



# Taking *Action*

*Blueprint for  
72 strategies for taking action*

*Reference manual for times when you are confused, tired,  
unfocused with simple strategies to move forward*

by Coach Jake



## GUIDE

# How to use

1. There are 10 areas for intervention
2. Review them all
3. Pick one area
4. Out of suggested strategies, pick 1, 2 at most
5. Apply it for a 2 weeks
6. If you get stuck or struggle, come back for more
7. Reach out for help

by Coach Jake



## AREAS

- *Igniting Your Vision & Clarity*
- *Strategizing & Planning for Success*
- *Mastering Daily Habits*
- *Optimizing Focus & Productivity*
- *Mastering Daily Habits*
- *Conquering Procrastination & Fear*
- *Strengthening Your Mindset*
- *Making Decisive Choices*
- *Elevating Your Connections*
- *Recharging Your Energy & Well-being*

**by Coach Jake**



**AREA**

# Igniting Your Vision & Clarity

Feeling lost, unclear about purpose, lacking direction, undefined long-term goals.

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## Strategies for: *Igniting Your Vision & Clarity*

- *Dedicate 30 minutes to journaling your ideal day five years from now.*
  - *Clarifies your deepest desires and provides a vivid blueprint for your ideal future.*
- *Complete a values elicitation exercise (e.g., list your top 5 non-negotiable values).*
  - *Uncovers your core driving principles, guiding all decisions towards authentic alignment.*
- *Write a "Future Self Letter" from your envisioned self, describing the life you've created.*
  - *Connects you emotionally to your future success, building belief and motivation to achieve it.*
- *Create a vision board (digital or physical) with images and words representing your deepest desires.*
  - *Creates a powerful visual reminder of your aspirations, keeping your goals top of mind daily.*
- *Ask yourself: "If anything were possible, what would I truly create or achieve?" and brainstorm 10 answers without judgment.*
  - *Expands your thinking beyond perceived limitations, revealing ambitious, true desires.*
- *Identify one thing you'd regret NOT doing if you were 90 years old, and jot it down.*
  - *Identifies your most significant, unfulfilled aspirations, prompting action on what truly matters.*
- *Talk to someone you admire about how they found their clarity or purpose.*
  - *Offers practical insights and inspiration from someone who has successfully navigated a similar path.*
- *Practice a "Vision Walk": take a walk specifically to visualize and feel your future success.*
  - *Deepens your emotional connection to future goals through immersive, sensory visualization.*

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# Strategizing & Planning for Success

Overwhelm with big goals, not knowing where to start, poor project management, lack of a roadmap.

**by Coach Jake**



## Strategies for: *Strategizing & Planning for Success*

- *For your biggest goal, break it into 3-5 major milestones.*
  - *Reduces overwhelm by making large goals feel manageable and providing clear progress markers.*
- *Apply the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound) to your next major goal.*
  - *Ensures your goals are clear, trackable, and achievable, significantly increasing success rates.*
- *Reverse-engineer a goal: start from the deadline and work backward, listing necessary steps.*
  - *Provides a clear, step-by-step roadmap from your desired outcome back to the present.*
- *Use the "If-Then" planning method: "If [situation], then I will [action]," for a potential obstacle.*
  - *Proactively addresses potential obstacles, making you more resilient and consistent.*
- *Create a simple task list for tomorrow, prioritizing the top 3 items.*
  - *Focuses your daily efforts on the most impactful activities, ensuring consistent progress.*
- *For a complex project, map out the first 5 steps in a sequential flow.*
  - *Overcomes initiation paralysis by providing immediate, clear actions for complex projects.*
- *Identify one skill you need to develop for your goal and find a resource to start learning it.*
  - *Pinpoints crucial development areas and provides actionable paths to acquire necessary capabilities.*
- *Schedule a "planning hour" at the start of your week to map out key activities.*
  - *Establishes a dedicated time for strategic oversight, preventing reactive work and improving organization.*



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# Mastering Daily Habits

Inconsistency, lack of discipline, struggling to stick to routines, difficulty building positive behaviors.

**by Coach Jake**





## Strategies for: *Mastering Daily Habits*

- Choose one small habit you want to start (e.g., drink a glass of water first thing) and attach it to an existing habit.
  - Makes new habits easier to adopt by linking them to existing, established routines.
- For a habit you want to stop, identify the trigger and brainstorm an alternative action.
  - Provides a strategic framework for breaking unwanted habits by understanding and replacing triggers.
- Use a habit tracker app or simple calendar to mark off successful habit completion daily.
  - Provides visual motivation and reinforces consistency, building momentum for new behaviors.
- Make a desired habit as easy as possible (e.g., lay out workout clothes the night before).
  - Removes friction and reduces willpower needed to start a new habit, increasing likelihood of success.
- Reward yourself immediately after completing a new habit, even with something small (e.g., 5 minutes of your favorite music).
  - Strengthens positive neural pathways, making new habits feel more enjoyable and sustainable.
- Find an accountability partner for one specific habit you're trying to build.
  - Provides external motivation and support, significantly boosting commitment and follow-through.
- Schedule your desired habits directly into your daily calendar as appointments.
  - Elevates the importance of habits, ensuring they are prioritized and consistently executed.
- Practice the "2-minute rule": if a task takes less than 2 minutes, do it immediately.
  - Eliminates procrastination on small tasks, preventing overwhelm and building productive momentum.

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# Optimizing Focus & Productivity

Distraction, time waste, inefficiency, feeling busy but not productive, inability to concentrate.

**by Coach Jake**



## Strategies for: *Optimizing Focus & Productivity*

- *Implement the Pomodoro Technique: 25 minutes of focused work, 5-minute break.*
  - *Sustains high levels of focus and prevents mental fatigue through structured work intervals.*
- *Turn off notifications on your phone and computer for one hour while working.*
  - *Creates a distraction-free environment, allowing for deeper concentration and higher quality work.*
- *Identify your "peak productivity hours" and schedule your most demanding tasks during that time.*
  - *Optimizes your schedule by aligning challenging tasks with your natural periods of highest energy and focus.*
- *Create a "not-to-do" list of activities that consistently derail your focus (e.g., checking social media first thing).*
  - *Eliminates common time-wasting activities, freeing up mental and physical energy for productive work.*
- *Use the "Eisenhower Matrix" to categorize tasks (Urgent/Important, Important/Not Urgent, etc.) and tackle the most impactful first.*
  - *Provides a clear framework for prioritizing tasks, ensuring focus on what's truly important and impactful.*
- *Clear your workspace of unnecessary clutter before starting a new task.*
  - *Reduces visual clutter and mental distraction, promoting a calm and focused work environment.*
- *Listen to focus music or white noise to minimize distractions.*
  - *Creates an auditory barrier against distractions, enhancing concentration and creativity for some.*
- *Practice single-tasking: commit to working on only one thing at a time for 30 minutes.*
  - *Increases efficiency and reduces errors by dedicating full attention to one task at a time.*

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# Conquering Procrastination & Fear

Getting stuck, avoiding tasks, self-doubt, fear of failure or judgment, analysis paralysis.

**by Coach Jake**



## Strategies for: *Conquering Procrastination & Fear*

- *Identify the smallest possible first step for a daunting task and complete it (e.g., "Open the document").*
  - *Overcomes initiation paralysis by making daunting tasks feel incredibly easy to start.*
- *Use the "5-minute rule": commit to working on the dreaded task for just 5 minutes.*
  - *Tricks your brain into starting a dreaded task, often leading to sustained effort and completion.*
- *Visualize successfully completing the task and the positive feeling it brings.*
  - *Primes your mind for positive outcomes, reducing anxiety and boosting confidence before a challenge.*
- *Break down a fear-inducing goal into tiny, less intimidating sub-steps.*
  - *Makes overwhelming goals manageable, reducing fear and increasing perceived achievability.*
- *Acknowledge your fear, then ask: "What's the absolute worst that could happen?" and "What's the most likely outcome?"*
  - *Rationalizes fears by contrasting exaggerated worst-case scenarios with more probable, manageable outcomes.*
- *Find a way to make the dreaded task more enjoyable (e.g., listen to a podcast while doing it).*
  - *Reduces resistance to unpleasant tasks by associating them with positive experiences.*
- *Get an external commitment: tell someone specific you will complete the task by a certain time.*
  - *Leverages social accountability to increase motivation and ensure follow-through on commitments.*
- *Remember your "why": reconnect with the bigger purpose behind the action you're avoiding.*
  - *Reconnects you to your intrinsic motivation, reigniting purpose and overcoming resistance.*

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# Strengthening Your Mindset

Negative self-talk, limiting beliefs, imposter syndrome, lack of resilience after setbacks.

**by Coach Jake**



## Strategies for: *Strengthening Your Mindset*

- *Start a gratitude journal, listing 3 things you're grateful for each day.*
  - *Cultivates a positive outlook and increases overall happiness and resilience.*
- *When you catch negative self-talk, reframe it into a positive affirmation.*
  - *Transforms limiting beliefs into empowering affirmations, fostering a growth mindset.*
- *Practice mindfulness for 5 minutes daily (e.g., focus on your breath).*
  - *Enhances self-awareness, reduces stress, and improves emotional regulation through present-moment focus.*
- *Read or listen to inspirational content from someone who has overcome similar challenges.*
  - *Provides external motivation, fresh perspectives, and proof of overcoming adversity.*
- *Identify one limiting belief you hold and brainstorm evidence that contradicts it.*
  - *Actively dismantles self-limiting beliefs by finding empirical evidence against them.*
- *Practice self-compassion: treat yourself with the same kindness you'd offer a friend.*
  - *Fosters resilience and reduces harsh self-criticism, promoting emotional well-being after setbacks.*
- *Celebrate small wins consistently to build a positive feedback loop.*
  - *Builds positive momentum and reinforces new behaviors through consistent positive reinforcement.*
- *End your day by reflecting on one thing you did well or learned.*
  - *Shifts focus to achievements and learning, fostering a positive outlook and growth mindset.*

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# Making Decisive Choices

Indecision, difficulty weighing options, regret over past choices, fear of making the wrong move.

**by Coach Jake**





## Strategies for: *Making Decisive Choices*

- *For a difficult decision, make a pros and cons list for each option.*
  - *Provides clear visual clarity for complex decisions, aiding rational evaluation of options.*
- *Set a deadline for making the decision and stick to it.*
  - *Forces action and prevents analysis paralysis by establishing a firm end-date for deliberation.*
- *Consider the long-term implications of each choice (1 month, 1 year, 5 years out).*
  - *Ensures decisions align with your overarching goals and future vision, avoiding short-sighted choices.*
- *Seek input from a trusted mentor or advisor, but ultimately make the decision yourself.*
  - *Offers valuable external perspectives and insights from experienced individuals, reducing risk.*
- *Practice "decision quick-fire": for small, low-stakes choices, decide within 30 seconds.*
  - *Builds decision-making confidence and saves mental energy on low-stakes choices.*
- *Imagine you've already made the decision; how does it feel? Trust your gut instinct.*
  - *Harnesses subconscious intuition, often guiding towards choices aligned with deeper values.*
- *Identify your top 3 criteria for the decision before evaluating options.*
  - *Streamlines decision-making by focusing evaluation on the most critical factors.*
- *Recognize that not making a decision is a decision in itself, often with negative consequences.*
  - *Highlights the often-hidden costs of inaction, prompting timely and proactive choices.*



**AREA**

# Elevating Your Connections

Poor communication, ineffective networking, strained relationships, feeling isolated.

**by Coach Jake**



## Strategies for: *Elevating Your Connections*

- *Actively listen to someone without interrupting, focusing solely on understanding their perspective.*
  - *Deepens understanding and strengthens relationships by making others feel truly heard and valued.*
- *Send a "thank you" note or message to someone who has helped you recently.*
  - *Fosters goodwill and strengthens bonds through sincere appreciation and acknowledgment.*
- *Schedule a check-in call or coffee with someone you haven't connected with in a while.*
  - *Nurtures and maintains existing relationships, preventing connections from fading over time.*
- *Practice giving specific and constructive feedback, focusing on behavior, not personal traits.*
  - *Improves communication and performance by delivering actionable insights in a supportive manner.*
- *Offer help or support to someone in your network without expecting anything in return.*
  - *Builds trust and reciprocity within your network, fostering a supportive community.*
- *In a group setting, make an effort to ask open-ended questions and truly listen to responses.*
  - *Encourages deeper engagement and discussion, fostering more collaborative and insightful interactions.*
- *Identify one person you need to improve communication with and schedule a direct conversation.*
  - *Addresses and resolves misunderstandings head-on, improving clarity and reducing conflict.*
- *Attend a networking event or online community related to your interests.*
  - *Expands your professional and personal circle, opening doors to new opportunities and collaborations.*

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# Recharging Your Energy & Well-being

Burnout, chronic stress, low energy, neglecting self-care, poor work-life balance.

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## Strategies for: *Recharging Your Energy & Well-being*

- *Digital detox break.*
  - *Reduces mental fatigue and screen-related strain, allowing for mental reset and improved focus.*
- *Take a walk outside for at least 20 minutes to get fresh air and movement.*
  - *Boosts mood, reduces stress, and provides fresh air and physical movement, enhancing mental clarity.*
- *Drink enough water throughout the day.*
  - *Improves physical and cognitive function, preventing fatigue and maintaining overall health.*
- *Plan and prepare one healthy meal or snack in advance.*
  - *Ensures consistent nutritious intake, fueling your body and mind for sustained energy and performance.*
- *Practice a short breathing exercise (e.g., box breathing) for 2 minutes to calm your nervous system.*
  - *Rapidly calms the nervous system, reduces immediate stress, and improves emotional control.*
- *Identify one activity that genuinely recharges your mental battery (e.g., reading, listening to music) and schedule it.*
  - *Ensures consistent self-care and prevents burnout by prioritizing restorative leisure.*
- *Prioritize getting 7-9 hours of quality sleep tonight.*
  - *Optimizes physical recovery, cognitive function, mood, and overall health and resilience.*
- *Set a firm boundary for your workday end time and stick to it, signaling "work is done."*
  - *Prevents burnout, enhances work-life balance, and protects personal time for rest and rejuvenation.*

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# Thank you

*If you would like to get more*  
<https://completionistacademy.com/>

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