positive emotion I’d like to cultivate is _____

- What this emotion means to me?

- Some of the ways my life will change as I cultivate this emotion are:

- Three “triggers” that spark this emotion in my life are:
 - 1.
 - 2.
 - 3.

- Three strategies I can use to begin experiencing this emotion on a regular basis are:
 - 1.
 - 2.
 - 3.

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A negative emotion I'd like to eliminate is _____

- How this emotion is currently affecting me?

- Some of the ways my life will change as I reduce the frequency of this emotion are:

- Three “triggers” that spark this emotion in my life are:
 - 1.
 - 2.
 - 3.

- Three strategies I can use to begin decreasing this emotion are:
 - 1.
 - 2.
 - 3.

Day 9: Building Good Character

Choose one virtue you would like to strengthen in your life, answer the questions below, and then list 3 action steps (big or small) that you will take this week to bring it into reality.

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A virtue I'd like to strengthen in my life is: _____

- Why is this virtue important to me?
- How am I currently suffering as a result of not having enough of this virtue in my life?
- What am I going to gain when I strengthen this virtue in my life?
- Three action steps I can take this week to strengthen this virtue are:
 - 1.
 - 2.
 - 3.

Day 10: Your Moral Self

Choose one negative habit that you would like to break, answer the questions below, and then list 3 action steps (big or small) that you will take this week to eliminate it from your life.

A negative habit I would like to break is _____

- What payoff am I getting consistently for this bad behavior?

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- What price will I have to pay if I don't change this bad behavior?
- What am I going to gain if I free myself from this bad behavior?
- Three action steps I can take this week to break this negative habit are:
 - 1.
 - 2.
 - 3.

Day 11: Your Spiritual Life

Write down your beliefs (premise) on Spirituality as simply and as clearly as you can:

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Day 12: Choosing Spiritual Practice

1. Define a spiritual goal. (E.g. harmony with oneself and with the world, opening one's heart, becoming non-judgmental, finding happiness in every moment, living in a bliss, etc.)
2. Choose a daily practice that supports your spiritual goals. (E.g. meditations, prayer, forgiveness, simplifying your life, spending time in nature, living in the now, giving, etc.)
3. Commit to practicing each day.

Day 13: Creating an Extraordinary Love Relationship Your Spiritual Life

Answer the following thought-provoking questions:

- What do you think makes a great love relationship?

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- What are some of your positive or negative relationship patterns?

Positive patterns

Negative patterns

- What or how can you improve in order to become the best version of yourself for somebody? Make a list of all the traits and behaviors you'd like to work on.

What can I improve?

How?

Day 14: Habits of Love

Whether you are single or in a relationship, choose one new habit to instill in this area of your life, which has the power to transform the way you give and experience love. Write it down in detail below.

- The habit I will instill in my love relationship is _____
- How I will cultivate this habit in my life?

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Day 15: Beliefs in Parenting

Answer the following questions with as much clarity and honesty as you can:

- List every negative habit your children (or other children in your life) might learn from you. (E.g. smoking, excessive drinking, unhealthy diet, fighting with your spouse, being late, lying, etc.)

- List all the good habits you would like the children in your life to follow. (E.g. setting goals, eating healthy, exercising regularly, treating other people with kindness and respect, creating loving relationships, financial success, etc.)

Day 16: Core Values for You and Your Children

1. Define 3-5 core values that you want to install in your family.

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2. Write a few sentences for each of the values you choose, and what they mean to you.

3. Identify ways you can bring these values into reality. How will you take action in the form of small, daily shifts?

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Day 17: Your Social Life

List the three most important social relationships in your life right now, and set one goal to nurture each of them.

The most important relationship #1 _____

Goal to nurture it _____

The most important relationship #2 _____

Goal to nurture it _____

The most important relationship #3 _____

Goal to nurture it _____

Day 18: Developing High-Quality Friendships

Choose one of the following social strategies and implement it into your life:

- **Get clear on your social values.**

Make a list of the values you can't live without in terms of your friendship (e.g. positivity, reliance, kindness). Make a list of issues and behaviors that bother you and think how you can get rid of them in your friendship circle.

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Values that are important

Behaviors to eliminate

- **Increase the quality of your social network.**

Who inspires you? Who would you like to spend more time with? Who might influence your growth, motivate you and bring some positivity to your life? Write down below.

- **Create a stable of world-class mentors.**

Search for people who you really admire and start spending some time with them. Who are those people?

- **Create a virtual social network.**

Use the technology to cross the barriers of time and space and surround yourself with the wisdom and guidance of anyone you choose. How would you do it?

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Day 19: Your Financial Life

Make a list of your current top 3 financial beliefs (whether they are serving or limiting you), and how each one affects your behaviors and experiences surrounding money. Write down your thoughts below.

1.

2.

3.

Consciously choose one new empowering belief to put in place in your financial life.

An empowering belief I choose is _____

Day 20: Creating Financial Abundance

1. Create a gratitude practice around your current financial life. Appreciate what you already have, whether it's a little or a lot. Record this daily in a gratitude journal.
2. Decide: How much money is enough for me? There is no universally right or wrong answer, but there is a right or wrong answer for *you*. Write down your answer below.

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Day 21: Your Career

Take inventory of your career by answering the following questions:

- How did I choose the career I'm in right now?
- Is this what I want to do for the rest of my life?
- What do I passionate about it? Do I want to grow in this area?
- What do I enjoy doing most?
- How can I contribute to society through my work, and use my talents to help others?

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Day 22: The Price Tag Principle

Get in touch with the vision for your ideal career, and then ask yourself:

1. What's it going to cost me to achieve this goal? Write down the "price" you would have to pay.
2. Ask yourself: Do I want to pay this price? If yes, write down YES next to it. If no, re-evaluate your career vision.

Day 23: Quality of Life

Imagine and write down below, what your "ideal day" looks like, from the moment you wake up until the moment you go to sleep.

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Use this space to write down your vision of the ideal day.

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Day 24: Creating Quality Experiences

Think about experiences that improves your happiness and your quality of life (a spa day, weekend getaway, camping trip, expensive splurge dinner date with a loved one, etc.), schedule one of these experiences and commit to making it happen within the next 30 days. Write down your plans below.

Day 25: You Are Your Life Vision

Review the 11 categories that we have examined so far, and answer two simple questions for each of them:

1. Your Health and Fitness

- What, exactly, do I want in this area of my life?

- What are the reasons I want exactly that?

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2. Your Intellectual Life

- What, exactly, do I want in this area of my life?

- What are the reasons I want exactly that?

3. Your Emotional Life

- What, exactly, do I want in this area of my life?

- What are the reasons I want exactly that?

4. Your Character

- What, exactly, do I want in this area of my life?

- What are the reasons I want exactly that?

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5. Your Spiritual Life

- What, exactly, do I want in this area of my life?
- What are the reasons I want exactly that?

6. Your Love Relationship

- What, exactly, do I want in this area of my life?
- What are the reasons I want exactly that?

7. Parenting

- What, exactly, do I want in this area of my life?
- What are the reasons I want exactly that?

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8. Your Social Life

- What, exactly, do I want in this area of my life?
- What are the reasons I want exactly that?

9. Your Financial Life

- What, exactly, do I want in this area of my life?
- What are the reasons I want exactly that?

10. Your Career

- What, exactly, do I want in this area of my life?
- What are the reasons I want exactly that?

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11. Your Quality of Life

- What, exactly, do I want in this area of my life?

- What are the reasons I want exactly that?

12. Your life Vision

- What, exactly, do I want in this area of my life?

- What are the reasons I want exactly that?

Day 26: Your Life Vision Integrated

Follow the guided visualization and ask yourself – “What would my life look like five years from now if I accomplished every one of my visions across all categories?” Write down your thought below.

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Use this space to write down the vision of your life five years from now after accomplishing all your goals.

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Day 27: Goal Setting

Review your visions across the 12 categories and ask yourself:

- What's it going to take to make this happen?
- What is the most important thing(s) I need to DO to make this vision a reality?

Day 28: Your Biggest Goals

1. Define the 4-5 most important goals upon which your life vision rests:

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2. Turn these goals into S.M.A.R.T. goals.

Example: Goal #1 - I want to write a business book.

- Specific: I will write a book on social media that is a minimum of 150 pages.
- Measurable: I will write one chapter per month, or 3-5 pages per week.
- Attainable: I will work on the manuscript first, and once that is completed, I will begin to search for a publisher or explore self-publishing.
- Rewarding: Writing a book on social media will help me establish myself as an expert.
- Time-bound: My manuscript will be completed and ready to be published in 10 months.

Goal #1 _____

- Specific: _____
- Measurable: _____
- Attainable: _____
- Rewarding: _____
- Time-bound: _____

Goal #2 _____

- Specific: _____
- Measurable: _____

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- Attainable: _____
- Rewarding: _____
- Time-bound: _____

Goal #3 _____

- Specific: _____
- Measurable: _____
- Attainable: _____
- Rewarding: _____
- Time-bound: _____

Goal #4 _____

- Specific: _____
- Measurable: _____
- Attainable: _____

! _____

- Rewarding: _____
- Time-bound: _____

Goal #5 _____

- Specific: _____
- Measurable: _____
- Attainable: _____
- Rewarding: _____
- Time-bound: _____

Day 29: Taking Action

Review the most important goals in your life that you wrote down yesterday, and choose one. Next, take one powerful step toward the accomplishment of that goal *today*. What would it be? Write down below.

! _____

Day 30: Your Lifebook

Take the Lifebook's Intra-Spect Assessment test again to see if anything has changed through the course of the last 30 days.

Additional Notes
